

# STUDENT HANDBOOK

**GETTING  
SETTLED**

**STUDENT LIFE**

**INTERNATIONAL  
STUDENTS**

**COMMUTER  
LIFE**

**2009**  

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**2010**

**INSTITUTIONAL  
POLICIES**

**RESIDENCE  
LIFE**

**CAMPUS SAFETY  
& PARKING**



Sponsored by the Sisters of Charity of Saint Elizabeth  
Convent Station, New Jersey

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***Dear Student:***

It is with pleasure that I present the Student Handbook of the College of Saint Elizabeth to you. I hope that it will prove to be a valuable resource to help you succeed at the College. Keep it in a place where it can be easily found. Use it often, as it contains a wealth of information.

To be a truly informed citizen of our community – one who respects the dignity and rights of others in the community, one who appreciates and celebrates the diversity of the community, and one who assumes responsibility for what happens at the College – you must understand and uphold the policies, regulations, and rules found in this Handbook.

The Handbook also contains information on a variety of resources, programs, and services that are available at the College to assist you in attaining your academic, personal, and professional goals. There are many dedicated and knowledgeable faculty and staff at the College who can also help you have a wonderful college experience. I encourage you to take advantage of these terrific resources.

Throughout your time at the College, my hope is that together, we can make your experience enjoyable, challenging, and successful as you prepare for your future.

Sincerely,



Katherine M. Buck, MSW  
*Vice President for Student Life & Dean of Students*

**MISSION OF THE COLLEGE OF SAINT ELIZABETH**

THE MISSION OF THE COLLEGE OF SAINT ELIZABETH, SPONSORED BY THE SISTERS OF CHARITY, IS TO BE A COMMUNITY OF LEARNING IN THE CATHOLIC LIBERAL ARTS TRADITION FOR STUDENTS OF DIVERSE AGES, BACKGROUNDS AND CULTURES.

CHARACTERIZED BY A STRONG CATHOLIC IDENTITY AND VALUES, THE COLLEGE IS COMMITTED TO SCHOLARSHIP AND CRITICAL INQUIRY. IT FOSTERS JUST AND ETHICAL RELATIONSHIPS AND THE PROMOTION OF WOMEN AS FULL PARTNERS IN SOCIETY IN ALL ITS PROGRAMS, INCLUDING THOSE WHICH ENROLL BOTH WOMEN AND MEN.

WITH QUALITY TEACHING AS A PRIMARY ACTIVITY AND THE DEVELOPMENT OF LEADERSHIP IN A SPIRIT OF SERVICE AND SOCIAL RESPONSIBILITY FOR OTHERS, THE COLLEGE PROMOTES A CARING, PERSONAL ENVIRONMENT WHERE STUDENTS LEARN BY EXAMPLE AS WELL AS BY PARTICIPATION THROUGHOUT THEIR EDUCATIONAL EXPERIENCE.

# Table of Contents

## GETTING SETTLED .....4-16

Campus Resources .....4-6

Campus Directory .....7-9

Map and Directions .....10-12

Directions to the College .....10,12

Map of the Campus .....11

Public Transportation .....12

CSE Account and Online Services .....12-13

E-mail .....12

Self Service .....12

Online Course Management .....12

Signing On to Blackboard .....12

Getting Help .....13

General Information .....13-14

Bookstore .....13

Change of Address .....13

Dining Services .....13

Health and Accident Insurance .....13

Student Identification Cards .....13

Residence Halls .....14

Local Information .....15-16

Banks .....15

Child Care Centers .....15

Churches .....15

Historical Attractions .....15

Hotels .....15

Movies .....16

Public Transportation/NJ Transit .....16

Restaurants .....16

Shopping .....16

Sports .....16

Theaters .....16

## STUDENT LIFE .....17-33

Personal Development .....17-22

Athletics .....17

Campus Ministry .....17

Career Services .....18

Conklin Academic Skills Center .....18

Disability Services/Grievance Procedures .....18

The Wellness Center .....19

Health Services .....19

Counseling Services .....20

Office of International and Multicultural Affairs .....20

International Student Services .....20

Multicultural Affairs .....20

Orientation .....20

Residence Life .....20

Environmental Sustainability Task Force .....20

Student Activities .....21

Student Employment Program .....21

Center for Volunteerism and Service-Learning .....22

Leadership Program .....22

Alumnae/i Association .....22

Student Participation .....23-33

Faculty-Student Standing Committees .....23

Student Life Committee .....23

Academic Life Committee .....23

The Constitution of the Student

Government Association .....23

By Laws of the SGA .....26

Campus Traditions .....30

Rathskeller .....30

Substance Awareness Program .....30

Procedures Related to Student Activities .....31

Scheduling an Event .....31

Fundraising .....31

Video Bulletin Board .....31

Catering .....31

Off-Campus Publicity .....32

On-Campus Advertising .....32

Funding Policy for Off-Campus

Conferences .....32

Van Use Policy and Procedures .....33

## INSTITUTIONAL POLICIES .....34-54

Student Judicial Affairs .....34

Philosophy .....34

Students' Rights & Responsibilities .....34

College Conduct .....34-36

Judicial Process .....35

Academic Behavior Policy .....35

Filing a Complaint .....35

Interim Suspension Policy .....36

Return to Campus .....36

Judicial Sanctions .....36

Policies and Procedures .....37-54

Statement of Compliance .....37

Substance Abuse Policy & Procedures .....37

Harmful Behavior Policy .....40

Personal Grooming/Hygiene Policy .....41

Medical Excuse Policy .....41

Student Obstetric Policy .....42

HIV Policy .....43

FERPA .....43

Proof of Immunization Requirement .....44

Missing Persons Policy .....46

Pet Policy .....46

Smoking Policy .....47

Sexual Harassment Policy .....48

Sexual Misconduct Policy .....49

Public Demonstration Policy .....51

Vendor/Solicitation Policy .....52

Student Grievance Procedures .....52

Academic Integrity .....54

Acceptable Use of Technology .....54

Online Networking Policy .....54

Records Retention and Disposition .....54

## CAMPUS SAFETY & PARKING .55-58

Safety .....55-56

Lost & Found Policy and Procedures .....56

Access to Campus .....56

Transport Policy .....56

Safety Committee .....57

# Table of Contents

Parking & Traffic Regulations	57-58
<b>RESIDENCE LIFE</b>	<b>59-70</b>
Statement of Mission	59
Residence Life Staff	59-60
Director	59
Coordinator	59
Assistant Directors (ADs)	59
Community Assistants (CAs)	59
Residence Hall Council	59
Judicial Board	60
Head Receptionist	60
Receptionists	60
Mail Room Staff	60
Residence Life Staff Duty Schedules	60
<b>Residential Facilities</b>	<b>60-61</b>
O'Connor Hall	60
Founders Hall	60
Kitchens	60
Laundry Facilities	60
Lounges	60
Storage	61
<b>Assignments and Operations</b>	<b>61-63</b>
Room Assignments	61
Room Decorating	61
Room Changes	61
Medical Room Requests	62
Mail	62
Packages	62
Phone Service	62
Cable Service	63
<b>Services</b>	<b>63</b>
Maintenance and Housekeeping	63
Food Service	63
The Wellness Center	63
<b>Residence Hall Procedures</b>	<b>63-65</b>
Residence Hall & Food Service Agreement	63
Keys	64
Lock Outs	64
Damages	64
Vacations	64
Check Out	65
Fire Alarms	65
Door Alarms	65
Emergency Procedures	65
<b>Residence Hall Conduct</b>	<b>66-70</b>
Acts of Misconduct	66
Penalties for Misconduct	67
Policies	67
Floor Meeting Policy	67
Drugs and Alcohol	67
Non-Compliance	68
Falsifying Information	68
Fire Hazard Policy	68
Kitchen/Cooking Policy	68
Furniture Policy	68
Noise and Quiet Hours Policy	68
Posting Policy	68
Vendor Policy	69
Bicycle Policy	69
Restricted Area Policy	69
Sporting Activities	69
Propping Doors	69
Guest Policy	69
Male Visitation Policy	69
Smoking Policy	70
Privacy Limitations	70
<b>COMMUTER LIFE</b>	<b>71-72</b>
Vehicle Parking and Registration	71
School Closings	71
Dining Services	71
Campus Mail	71
Health and Counseling Services	71
Campus Employment	71
Commuter Clubs/Organizations	72
Public Transportation	72
<b>INTERNATIONAL STUDENTS</b>	<b>73-78</b>
A Message from the Director	73
Key CSE Personnel	73-74
Director of International and Multicultural Affairs	73
Assistant Director of Multicultural Affairs	73
Secretary for the Office of International and Multicultural Affairs	73
Director of Residence Life	74
Director of Health Services	74
<b>International/Intercultural Club</b>	<b>74</b>
<b>Other Cultural Clubs</b>	<b>74</b>
<b>Staying in Legal Status for F-1 Students</b>	<b>74</b>
<b>Employment Opportunities</b>	<b>75</b>
On-Campus Employment	75
Practical Training	75
<b>Social Security Card</b>	<b>76</b>
<b>Staying in Touch with Home</b>	<b>76</b>
Telephone Services	76
Cell Phone service	76
Mail Service	76
<b>Public Transportation</b>	<b>77</b>
To Shopping Malls or Supermarkets	77
To Newark Liberty International Airport	77
To JFK Airport	77
To New York City	77
To Downtown Newark	77
<b>Driver's License</b>	<b>77</b>
<b>Travel</b>	<b>77-78</b>
Within the United States	77
Outside the United States	78
Re-entry into the United States after a Temporary Absence	78
<b>Banking</b>	<b>78</b>
<b>A Final Note</b>	<b>78</b>

## CAMPUS RESOURCES

*There are numerous resources to which you can turn for explanations, clarifications and support. Following is a listing of resources for your reference. Phone numbers and office locations are in the campus directory section of this handbook.*

TOPIC	RESOURCE
ABSENCE FROM CLASS	Instructor, Beyond 3 days – Dean of the Women’s College and Undergraduate Studies, Registrar
ACADEMIC PROBATION OR DISMISSAL	Dean of the Women’s College and Undergraduate Studies, Registrar
ACADEMICS	Faculty Advisor, Dean of the Women’s College and Undergraduate Studies, Registrar
ACADEMIC ADVISEMENT	Faculty Advisor, Dean of the Women’s College and Undergraduate Studies
ALCOHOL, CONCERNS	Counseling Services, Residence Life, Director of Student Activities, Health Services, Vice President for Student Life and Dean of Students, Assistant Dean of Students
ANXIETY	Counseling Services, Residence Life, Campus Minister
ASSERTIVENESS TRAINING	Counseling Services, Director of Student Activities, Assistant Dean of Students, Director of the Leadership Program
ATHLETICS	Athletic Director, Assistant Athletic Director, Assistant Dean of Students
BILLS	Bursar, Financial Aid Office
BOOKS/SUPPLIES	College Store
CAMPUS EMPLOYMENT	Career Services Office, Director of Community Development and the Leadership Program
CAREER GOALS/OPPORTUNITIES	Director of Career Services
CAR REGISTRATION	Bursar
CHANGE IN HOUSING STATUS	Assistant Dean of Students, Office of Residence Life
CLASS SCHEDULE	Faculty Advisor, Registrar
CLUBS	Director of Student Activities, Assistant Dean of Students
COMPUTERS	Computer Help Desk
CONFLICTS WITH FACULTY	Faculty Member, Chairperson of Department, Dean of the Women’s College and Undergraduate Studies, Dean of Graduate Programs, Vice President and Dean for Academic Affairs
COURSE CHANGES	Faculty Advisor, Registrar
COURSES, DEGREE REQUIREMENTS	College Catalog, Faculty Advisor, Dean of the Women’s College and Undergraduate Studies, Registrar, Dean of Graduate Programs
CREDIT FROM OTHER COLLEGES	Dean of the Women’s College and Undergraduate Studies, Registrar
CRIME	Director of Campus Security, Assistant Dean of Students, Vice President for Student Life and Dean of Students, Vice President for Finance & Administration, Director of Residence Life
DISABLED STUDENT CONCERNS	Coordinator of Disability Services, Conklin Academic Skills Center

TOPIC	RESOURCE
DRUG AWARENESS PROGRAMS	Wellness Center, Assistant Dean of Students
DRUGS, CONCERNS ABOUT	Wellness Center, Director of Residence Life, Director of Student Activities
EMERGENCIES	Vice President for Student Life and Dean of Students, Assistant Dean of Students, Residence Life, Campus Security
EMOTIONAL CONCERNS	Counseling Services, Residence Life Office, Campus Ministry Office
EXAMINATIONS, LEARNING TO TAKE	Conklin Academic Skills Center
FINANCIAL AID	Financial Aid Office
FOOD SERVICE	Director of Dining Services, Assistant Dean of Students, Vice President for Student Life and Dean of Students
GRADE REPORTS	Registrar's Office
GRADING POLICY	College Catalog, Faculty, Dean of the Women's College and Undergraduate Studies, Registrar, Dean of Graduate Programs
GRADUATE SCHOOL INFORMATION	Director of Career Services, Faculty, Graduate Program Directors, Dean of Graduate Programs
HONORS PROGRAM	Director of the Honors Program, Dean of the Women's College and Undergraduate Studies, Registrar
ID CARDS	Campus Security/Access Systems
INTERNATIONAL STUDENTS	Director of International and Multicultural Affairs, Director of ESL Program
INTERNSHIPS	Director of Career Services, Departmental Faculty
JOB SEARCH INFORMATION	Career Services Office
LEADERSHIP DEVELOPMENT PROGRAM	Director of Community Development and the Leadership Program, Dean of the Women's College and Undergraduate Studies
LEAVE OF ABSENCE	Dean of the Women's College and Undergraduate Studies, Registrar, Graduate Program Director, Academic Advisor
LOANS FOR COLLEGE EXPENSES	Financial Aid Office
LOST & FOUND	Security, Residence Life Office
MAIL	Vice President for Student Life and Dean of Students Office, Residence Life Office
MAJOR, CHANGING/CHOOSING	Faculty Advisor, Dean of the Women's College and Undergraduate Studies, Registrar, Director of Career Services, Graduate Program Director
MEDICAL PROBLEMS	Wellness Center, Director of Health Services, Residence Life
MISSING PERSON	Vice President for Student Life and Dean of Students, Assistant Dean of Students, Residence Life Staff, Campus Security
NOTARY PUBLIC	Business Office, Career Services
PARKING PERMIT & VIOLATIONS	Business Office, Vice President for Finance and Administration, Campus Security
PAY CHECKS	Business Office, Career Services Office

TOPIC	RESOURCE
PERSONAL CONCERNS	Counseling Services, Residence Life, Campus Minister, Vice President for Student Life and Dean of Students, Assistant Dean of Students, Faculty, Student Life Staff
PUBLIC TRANSPORTATION	Director of Student Activities, Director of International and Multicultural Affairs
RATHSKELLER INFORMATION	Rathskeller Staff, Director of Student Activities
READMISSION TO COLLEGE	Dean of the Women's College and Undergraduate Studies, Registrar, Admission Office, Graduate Program Director, Academic Advisor
REGISTRATION FOR COURSES	Academic Advisor, Registrar's Office, Graduate Program Director
RESIDENCE HALL CONCERNS	Residence Life
ROOM RESERVATIONS	
Classrooms	Registrar's Office
Meetings	Office of Student Activities
Residence Hall Lounges	Residence Life Office
SCHEDULING OF EVENTS	Director of Student Activities
SEXUAL HARASSMENT	Vice President for Finance and Administration
SPIRITUAL CONCERNS	Campus Minister
STUDENT ACTIVITIES	Director of Student Activities, College Activities Board Members, Vice President for Student Life and Dean of Students
STUDY ABROAD	Dean of the Women's College and Undergraduate Studies, Chairperson of the Foreign Language Department, Director of Community Development and the Leadership Program,
STUDY SKILLS	Conklin Academic Skills Center, Faculty
SUBSTANCE ABUSE POLICY	Vice President for Student Life and Dean of Students, Counseling Services, Director of Student Activities, Residence Life
SUMMER JOBS	Director of Career Services
TRANSCRIPTS	Registrar's Office
TRANSFER POLICY	Dean of the Women's College and Undergraduate Studies, Registrar, Graduate Program Director, Academic Advisor
TUTORING	Director of the Conklin Academic Skills Center
VETERANS BENEFITS	Director of Financial Aid, Dean of Graduate Programs
VOLUNTEER INFORMATION	Geraldine Doyle Riordan Center for Volunteerism and Service-Learning
WITHDRAWAL FROM THE COLLEGE	Dean of the Women's College and Undergraduate Studies, Registrar, Counseling Services, Director of Residence Life, Vice President for Student Life and Dean of Students, Assistant Dean of Students, Academic Advisor, Dean of Graduate Programs

## CAMPUS DIRECTORY

### Important Telephone Numbers and Locations

#### EMERGENCY

Fire, Police, and Medical .....991 (campus phones) or  
 ..... 911 (pay phones)  
 Campus Security .....973-290-4090

#### COLLEGE INFORMATION

Weather Closings .....973-290-INFO (4636) or [www.cse.edu](http://www.cse.edu)  
 Operator .....0  
 CSE Website .....[www.cse.edu](http://www.cse.edu)

Office/Department	Extension	Location	Floor
Academic Advising	4427	Santa Rita	Second
Academic Skills Center	4325	Mahoney Library	Second
Academic Technology Center	4089	Henderson	Second
Admissions	4700	Santa Rita	First
Alumnae/i Association	4208	Santa Rita	Third
Annunciation Center	4188	Annunciation Center	
Archives	4241	Mahoney Library	Second
Art Department	4315	Annunciation Center	Main
Athletics	4207	Saint Joseph	Lower
Biology Department	4094	Henderson	First
Bookstore	4214	Saint Joseph	Lower
Bursar	4440	Santa Rita	Second
Business Administration/Economics Department	4082	Henderson	Second
Business Office	4470	Santa Rita	Second
Cable Services	2288		
Campus Calendar	4188	Annunciation Center	Main
Campus Ministry	4209	Saint Joseph	Lower
Career Services	4266	Saint Joseph	Lower
Center for Theological & Spiritual Development	4364	Annunciation Center	
Central Duplicating	4079	Henderson	Ground
Chemistry Department	4088	Henderson	Second
College Relations	4482	Santa Rita	Third
Communications & Marketing Office	4417	Santa Rita	Third
Communications Department	4327	Santa Maria	Third
Computer Help Desk	4015	Henderson	Second
Counseling Services	4175	Founders	Ground
Deans			
Admission	4705	Santa Rita	First
Assistant Dean of Students	4201	Saint Joseph	Lower
Assistant Dean of Undergraduate Program	4081	Santa Rita	Second

Office/Department	Extension	Location	Floor
Dean of Graduate Programs	4100	Henderson	Ground
Dean of the Women's College and Undergraduate Studies	4413	Santa Rita	Second
Vice President and Dean for Academic Affairs	4446	Santa Rita	Fourth
Vice President for Student Life and Dean of Students	4204	Saint Joseph	Lower
Development/Institutional Advancement, VP	4449	Santa Rita	Third
Dietetic Internship Program	4125	Henderson	First
Dining Services	2234	Saint Joseph	First
Education Department	4320	Santa Maria	First
Educational Opportunity Fund (EOF)	4347	Santa Maria	First
English Department	4381	Santa Maria	First
English as a Second Language	4353	Santa Maria	Third
Equal Opportunity Officer (V.P. Finance & Administration)	4496	Santa Rita	Fourth
Facilities Department	4331	Santa Maria	Lower
Finance & Administration, VP	4496	Santa Rita	Fourth
Financial Aid	4445	Santa Rita	Second
Fitness Center	2202	Saint Joseph	Lower
Foods & Nutrition Department	4045	Henderson	First
Foreign Language Department	4370	Santa Maria	Third
Gerontology Program	4121	Henderson	Ground
Graduate Program Directors			
Dietetic Internship	4125	Henderson	First
Education	4373	Santa Maria	First
Health Care Management	4179	Henderson	Second
Justice Studies	4324	Santa Maria	Ground
Management	4100	Henderson	Ground
Nursing	4069	Henderson	Second
Nutrition	4176	Henderson	First
Psychology	4101	Henderson	Second
Theology	4337	Santa Maria	Second
Health Services	4175	Founders	Ground
History Department	4305	Santa Maria	Second
Holocaust Education Resource Center	4387	Annunciation Center	
Human Resources Office	4497	Santa Rita	Fourth
I.D. Card Access Administrator	4428	Henderson	Ground
Information Systems Office	4020	Santa Rita	Fourth
Institutional Research	4430	Santa Rita	Fourth
International and Multicultural Affairs	4227	Saint Joseph	Lower
ITV Classroom	4242	Mahoney Library	Lower
Leadership Program	4204	Saint Joseph	Lower
Library		Mahoney Library	
Director	4233		
Evenings & Weekends	4239/4257		
Interlibrary Loan	4240		
Main Desk	4237		
Periodicals	4238		
Reference	4238/4240		

Office/Department	Extension	Location	Floor
Mathematics/Computer Science Department	4067	Henderson	Second
Media Services	4235	Mahoney Library.	Lower
Music Department	4216	Annunciation Center	Lower
Nursing Department	4056	Henderson	Second
Philosophy/Theology Department	4337	Annunciation Center	Upper
Physical Education Department	4218	Saint Joseph	Lower
President	4475	Santa Rita	Fourth
Publications Office	4439	Santa Rita	Third
Psychology Department	4102	Henderson	Second
Registrar	4441	Santa Rita	Second
Residence Life			
Director	4130	Founders	Ground
Coordinator	4184	Founders	Ground
Founders Reception Desk	2408	Founders	Ground
O'Connor Reception Desk	2502	O'Connor	Ground
Security	4090	Guard House	
Sociology Department	4120	Henderson	Ground
Student Activities	4219	Saint Joseph	Lower
Swimming Pool	2236	Saint Joseph	Lower
Theological & Spiritual Development	4354	Annunciation Center	Upper
Theology/Philosophy Department	4337	Annunciation Center	Upper
TV Services	4230	Mahoney Library.	Lower
Vice Presidents			
Academic Affairs	4446	Santa Rita	Fourth
Finance & Administration	4496	Santa Rita	Fourth
Institutional Advancement	4449	Santa Rita	Third
Student Life	4204	Saint Joseph	Lower
Voice Mail	4800		
Volunteer Services	4220	Saint Joseph	Lower
Wellness Center	4175	Founders	Ground

## MAP AND DIRECTIONS

### Directions to the College

#### FROM NEW YORK & NEW ENGLAND

##### **From George Washington Bridge**

From George Washington Bridge, follow signs to I-80 West (express lane). Take I-80 West to I-287 South (Boonton-Morristown). Follow \*.

##### **From Lincoln Tunnel**

From the Lincoln Tunnel follow the signs to Route 3 West. Take Route 3 West to Route 46 West. Continue on Route 46 West to I-80 West. Take I-80 West to I-287 South. Follow \*.

##### **From Holland Tunnel**

Bear right after tunnel to New Jersey Turnpike (Jersey City Extension). Take Turnpike to I-78 (Newark Airport toll plaza). After toll, take I-78 West to exit for Route 24 (Morristown). Take Route 24 West to I-287 South. Follow \*.

##### **From Westchester County via Tappan Zee Bridge/New York Thruway**

Cross the Tappan Zee Bridge and travel eight miles along the New York Thruway North past Garden State Parkway to the Spring Valley toll. After the toll, take the second exit, Exit 15 (South Jersey I-287, 17). Bear right on ramp and follow signs for I-287 South (Morristown). Follow \*.

#### FROM NEW JERSEY

##### **From Northeast New Jersey (Bergen County)**

Take I-80 West to I-287 South (Morristown). Follow \*.

##### **From South Jersey via Garden State Parkway**

Take Garden State Parkway North to Exit 142. Move to the far right tollbooth and follow the signs to I-78 West. (You will be heading east, then taking the first exit (Exit 54) and crossing over I-78 in order to head west.) I-78 will divide a few miles from the exit. Keep to the right and follow signs to Route 24 (Morristown). Take Route 24 West to I-287 South. Follow \*.

##### **From South Jersey via New Jersey Turnpike**

Take the New Jersey Turnpike North to Exit 10. Take I-287 North to Exit 35 (Route 124/South Street/Madison Avenue). When you exit, stay to the left on the exit ramp. From the exit ramp stop-light, turn left onto South Street. Make the first, immediate right at the sign for Route 124 East and then make the next right onto Madison Avenue/124 East. You will pass Morristown Memorial Hospital on your left. Stay to the right and proceed on Madison Avenue/Route 124 East. At the fifth light (the Madison Hotel is on your left), turn left onto Convent Road. Entrance to campus is just across the railroad tracks.

##### **From Newark International Airport**

As you exit the airport, follow signs for I-78 West. Take I-78 West to exit for Route 24 (Morristown). Take Route 24 West to I-287 South. Follow \*.

#### FROM WASHINGTON, BALTIMORE & PHILADELPHIA

Take the New Jersey Turnpike North to Exit 10. Take I-287 North to Exit 35 (Route 124/South Street/Madison Avenue). When you exit, stay to the left on the exit ramp. From the exit ramp stop-light, turn left onto South Street. Make the first, immediate right at the sign for Route 124 East and then make the next right onto Madison Avenue/124 East. You will pass Morristown Memorial Hospital on your left. Stay to the right and proceed on Madison Avenue/Route 124 East. At the fifth light (the Madison Hotel is on your left), turn left onto Convent Road. Entrance to campus is just across the railroad tracks.

\*Take I-287 South to Exit 35 (Route 124/South Street/Madison Avenue). At end of exit ramp, make a left onto Route 124 East (Madison Avenue). At the fifth traffic light (the Madison Hotel is on your left), turn left onto Convent Road. Entrance to campus is just across the railroad tracks.

#### ALTERNATE PARK AVENUE ENTRANCE (BACK GATE) TO CAMPUS

There is also a back entrance to the College of Saint Elizabeth from Park Avenue. However, please note that the Park Avenue entrance (Back Gate) closes each evening at 8 p.m. and is closed during times of elevated national threat level High/Orange.

##### **Access to Park Avenue Entrance (Back Gate) from I-287 South or Route 24**

Follow relevant directions on left to I-287 South. Take I-287 South (Morristown) to Exit 37 (Route 24, Springfield). Proceed east on Route 24 to first exit, Exit 2A (Route 510 West). After ramp, move to far left lane to make left turn at first traffic light (Park Avenue). Proceed on Park Avenue for .7 miles (past two traffic lights) to campus entrance on right just before third traffic light.

##### **Directions from Madison Avenue Entrance (Front Gate) to Park Avenue Entrance (Back Gate)**

In the event that the Madison Avenue entrance (Front Gate) of the campus is closed, follow these directions to get from the Front Gate to the Back Gate of the campus. Proceed on Convent Road away from the College and toward Madison Avenue/Route 124. Make a right onto Route 124 West and proceed to Punch Bowl Road. Make a right onto Punch Bowl Road and continue to Park Avenue. Make a right onto Park Avenue and make the first right to the entrance of the College.

...continued on page 12

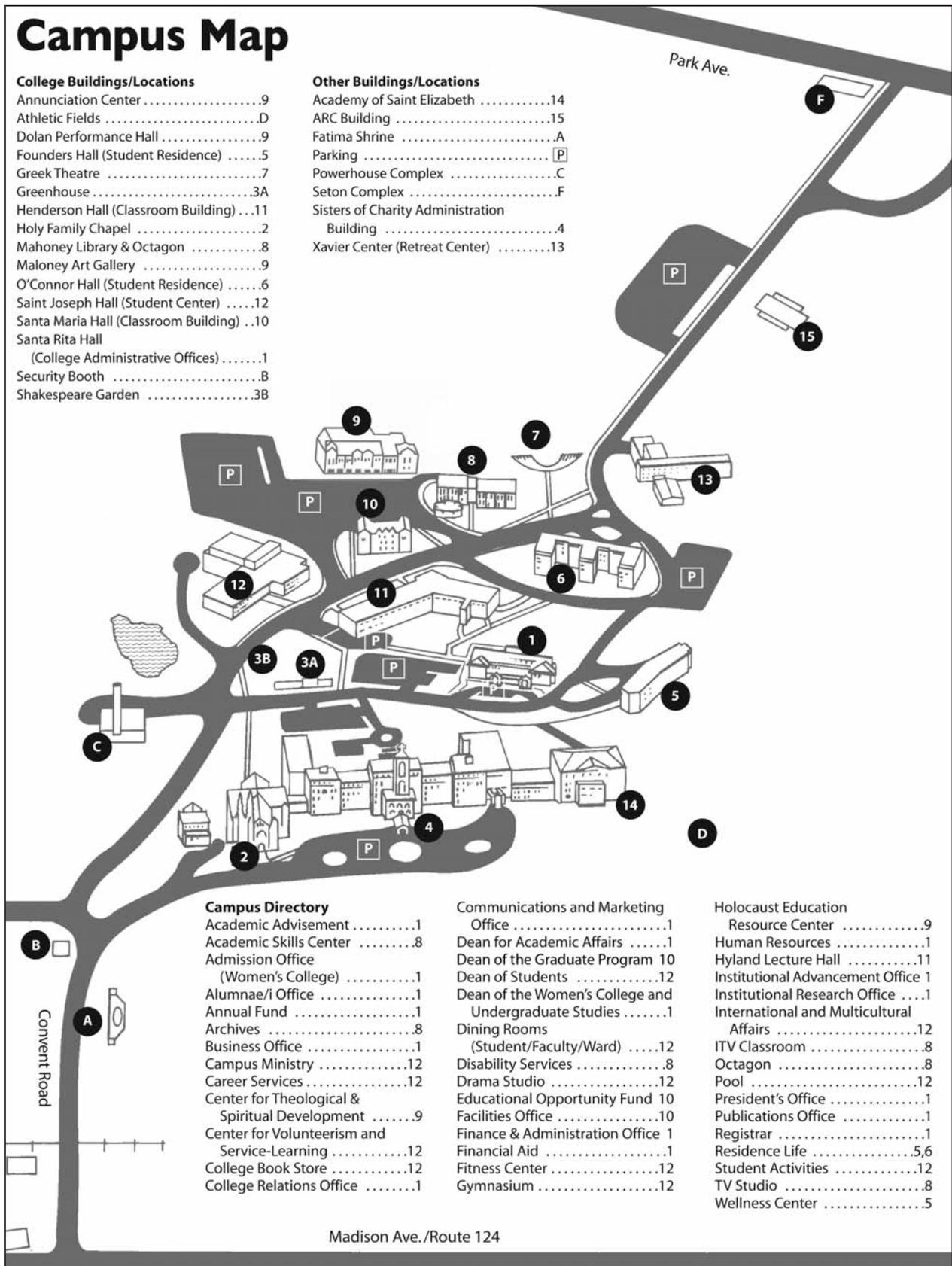
# Campus Map

## College Buildings/Locations

- Annunciation Center .....9
- Athletic Fields .....D
- Dolan Performance Hall .....9
- Founders Hall (Student Residence) .....5
- Greek Theatre .....7
- Greenhouse .....3A
- Henderson Hall (Classroom Building) ...11
- Holy Family Chapel .....2
- Mahoney Library & Octagon .....8
- Maloney Art Gallery .....9
- O'Connor Hall (Student Residence) .....6
- Saint Joseph Hall (Student Center) .....12
- Santa Maria Hall (Classroom Building) ..10
- Santa Rita Hall  
(College Administrative Offices) .....1
- Security Booth .....B
- Shakespeare Garden .....3B

## Other Buildings/Locations

- Academy of Saint Elizabeth .....14
- ARC Building .....15
- Fatima Shrine .....A
- Parking .....P
- Powerhouse Complex .....C
- Seton Complex .....F
- Sisters of Charity Administration  
Building .....4
- Xavier Center (Retreat Center) .....13



## Campus Directory

- Academic Advisement .....1
- Academic Skills Center .....8
- Admission Office  
(Women's College) .....1
- Alumnae/i Office .....1
- Annual Fund .....1
- Archives .....8
- Business Office .....1
- Campus Ministry .....12
- Career Services .....12
- Center for Theological &  
Spiritual Development .....9
- Center for Volunteerism and  
Service-Learning .....12
- College Book Store .....12
- College Relations Office .....1

- Communications and Marketing  
Office .....1
- Dean for Academic Affairs .....1
- Dean of the Graduate Program 10
- Dean of Students .....12
- Dean of the Women's College and  
Undergraduate Studies .....1
- Dining Rooms  
(Student/Faculty/Ward) .....12
- Disability Services .....8
- Drama Studio .....12
- Educational Opportunity Fund 10
- Facilities Office .....10
- Finance & Administration Office 1
- Financial Aid .....1
- Fitness Center .....12
- Gymnasium .....12

- Holocaust Education  
Resource Center .....9
- Human Resources .....1
- Hyland Lecture Hall .....11
- Institutional Advancement Office 1
- Institutional Research Office ...1
- International and Multicultural  
Affairs .....12
- ITV Classroom .....8
- Octagon .....8
- Pool .....12
- President's Office .....1
- Publications Office .....1
- Registrar .....1
- Residence Life .....5,6
- Student Activities .....12
- TV Studio .....8
- Wellness Center .....5

Madison Ave./Route 124

## DIRECTIONS...continued

### *Directions from Park Avenue to Madison Avenue Entrance (Front Gate)*

If you are traveling to campus via Park Avenue after 8 p.m. or during times of elevated national threat level High/Orange, follow these directions to the Madison Avenue entrance (Front Gate):

- If you are coming from the direction of Columbia Turnpike and Route 24 on Park Avenue, continue to Punch Bowl Road (on right, about .7 miles, immediately before entrance to the College). Turn right onto Punch Bowl Road and proceed to Madison Avenue/Route 124. Turn left onto Madison Avenue/Route 124 and continue to Convent Road (the Madison Hotel is on the corner). Make a left at Convent Road. Entrance to the campus is just across the railroad tracks.
- If you are coming from the Madison/Chatham area toward Columbia Turnpike on Park Avenue, continue on Park Avenue to Punch Bowl Road (on the left, immediately after the entrance to the College) and make left onto Punch Bowl Road. Continue on Punch Bowl Road to Madison Avenue /Route 124. Turn left onto Madison Avenue/Route 124 and continue to Convent Road (the Madison Hotel is on the corner). Make a left at Convent Road. Entrance to the campus is just across the railroad tracks.

## Public Transportation

### BY TRAIN

N.J. Transit trains to the campus originate from Hoboken, NJ or New York's Pennsylvania Station. The train stops directly at the gate of the College of Saint Elizabeth (Convent Station stop). The "Midtown Direct" makes the trip to and from Manhattan in only 45 minutes each way. Call NJ Transit at (800) 772-2222 or visit their website at [www.njtransit.com](http://www.njtransit.com) for schedule and fare information.

### BY BUS

Lakeland Bus Lines buses from the Port Authority Bus Terminal in New York City at 41st Street and 8th Avenue stop at Convent Station (Morristown route). Call (973) 366-0600 for schedule and fare information.

### BY AIR

The Morristown area is served by Newark Liberty International Airport (30 minutes east of the College) and by LaGuardia and J.F.K. International Airports in New York City. Call major carriers for schedule and fare information.

## CSE ACCOUNT AND ONLINE SERVICES

All CSE students are provided with a campus account that allows access to lab computers, campus e-mail, and other important online services. In order to access these services, students must first setup or initialize their CSE accounts. This secure online process allows students to define a password, set a security question and answer, and specify an alternate e-mail address should a password be forgotten. Please visit <http://www.cse.edu/ois/account.cfm> to start the process and to find out more about the CSE account.

### E-mail

The College of Saint Elizabeth provides all students with a campus e-mail address. Students should check their College e-mail often for various class purposes, special announcements, and emergency information. The format for CSE e-mail accounts is [username@cse.edu](mailto:username@cse.edu), where username is usually the student's first initial followed by last name. E-mail can be accessed at <https://mail.cse.edu>.

To protect your account, never give out your username and password.

### Self Service

The College of Saint Elizabeth provides students with online access to their class schedule, billing and financial aid information, and grades through Self Service. Self Service is a web-based application that is accessible at <https://selfservice.cse.edu> using a CSE account username and password.

### Online Course Management

The online course management system used at the College of Saint Elizabeth is Blackboard Academic Suite version 8. This online service provides tools for teaching and learning, class collaboration, and access to course content. Students are informed by their professors as to whether or not their class will be using Blackboard and will receive all of their instructions from their professor. Students can access Blackboard using their CSE account username and password.

### Signing On to Blackboard

You can sign on to Blackboard at <http://blackboard.cse.edu> with your CSE account username and password. If you have not setup your CSE account, please do so at <http://www.cse.edu/ois/account.cfm>. Once in Blackboard, the courses you are registered for will be listed on the screen. Click on a course link to access your course content.

## Getting Help

If you have any questions related to your CSE account or on-line services, please:

- Direct questions regarding a Blackboard course to your instructor
- For technical assistance with Blackboard, call (973) 290-4044
- For email help, call the Help Desk on (973) 290-4015
- Check for network outages on (973) 290-4444
- Check the Student Manual located online at: <http://www.blackboard.com>

## GENERAL INFORMATION

### Bookstore

The College of Saint Elizabeth Bookstore, located on the Lower Level of Saint Joseph Hall, is operated by the Follett Higher Education Group. The store carries all textbooks and school supply needs. You can show your school spirit with an imprinted sweatshirt, t-shirt, sweat pants, or other emblematic CSE merchandise. The store also carries a variety of imprinted giftware, snacks and sundry items. Hours of operation and book return policies are posted in the College store. Book buy back, refunds, and exchange policies are provided with the sales receipt. You can also purchase textbooks and gifts at the CSE Bookstore web site, [www.cse.bkstr.com](http://www.cse.bkstr.com).

### Change of Address

Students changing their permanent address must notify the Registrar in writing, indicating the old address, the new address, and the date the new address becomes effective.

### Dining Services

The College of Saint Elizabeth contracts Chartwells Dining Services to provide the meal plan to the resident student population. When the Rose Dining Room is open, commuter students, faculty, and staff are also welcome to purchase meals on either an a la carte basis, or through the convenient Eagle Plan, a Flex Dollar account. Details about this convenient meal plan are available in Dining Services Office located in Saint Joseph Hall. The hours for meal service during the academic year are:

<i>Monday-Friday</i>		<i>Saturday-Sunday</i>	
Breakfast	7:30 am–9:30 am	Brunch	10:30 am–1:00 pm
Lunch	11:00 am–1:30 pm	Dinner	4:15 pm–5:30 pm
Dinner	4:30 pm–8:00 pm		

*Specific information regarding meal plan prices, Flex Dollar accounts, and hours of operation will be distributed annually and are subject to change.*

## Health and Accident Insurance

New Jersey State Law requires all full-time undergraduate students to be covered by health and accident insurance. All students in the Women's College are automatically enrolled and billed under a health and accident insurance policy. Health and Accident Insurance is available through the Bursar's Office.

- This billed fee may be waived for the Health portion only. (You must provide proof of similar coverage through another policy.)
- The Accident portion of the insurance cannot be waived.

**In order to waive the Health insurance provided by the college you must:**

- Complete and sign a Waiver Form
- Attach a copy of a current valid insurance card
- Deliver these to the Bursar's office each academic year.

The insurance fee will remain on the student account unless a Waiver Form has been received by the published deadline. After the published deadline the insurance fee can no longer be waived.

**Note:** Deadlines for enrollment are established by the insurance company, not the college.

Full year coverage is August 15th through August 14th of the following year and applies to students who register during the initial enrollment period of the academic year. For those who enroll during any other time of the academic year, insurance coverage will begin on the day of enrollment and also end on August 14th of the same academic year.

Full-time graduate students can enroll for the insurance policy by contacting the insurance carrier directly. The Accident portion of the insurance cannot be waived for any student.

## Student Identification Cards

All CSE students, faculty and staff members are required to possess a valid ID card. ID cardholder privacy is protected, including student data and card system activity. The production, processing and administration of ID cards requires CSE system administrators to view confidential student and card access information (i.e. directory information, card usage patterns etc.). System administrators are expected to treat all information as confidential, and are prohibited from using, sharing or commenting on private information. System administrators are obligated to report any illegal activity to the Vice President for Student Life and Dean of Students, who is authorized to conduct an investigation with just cause. Privacy concerns regarding the ID system should be directed to the Vice President for Student Life and Dean of Students Office in Saint Joseph Hall (973) 290-4204.

## ISSUANCE OF ID CARDS

Each member of the College of Saint Elizabeth community is issued a photo ID card upon their initial class registration or date of hire. ID cards will be created in the Access System Coordinator's Office. The card is valid from the date of issuance through graduation or termination of employment. It is the responsibility of each individual to keep the ID card in his/her possession at all times and to present it to any College official upon request. The ID card must be presented to Library personnel or Dining Hall staff in order to use these facilities.

## ID CARD RIGHTS, PRIVILEGES & RESPONSIBILITIES

### *Possession of a valid ID card entitles the carrier to:*

- Access campus property
- Enter campus buildings
- Use Mahoney Library
- Access dining services in the Rose Dining Room in Saint Joseph Hall.

The rights and privileges associated with the ID card are non-transferable. Anyone lending the card to another individual (including another CSE student or staff member) or using or possessing a card belonging to someone else, is in violation of College policy. This will result in disciplinary action up to, and including, monetary fines and/or suspension or revocation of campus privileges.

## LOST, STOLEN OR DAMAGED CARDS

College ID cards should be protected at all times. It is the responsibility of each cardholder to report lost, stolen or damaged cards to campus officials immediately to prevent unauthorized use of the card and to have a new card issued. During normal business hours, to report a lost, stolen or damaged ID card, contact the Security Office in Henderson Hall.

Resident students who lose a card on weekends or evenings should contact Campus Security and/or the Residence Life staff member on duty, who will provide temporary access to the building. The staff member will also provide instructions for meal provision and the issuance of a new card. It is the responsibility of the student to contact the Access System Coordinator the next business day to have a new card issued. Failure to do so will result in denial of access to the residence hall or dining services, since a temporary card will expire and will not activate the card readers at these sites. New cards will be issued for a fee.

## LIBRARY ACCESS

A valid College issued photo ID card must be presented for all transactions in Mahoney Library. The College photo ID card will permit the cardholder to borrow circulating items from the Library. Any items borrowed using the College photo ID card that are returned late or are lost will be charged to the cardholder.

## DINING SERVICES ACCESS

All members of the CSE community are welcome, and encouraged, to eat in the Rose Dining Hall. Resident students (who have paid board fees) must present a valid ID card to the Cashier and swipe the ID card through the card reader (which verifies resident status) in lieu of paying cash for the meal. Resident students failing to present a valid ID must pay cash for the meal, or return to their room to retrieve the card. All non-resident students, staff and faculty are expected to present their ID card and pay cash for any food items selected.

## CAMPUS SECURITY

Campus Security Guards have the right to inspect ID cards at any time. ID cards must be shown to Security Guards when entering the campus during evening and weekend hours. Failure to present ID when requested will result in disciplinary action.

## Residence Halls

Full-time female students studying in the Women's College may live in a College residence hall. Policies pertaining to Residence Life are outlined in the Residence Life section of this Handbook.

## LOCAL INFORMATION

	Street Address	Town	Phone Number
<b>Banks</b>			
Wachovia	.200 Madison Avenue	.Morristown	.973-538-4060
Bank of America	.117 Main Street	.Madison	.800-841-4000
Fleet Bank (The Abbey)	.355 Madison Avenue	.Morristown	.973-682-4870
<b>Child Care Centers</b>			
Children On the Green	.50 Park Place	.Morristown	.973-984-0094
Collinsville Child Care Center	.125 South Street	.Morristown	.973-267-0082
F.M.Kirby Children's Center	.54 East Street	.Madison	.973-377-4945
Kids Count Child Care Center	.15 Halko Drive	.Cedar Knolls	.973-829-8484
Madison Day Care Center	.4 Madison Avenue	.Madison	.973-377-6941
<b>Churches</b>			
Saint Thomas More Catholic Church	.Madison Avenue	.Convent Station	.973-267-5330
Assumption Roman Catholic Church	.91 Maple Avenue	.Morristown	.973-539-2141
Holy Family Catholic Church	.1 Lloyd Avenue	.Florham Park	.973-377-1817
First Baptist Church	.36 Cook Avenue	.Madison	.973-966-1115
Church of the Redeemer (Episcopal)	.36 South Street	.Morristown	.973-539-0703
Good Shepherd Lutheran Church	.160 Ridgedale Avenue	.Madison	.973-377-7425
Morristown United Methodist Church	.50 Park Place	.Morris Plains	.973-538-2132
Presbyterian Church of Madison	.19 Green Avenue	.Madison	.973-377-1600
<b>Historical Attractions</b>			
Acorn Hall	.68 Morris Avenue	.Morristown	.973-267-3465
Museum of Early Trades & Crafts	.9 Main Street	.Madison	.973-377-2982
Fosterfield Farm	.73 Kahdena Road	.Morristown	.973-326-7645
Frelinghuysen Arboretum	.53 East Hanover Avenue	.Morris Twp	.973-326-7600
Historic Speedwell	.333 Speedwell Avenue	.Morristown	.973-285-6550
Macculloch Hall Museum	.45 Macculloch Avenue	.Morristown	.973-538-2404
Morris Museum	.6 Normandy Heights Road	.Morristown	.973-971-3700
Stickley Museum	.2352 Route 10 West	.Morris Plains	.973-540-0311
<b>Hotels</b>			
The Hilton Parsippany	.One Hilton Court	.Parsippany	.973-267-7373
The Hampton Inn Parsippany	.One Hilton Court	.Parsippany	.973-290-9058
The Hamilton Park Hotel	.175 Park Avenue	.Florham Park	.973-377-2424
The Headquarters Plaza Hotel	.3 Headquarters Plaza	.Morristown	.973-898-9100
The Madison Hotel	.1 Convent Road	.Convent Station	.973-285-1800
The Summerfield Suites	.194 Park Avenue	.Morris Twp	.973-971-0008
The Westin	.2 Whippany Road	.Morristown	.973-539-7300

## LOCAL INFORMATION

	Street Address	Town	Phone Number
<b>Movies</b>			
Chatham Cinema	.641 Shunpike Road	.Chatham	.973-822-1550
Headquarters Plaza	.72 Headquarters Plaza	.Morristown	.973-292-0606
Clearview Madison Cinema 4	.14 Lincoln Place	.Madison	.973-377-2388
<b>Public Transportation/NJ Transit</b>			
Train			.800-772-2222
Bus			.800-772-2222
<b>Restaurants</b>			
Hunan & Szechuan Cafe	.127 South Street	.Morristown	.973-538-5601
Empire Szechuan	.258 Main Street	.Madison	.973-822-0398
Friendly's	.192 Madison Avenue	.Convent Station	.973-267-2456
L'Allegria	.11 Prospect Street	.Madison	.973-377-6808
Main Street Café	.54 Main Street	.Madison	.973-966-0252
Nagano Japanese Restaurant	.66 Morris Street	.Morristown	.973-540-9120
Nautilus Diner	.97 Main Street	.Madison	.973-377-8484
Poor Herbie's	.13 Waverly Place	.Madison	.973-966-0211
Romanelli's Italian Eatery	.42 Lincoln Place	.Madison	.973-377-9515
Shanghai Jazz Restaurant & Bar	.24 Main Street	.Madison	.973-822-2899
Yo and Papa	.190 South Street	.Morristown	.973-993-1100
<b>Shopping</b>			
Livingston Mall	.112 Eisenhower Pkwy	.Livingston	.973-994-9390
Short Hills Mall	.1200 Morris Tpke	.Short Hills	.973-376-7350
<b>Sports</b>			
New Jersey Devils	.165 Mulberry Street	.Newark	.201-935-6050
Continental Airlines Arena—Giants Stadium	.50 State Route 120	.E. Rutherford	.201-935-3900
Madison Square Garden, Box Office	.2 Penn Plaza	.New York	.212-465-6000
Meadowlands Sports Complex	.50 State Route 120	.E. Rutherford	.201-935-3900
Mennen Sports Arena	.161 E. Hanover Ave	.Morristown	.973-326-7650
Shea Stadium	.12601 Roosevelt Ave	.Corona	.718-760-3178
Yankee Stadium	.800 River Ave	.Bronx	.718-293-4300
YMCA	.111 Kings Rd	.Madison	.973-377-6200
<b>Theaters</b>			
NJ Performing Arts Center	.1 Center Street	.Newark	.888-466-5722
NYC Shows (Telecharge)	.330 W. 42nd Street, #22		.212-239-6200
Paper Mill Playhouse, Box Office		.Milburn	.973-376-4343

## PERSONAL DEVELOPMENT

### Athletics

The Athletics Department offers teams and activities designed to be a part of the student's overall education, not a substitute for it. Whether starting for a varsity team or participating in free swim, athletics is about making friends, developing confidence and strength, and getting involved in something that is both beneficial and fun.

The College has eight varsity athletic teams for the woman student/athlete. The cross country, soccer, and volleyball teams compete in the Fall. Winter sports include basketball and swimming. In the Spring semester, the softball and lacrosse teams take to the field, while the tennis team competes in the fall against non-conference opponents and competes in the Spring against conference teams.

The College is a member of the NCAA (Division III), North Eastern Athletic Conference (NEAC), the Northern Athletic Conference (NAC) in lacrosse, Metropolitan Swim Conference, and the Eastern Colleges Athletic Conference (ECAC). Although we are not allowed to offer athletic scholarships, numerous academic scholarships and other forms of financial aid are available. All students are welcome to try out for any athletic team. Admission is free to all home athletic events! We would like to invite you to come out and see the "Screaming Eagles" in action.

Students interested in participating on an athletic team:

- Must be a full time student in the Women's College;
- Must be in good standing with the College;
- Must abide by the policies and procedures outlined in the Student Handbook and Student-Athlete Handbook;
- Must have an up-to-date sports physical.

The College requires student athletes to have annual sports physicals before the start of practice and play. The required Sports Physical Form is available in Health Services, in the Athletics Department, and on the CSE website. Completion of this form by the student's primary healthcare provider is mandatory. If a student is unable to obtain a sports physical from her primary healthcare provider, she should schedule an appointment with Health Services in a timely manner prior to the first team practice. Students will not be permitted to participate in athletic team activities without a completed up-to-date sports physical.

In addition to the formal Athletic Program at the College, numerous other athletic activities and facilities are available to all students on its sprawling 200-acre campus: recently constructed tennis courts and softball field, gymnasium, competition pool, and fitness center. Biking and walking trails can be found adjacent to the campus.

Physical education courses are also available to students interested in sports, health, and fitness. Some of the courses offered include yoga, volleyball, CPR/first aid, lifeguard training, fencing, bicycling, recreational activities, fitness walking, aerobics/water aerobics, golf, and all Red Cross Health and Safety Courses. The College is within an easy commute to all major ski resorts in New Jersey, Pennsylvania, New York, and Connecticut.

The Athletic Department is located on the lower level of Saint Joseph Hall.

### Campus Ministry

The Office of Campus Ministry strives to witness and proclaim the Gospel, grounding its ministry in the traditions of the Catholic Church. In particular, Campus Ministry is committed to a ministry which reflects the inclusivity of the Catholic Church by building community through worship, reflection, service, prayer and ecumenism. Campus Ministry welcomes and celebrates the richness of diverse religious traditions as well, through ecumenical and inter-faith services.

The celebration of faith through liturgy, prayer and worship experiences are a regular part of the life of Campus Ministry. Students plan and participate in these services, which include but are not exclusive to the Mass of the Holy Spirit, which commemorates the opening of the academic year, our Family Mass at Fall Fest, the Senior Mother-Daughter weekend Mass, Christmas Liturgy and Concert, the Junior Ring Ceremony, and the Baccalaureate Mass at spring graduation. Training and formation are provided to prepare students to participate fully in the worshipping life of the campus community, particularly as Extraordinary Ministers of the Eucharist, Lectors, Ministers of Hospitality, Cantors, and Musicians.

Through the Office of Campus Ministry, opportunities are provided for daily liturgy (Monday through Thursday) and Sunday evening Mass in the Parlor of O'Connor Hall. Campus Ministry also provides opportunities for students to meet for scripture study and reflection, ecumenical prayer services for special events, sacramental formation (baptism, eucharist, and confirmation) and other student-led prayer services for special events. In service to the wider church and society, Campus Ministry embraces faith that does justice and offers opportunities where students are invited to assume roles of vibrant leadership for the future of both the Church and the world. An arm of the Campus Ministry Office is the Campus Ministry Club, a Student-Government sponsored organization that plans retreats, service projects, alternative spring break trips, movie nights, dinner-dialogues, speakers, and other special events.

The Office of Campus Ministry is located on the lower level of Saint Joseph Hall.

## Career Services

The Office of Career Services provides students with information and assistance related to their search for a career, internship, part-and full-time jobs, as well as on-campus employment.

The “Myers-Briggs Type Indicator” is administered and interpreted along with other career-related instruments that help students refine their interests, skills and abilities in particular career fields. Numerous workshops are presented throughout the year to help students better understand career-related questions such as how to write a winning resume, how to conduct an electronic job search, how to ace an interview, how to choose a major, what you can expect during the first year on the job, and what qualities employers are looking for in an intern or regular employee. Career Services will create a workshop especially tailored for student organizations. Two courses, “Career Planning and Exploration” and “Transition: College to Career” are offered for credit to help students further define their career goals and increase their network of recruiter contacts.

Career Services collaborates with academic departments, student organizations and the Alumnae/i Association to offer additional programs and workshops as well. Students and alums who are conducting an on-campus or near-campus job search, or seeking an internship or regular part-time/full-time position are able to register on *CSE Connects* the electronic job search site available 24/7 through our office. Employers frequently register and post opportunities specifically because they want to connect with a CSE student or alumnae/i.

A list of on-line resources are available on the Career Services website. Career Services also maintains a list of upcoming career fairs within the NY/NJ metropolitan area. As a member of the National Association of Colleges and Employers (NACE), CSE is able to offer students a complimentary copy of the college magazine “Job Choices” which includes information on a variety of job search topics including resume writing, interview skills, and transitioning to the workplace. Career Services also has information on the website about graduate school information, including test dates, and keeps some print materials available in the Office for further exploration.

Career Services is located on the lower level of Saint Joseph Hall.

## Conklin Academic Skills Center

The Academic Skills Center (ASC) is located on the upper level of Mahoney Library. The ASC promotes independent learning by

providing tutoring assistance and study skills guidance as tools for students to become life-long learners.

### TUTORING

Students may receive academic support at no charge in a variety of subjects by requesting a tutor. ASC tutors undergo rigorous, on-going training so that they may offer students high-quality assistance. Supplemental instruction is also available for targeted courses every semester.

### WORKSHOPS

The Center also conducts interactive workshops on study skills each semester. Topics such as self-management, test-taking, self-advocacy, multiple intelligences, and gender issues in communication are addressed. Workshops are free of charge and open to all CSE students.

## Disability Services

The College of Saint Elizabeth, in accordance with Section 504 of the Rehabilitation Act of 1973, and the Americans with Disabilities Act, provides eligible students with documented disabilities equal educational opportunities and participation. The College is committed to insuring that no qualified person be excluded from participation in any College program or activity, be denied the benefits of any College program or activity, or otherwise be subjected to discrimination with regard to any College program or employment, access to facilities, student programs, activities and services.

While all students are expected to meet the College’s academic standards and requirements, the College encourages students with documented disabilities who want accommodations to submit the documentation early in the enrollment process so that documentation may be assessed, interpreted and services arranged in a timely manner.

Please contact the Coordinator of Disability Services for more information about disabilities services and academic accommodations.

### DISABILITY SERVICES – GRIEVANCE PROCEDURES

For complaints or appeals related specifically to services/accommodations for students with disabilities provided through the Office of Disability Services, as required under the American’s with Disabilities Act (ADA) or Section 504 of the Rehabilitation Act, the following procedures will be followed:

#### GRIEVANCES – Internal (CSE) Complaints

1. The complaint should be submitted in writing and contain the name and address of the person(s) filing it, and briefly describe the alleged violation of the regulations. It should be

filed with the Coordinator of Disability Services within ten (10) working days from the date of the alleged complaint.

2. An investigation conducted by the Coordinator, as may be appropriate, shall follow the filing of a complaint. The investigation shall be informal but thorough, and it should afford all interested persons and their representatives, if any, an opportunity to submit evidence relevant to the complaint.
3. A written determination as to the validity of the complaint and a description of the resolution, if any, shall be issued by the Coordinator and forwarded to the complainant no later than ten (10) working days after the filing of the complaint.
4. The complainant can request an appeal in the instance of dissatisfaction with the resolution. The request for reconsideration should be made in writing to the Vice President for Student Life and Dean of Students within ten (10) working days of the resolution of the complaint.
5. If a grievance is against the Coordinator of Disability Services the above procedures will be followed with the exception that the initial complaint will be made to the Coordinator's immediate supervisor, the Vice President for Student Life and Dean of Students. In this instance, if a satisfactory resolution is not reached (following the same process listed above), appeals can be directed to the President of the College.
6. The right of a person to a prompt and equitable resolution of the complaint filed shall not be impaired by nor shall the use of this procedure be a prerequisite to the pursuit of other remedies.
7. These rules shall be construed to protect the substantive rights of interested persons, to provide a fair and reasonable hearing of the complaint, to assure that the College complies with the ADA and Section 504 of the Rehabilitation Act.
8. The Coordinator shall maintain files and records relating to the complaint for a period of three (3) years.

### GRIEVANCES – External (CSE) Complaints

Although the student is encouraged to attempt to resolve a grievance within the College process, the student has the right to file any grievance directly to the Office of Civil Rights (OCR) at any time.

The statute of limitations for filing with OCR is 180 days from the time the incident occurred. Forms may be obtained from the Office of Civil Rights.

Office for Civil Rights	Division of Civil Rights
U. S. Department of Health & Human Services Jacob Javits Federal Building 26 Federal Plaza, Suite 3312 New York, NY 10278 Phone: 212-264-3313 Fax: 212-264-3039 TDD: 212-264-2355	Paterson Office 100 Hamilton Plaza, 8th Floor Paterson, NJ 07505-2109 Phone: 973-977-4500 Fax: 973-977-4511 TTY: 973-977-1955

## The Sister Elizabeth Ann Maloney Wellness Center

The Wellness Center consists of Health Services and Counseling Services. The Wellness Center is designed to address students' emotional and physical concerns in a holistic manner. The goal of the Wellness Center is to provide quality healthcare and counseling services to students that will enhance the educational experience. The Center strives to empower students to make informed decisions about their physical health and emotional well-being. Health and Counseling Services are available to all CSE students. The Wellness Center is located on the ground floor of Founders Hall.

### HEALTH SERVICES

Health Services provides primary medical care and is staffed by one full-time physician and one part-time Nurse Practitioner. The Nurse Practitioner is a licensed and certified primary care provider with prescriptive privileges. Students with medical emergencies are transported and treated at neighboring hospitals. Once a student reaches the age of 18, enrollment at the College automatically gives authorization to the College and to the Health Services' staff to take whatever steps are deemed necessary to provide appropriate medical treatment. Students under the age of 18 are required to have a signed parental/guardian endorsement for non-emergent and emergent medical care, which is documented on the mandatory Health and Immunization Record.

The cost of basic health services is included in the College fee. The College does not assume financial responsibility for medical or laboratory testing, prescription medication, immunizations or screenings. A list of additional services and the appropriate fee schedule is available in Health Services.

All college students must fulfill their health and immunization requirements prior to entrance to the College of St. Elizabeth. All Women's College students are required to have a medical history and physical completed by a physician within one year prior to entrance. A medical history and physical is recommended for all College of St. Elizabeth students. Any student who does not submit required health and immunization forms to Health Services will be placed on Immunization Hold and will not be able to register and/or attend classes, until the proper documentation is received by Health Services.

Various academic departments, such as such as Athletics, Nursing, Education, Nutrition, require additional health records and immunizations. In addition to the Health Service health and immunization policy, students enrolled in these programs will be required to meet the health requirements of internships and affiliated practice sites. Please refer to the individual depart-

mental sections of the College Catalog for further information regarding their specific health and immunization requirements.

The College requires student athletes to have annual sports physicals before they may participate in intercollegiate athletics. It is required that student athletes obtain their sports physicals within 6 months prior to the start of practice and play. The required Sports Physical Form is available in Health Services, in the Athletics Department and on the CSE website. It is recommended that the student arrive for practice and/or play with the completed form with the appropriate clearances from their primary healthcare provider. In the event that students are unable to obtain a sports physical from their primary healthcare provider, they should schedule an appointment with Health Services in a timely manner prior to the first team practice. Students will not be permitted to participate in athletic team activities without a completed up-to-date sports physical.

### COUNSELING SERVICES

College is an exciting, yet sometimes stressful, time in a person's life. Professional counselors are available on campus to assist students in identifying and handling their stressors in healthy ways. The staff provides free confidential counseling for all students as well as educational programming throughout the academic year. Counseling Services is staffed by licensed mental health professionals. When necessary, off-campus referrals are made to a variety of community and individual service providers. Through occasional or regular visits, students are encouraged to discover and utilize inner resources, increase self-awareness, and make behavioral changes as needed.

Students have the opportunity to explore many topics and issues through counseling or participation in programs sponsored by Counseling Services. Topics include, but are not limited to, self-esteem, sexuality issues, stress management, interpersonal communication, test anxiety, healthy relationships, recovery issues, sexual abuse, adjustment to college, eating disorders, AIDS awareness, anxiety, rape/date rape awareness, depression, substance use/abuse, family issues, dating/domestic violence, suicide prevention/intervention, and multicultural/diversity awareness.

### Office of International and Multicultural Affairs

The Office of International and Multicultural Affairs exists to help all students at the College of Saint Elizabeth—as well as all members of the CSE community—experience one another's cultures, understand them, and enjoy them. These may be cultures that exist within the United States or ones that come from around the world. We are a small but diverse College community!

### INTERNATIONAL STUDENT SERVICES

The College welcomes international students from diverse language and cultural backgrounds, and offers a number of services and activities to meet their special needs. International Student Services seeks to meet the needs of F-1 international students and all other international students at the College of Saint Elizabeth. Please refer to the International Student section of this handbook for further information.

### MULTICULTURAL AFFAIRS

Many students at the College of Saint Elizabeth were born overseas but now live in the United States; others were born in the U.S.A., but have parents who are immigrants; other students come from multiple generations of U.S. citizens, but maintain strong, distinctive cultural traditions. The Office of International and Multicultural Affairs has been created to foster interaction and understanding of each student's cultural heritage by all members of the CSE community.

### Orientation

Orientation officially begins students' on-campus affiliation with the College. The goal of Orientation is to ease students' transition into college life and to enable them to become fully functioning members of the College community. Questions regarding new student orientation for the Women's College should be directed to the Vice President for Student Life and Dean of Students.

### Residence Life

The College has a long history as a residential college and strives to provide comfortable and convenient housing for students. Through the programs and services offered by the Residence Life Staff, the educational process in the social and personal spheres of each student's life is enhanced. It is the goal of the Residence Life Staff to help create memories for resident students that will last a lifetime! For additional information regarding living on campus, refer to the Residence Life section of this Handbook.

### Environmental Sustainability Task Force

The Environmental Sustainability Task Force is an organization on campus comprised of faculty, administration, staff, and students that promotes the goal of becoming a more sustainable CSE. The Environmental Sustainability Task Force's goals are:

- To continue research and discussion to create and implement ways to increase campus sustainability at the College of Saint Elizabeth;
- To create and implement a plan to educate the campus com-

munity on the need for, and value of, environmental sustainability at the College of Saint Elizabeth;

- To monitor and offer feedback to senior administrators on the reduction of consumption and waste on the campus.

If you would like more information on the Task Force, on ways to recycle, and on ways to “Go Green” on campus please stop by the Office of Residence Life, located off of Upper Founders Lounge in Founders Hall.

## Student Activities

The Office of Student Activities, located in Saint Joseph Hall, provides extracurricular programming for the College community as well as various other services. Programs and services include social, cultural and educational events, train/bus schedules, community updates, production of the yearly Informer Calendar, and leadership training for students. Some of the annual events sponsored by the Student Activities Office include:

- **Picnic:** The spring picnic, which includes fun, food, music and games, are held in the College’s unique outdoor Greek Theatre.
- **Rathskellers:** These dances/parties are held during the year and are often attended by students from nearby campuses.
- **Coffee Houses:** These popular venues provide a casual and enjoyable setting featuring a variety of performances from comedians to musical groups.
- **Drama Productions:** Shakespearean, Greek, and contemporary plays are staged periodically.
- **Activities Fair:** Held at the beginning of the Fall semester, the annual activities fair allows new students the opportunity to learn about the variety of clubs and organizations on campus.
- **Fall Fest:** This family day celebration, co-sponsored by the Office of Residence Life and Student Activities, is held on campus each October. It is a day of games and entertainment and an evening of dinner, music and dancing. Booths and activities sponsored by each campus club and organization lend a festive air to this carnival-type event.

In addition to these events, the Office of Student Activities is also responsible for training student leaders, running off-campus bus trips, providing train/bus schedule information, and overseeing the activities of campus clubs and organizations.

The College of Saint Elizabeth offers students a wide variety of campus clubs and organizations including, but not limited to, those listed below. Students are strongly encouraged to participate in at least one or more of the following clubs and organizations:

American Chemical Society, Student Affiliate  
Biology Club (Tri-Beta)

Business Club  
Campus Ministry  
College Activities Board (CAB)  
Commuter Council  
Elizabethan Education Association (EEA)  
*Elizabethan* (Yearbook)  
Elizabeth Singers  
Foreign Language Club  
International / Intercultural Club  
Justice Studies  
Latin Roots  
Math & Computer Science Club (Alpha Theta Pi)  
The Nutrition Club  
Psychology Club (Psi Chi)  
Residence Hall Council  
*The Station* (Newspaper)  
Student Government Association  
Students Take Action Committee (STAC)  
West Indian Empress Club  
Women United in Color (WUIC)

## Student Employment Program

The Student Employment Program, administered by the Career Services Office, helps students find on-campus work opportunities in a variety of employment settings. Employment positions range from entry-level jobs to those which require specialized skills and training. Students are employed in offices, science and computer labs, the residence halls, and the College library. Qualified students work as tutors, lifeguards, Community Assistants and departmental assistants.

Approximately 200 positions are available during the academic year for any student desiring to work on campus. A limited number of jobs are also available during the winter break and in the summer. To be eligible to participate in the Student Employment Program, a student must be enrolled in an academic program and working towards degree completion. The student must be enrolled in courses during the semester in which the student intends to work.

The Student Employment Program also administers the Federal Work Study Program in collaboration with the Financial Aid Office. This program is a federally sponsored program for financially qualified students, as defined by federal guidelines. Student eligibility is determined through the Financial Aid Office and the Dean of Students office and is based on information provided on the FAFSA form (Free Application for Federal Student Aid). Students who qualify for this program may work in any available on-campus employment setting and are also able to work in pre-determined community-based work study sites in the local area.

## Center for Volunteerism and Service-Learning

Community Service is an integral part of the fabric of everyday life at the College of Saint Elizabeth, deeply rooted in the mission of the College and the tradition of the Sisters of Charity. One manifestation of this commitment to service is the Geraldine Doyle Riordan Center for Volunteerism and Service-Learning.

Established in 1983 by the family of the alumna whose name it bears, the Center organizes and promotes social justice programming and service activities, and connects students with volunteer opportunities in the surrounding community. The goals of the Center include: addressing community needs through direct service, advocacy and fundraising; enhancing student development in the areas of moral, professional, civic and social responsibility; serving as a resource to faculty and students interested in service-learning; increasing student awareness and understanding of complex social issues; and encouraging personal and career development through hands-on experience. Every year, CSE students volunteer with dozens of community partners through one-time service projects, on-going volunteer programs and Service-Learning initiatives. The Director of the Center works with students to help them define goals and assess areas of interest. Following this initial assessment, service options are explored, and a volunteer placement is chosen which matches the student's needs and interests, and capitalizes on individual strengths and talents. A van is available for students to use when traveling to and from a volunteer site. Specific guidelines for van use are maintained by the Center.

The Center also organizes many group community service programs and events open to all members of the CSE community. Various Community Service projects are created to accommodate volunteers' busy work, school and personal schedules. Special service opportunities are also aligned with national days of service, including Make a Difference Day, Random Acts of Kindness Week and 9/11 Day of Service. In addition, the Center sponsors immersion programs, including a weeklong learning service trip every spring break.

Additionally, the Volunteer Center coordinates the College's service-learning program. The Center's staff works with interested faculty to develop service-learning initiatives appropriate for their courses. The Center assists students in finding service-learning placements, provides in-class orientations as well as individual consultations, tracks students' progress and the number of service hours completed, serves as a liaison between the service placements and the College, provides reflection opportunities, and evaluates the experience of the learners and community partners.

The Volunteer Center also serves as the home base to the Students Take Action Committee (STAC), a student run volunteer service club dedicated to community outreach, social justice awareness and advocacy. Under the guidance of the Director of the Center, STAC meets bi-monthly to plan and coordinate service events and programs on and off campus. STAC is open to all interested students.

To promote the Community Service efforts of CSE's students, faculty and staff, the Volunteer Center provides campus-wide volunteer recognition through an annual service award event, "Volunteer of the Month" program and various other activities during National Volunteer Week.

The Geraldine Doyle Riordan Center for Volunteerism and Service-Learning is located on the lower level of Saint Joseph Hall.

## Leadership Program

Educating women to assume leadership roles has long been an important part of the mission of the College. The Leadership Program in the Women's College was therefore designed as a co-curricular program, which brings together courses in leadership theory with extra-curricular opportunities that foster the development of specialized knowledge and skills. The Leadership Program is both comprehensive and individualized. It is flexible, recognizing each student's strengths, interests, personalities and aspirations. Students will develop skills in, and increase their knowledge of, such areas as human relations, communication, values clarification, personal development, planning, conflict management and organization. Four one-credit courses are required. In addition, each student must be engaged in extra-curricular activities each semester and must complete an Internship or Field Placement. Graduates of the Leadership Program will have a greater understanding of themselves, a greater recognition of their commitment to others, and a higher degree of understanding which will make a positive difference in the world in which they live and work.

## Alumnae/i Association

The mission of the Alumnae/i Association of the College of Saint Elizabeth is to support the mission and to promote the welfare of the College of Saint Elizabeth and the continued interest of its graduates in the College; to promote Catholic higher education; and to foster an ongoing cordial relationship with the administrators, faculty, students, graduates and friends of the College. The Alumnae/i Association Board of Directors has adopted as its mission statement: "Promote the Spirit...Live the Legacy."

The Alumnae/i Office is located on the third floor of Santa Rita Hall.

## STUDENT PARTICIPATION

### Faculty-Student Standing Committees

The Constitution of the College of Saint Elizabeth provides for five standing committees. Student membership is included on the Student Life and Academic Life Standing Committees.

#### STUDENT LIFE COMMITTEE

##### **Membership:**

- Vice President for Student Life and Dean of Students
- Assistant Dean of Students
- Director of Student Activities
- Director of Campus Ministry
- Director of Residence Life
- One representative of Counseling Services, appointed by the President
- Four faculty members elected by the faculty for three-year terms
- President of the Student Government Association
- President of the College Activities Board and
- Four students, one of whom is to be a commuter, elected by the students

##### **Duties:**

- To deal with non-academic concerns in the life of students, both resident and day.
- To encourage the development of an environment that fosters both the life of the spirit and the life of the mind.
- To work closely with the Student Government Association.
- To be concerned with extracurricular activities.

#### ACADEMIC LIFE COMMITTEE

##### **Membership:**

- Vice President for Academic Affairs and Dean of Studies
- Dean of Undergraduate Education and the Women's College
- Three faculty members appointed by the President for three-year terms
- Eight faculty members elected by the faculty, chosen to represent a variety of fields
- Up to ten students elected by students

##### **Duties:**

- To keep abreast of new ideas and developments in the area of curriculum, and to study and recommend changes in this area.
- To review periodically policy and procedures, both academic and non-academic, which will affect academic excellence; when such policies and procedures are properly the responsi-

bility of some group other than Academic Life, to make recommendations to the appropriate persons or groups.

- To make recommendations concerning the Honors Program that will attract superior students.
- To assist in the clarification of the function of the academic advisory program.
- To communicate periodically to students and faculty the role and importance of the Committee and the opportunities afforded by membership on it.
- To implement the approved procedure for the Academic Review Board.

Ad Hoc Committees are established on campus as needed, and often include student members.

## The Constitution of the Student Government Association of the College of Saint Elizabeth

### PREAMBLE

We, the students of the College of Saint Elizabeth, accepting the authority which has been delegated to us, shall unite in a spirit of service and social responsibility to collaborate with the rest of the College community in order to promote the development of all students of diverse ages, backgrounds, and cultures, to insure the proper functioning of student life, and to participate in the governance of the College.

### ARTICLE 1 – NAME

This organization shall be known as the Student Government Association (SGA) of the College of Saint Elizabeth.

### ARTICLE 2 – PURPOSE

The purpose of the SGA shall be to provide an effective means for the students to participate in the proper functioning of the College. The SGA shall promote unity within the College community, and provide opportunities for leadership through service.

### ARTICLE 3 – MEMBERSHIP

All full-time students currently enrolled in the Women's College of the College of Saint Elizabeth are eligible to be members of the SGA. A general membership is available to all students enrolled at the College to ensure that every voice is heard.

### ARTICLE 4 – IMPLEMENTATION

The implementation of this constitution shall be vested in: the Executive Board; the Class Officers; the Operating Committees, the Standing Committees of Student Government; Standing Committees of the College; Recognized Clubs; and Provisional Clubs.

#### **Section 1. The Executive Board**

The Executive Board shall be an elected body of representatives

who shall legislate all matters within the jurisdiction of the SGA. This body shall be the primary instrument of communication with College authorities. The Executive Board shall consist of the President of the SGA, the Vice President of the SGA, the Corresponding Secretary and the Recording Secretary of the SGA, the Treasurer of the SGA, and the Class Presidents. The members of the Executive Board shall attend leadership training and the Induction Ceremony. Each term of office is for one academic year.

#### **The President**

Candidates must have prior experience in an SGA leadership role at the College of Saint Elizabeth. The duties of the President shall be to serve as the chief executive officer of the SGA, to set the agenda for the academic year, to call and preside at all meetings of the Executive Board and the SGA, to make appointments and initiate committees to carry out the various responsibilities of the SGA, to be an ex-officio member of the Student Life Committee, and to approve proper fundraising and room reservation forms.

#### **The Vice President**

Candidates must have prior experience in an SGA leadership role at the College of Saint Elizabeth. The duties of the Vice President shall be to assume the duties of the President in her absence or at her request, to serve as an assistant to the President, to serve as chairperson of the Election Committee, and to be that committee's representative on the SGA.

#### **Secretaries – Corresponding/Recording**

**Corresponding Secretary:** Responsible for keeping files of the SGA agendas and correspondence; collecting and keeping files of all agendas, minutes, flyers, and attendance from: Class Officers, Standing Committees, Standing Committees of the College, Recognized Clubs, and Provisional Clubs; the creation and distribution of the weekly SGA recognized event postings; setting deadlines for document submission; and to create and distribute letters for missed minute deadlines to appropriate persons involved: the Secretary of the Involved Party, their Advisor, Advisor to SGA, President of SGA, and if necessary to the SGA Financial Advisor within three business days.

**Recording Secretary:** Records and prepares minutes of each of the SGA meetings both General and Executive; keeps track of attendance at every meeting; distributes minutes of Executive and General SGA meetings to appropriate persons involved: the Advisor of SGA, Director of Student Activities, Vice President of Student Life, President of the College, and the Class Presidents within three business days; distributes minutes of General SGA meetings to appropriate persons involved: the Advisor of SGA, Director of Student Activities, Vice President of Student Life and Dean of Students, President of the College, the Class Officers, Standing Committee Members, College Standing Committee Members, Recognized Clubs, and Provisional Clubs within three business days; and to create and distribute letters regarding attendance to appropriate persons involved, Advisor to SGA, President

of SGA, and the Corresponding Secretary of the SGA within three business days.

#### **The Treasurer**

The duties of the Treasurer shall be to maintain the funds of the SGA, to keep accurate records of the transactions of the SGA and to report these to the SGA, to serve as chairperson of the Finance Committee and to be that committee's representative on the SGA, and to maintain frequent communication with the SGA Financial Advisor (i.e. the status of club budgets).

#### **Section 2. The Class Officers**

Each class will have four class officers. The class officers shall be a president, a vice president, a secretary, and a treasurer. Together the Class Officers shall be responsible for handling matters pertaining to the individual class that they represent, and to communicate them to the SGA. This means that every class officer shall attend every general meeting held by the SGA. Each term of office is for one academic year.

#### **The Class President**

The duties of the Class President shall be to serve as the primary representative of their class, to call and preside at all meetings for their class, to initiate various class activities and functions, and to be an ex-officio member of the Executive Board.

#### **The Class Vice President**

The duties of the Class Vice President shall be to assume the duties of the President in her absence or at her request, to serve as an assistant to the President, and to serve as a member of the Election Committee.

#### **The Class Secretary**

The duties of the Class Secretary shall be to record and maintain the minutes of class meetings and to make them available upon request, to serve as a member of the Communications Committee, to assist the Executive Board Corresponding Secretary with the weekly postings, and to publicize activities and events of their class and SGA. A copy of all agendas, minutes, flyers, and attendance shall be submitted to the Advisor of the Class and the Executive Board Corresponding Secretary.

#### **The Class Treasurer**

The duties of the Class Treasurer shall be to maintain the funds of the class, to keep accurate records of the transactions of their class and to report them to their class and Advisor of the Class, and to serve as a member of the Finance Committee.

#### **Section 3. Operating Committees**

The Operating Committees shall promote the proper functioning of the SGA, and present a Committee Report at General Meetings of the SGA during Executive Board Announcements. A meeting of each committee can be called at any time by the Committee Chair. As per duties of officer descriptions, a committee member shall not excuse herself from meetings and/or obligations to the committee without first reporting, in writing, to the Chair of the Committee.

### **The Communications Committee**

The Communications Committee shall be responsible for the communication of the SGA throughout the College and review submitted documents monthly to ensure that Class Officers, Standing Committees, Standing Committees of the College, Recognized Clubs, and Provisional Clubs are complying with SGA policy. This committee shall be composed of the Executive Board Secretaries and the Secretary of each class.

### **The Election Committee**

The Election Committee is responsible for implementing elections. This committee shall be composed of the Executive Board Vice President as well as the Vice Presidents of each class. \*See Section 7 (Election Procedure) of the By Laws of this Constitution.

### **The Finance Committee**

The Finance Committee shall be responsible for approving and reviewing the budgets of the SGA. Committee members will also vote on action to be taken on frozen budgets. This committee shall be composed of the SGA Executive Board and the Treasurer of each class. \*See Section 9 (Budget Procedure) of the By Laws of this Constitution.

### **Section 4. Standing Committees of Student Government**

The Standing Committees shall promote the proper functioning of student life, and present a committee report at the general meetings of the SGA. The constitutions of these committees shall be submitted to the SGA. Each Standing Committee will receive two votes per committee.

### **The College Activities Board**

The College Activities Board (CAB) shall serve as the central committee to provide a variety of social, cultural, and educational programming at the College. Two members of the committee's board shall serve on SGA as voting members.

### **The Commuter Council**

The Commuter Council shall provide for the specific needs of the commuting students. Two officers shall serve as voting members of the SGA. It is their presence at these meetings that they can receive the most information about the different activities that are going on at the College.

### **The Residence Hall Council**

The Residence Hall Council (RHC) shall improve the conditions of the residence halls, provide a voice for the residents in student affairs, and promote activities that are of interest to the resident population. The RHC shall assess the needs of the resident students and make appropriate recommendations to the Student Government. Two representatives from the board shall serve as voting members of SGA.

### **The Rathskeller**

The Rathskeller shall be the College pub. The manager and assistant manager shall serve as voting members of the SGA.

### **Section 5. Clubs**

A student government recognized club is one that receives funding through the SGA as well as complies with the following rules and regulations:

- All clubs, recognized and provisional, must send one representative to each SGA general meeting. The representative is allotted one vote if a vote is taking place during the meeting. The vote should represent the interest of the club as a whole. Provisional clubs do not have the privilege to vote.
- All clubs, recognized and provisional, must have on file an approved SGA constitution.
- All clubs, recognized and provisional, must submit all agendas/flyers/minutes/attendance sheets to the Corresponding Secretary at designated times.
- Each recognized club must submit a budget request form by the designated time.
- All clubs, recognized and provisional, must submit a Club/Organization Roster including names of all officers/board members and how they can be contacted during the academic year.
- All clubs, recognized and provisional are responsible for checking designated mailboxes and must keep up with correspondence to the SGA Executive Board.
- All clubs must have a faculty or staff member serve as an advisor in order to function properly on campus. If the advisor were to resign for any reason, the Director of Student Activities will serve as acting advisor, until another advisor is appointed.
- All clubs, recognized and provisional, must maintain constant communication with their advisor. This includes sharing information about executive and general meetings, events, activities, and conflicts.
- It is recommended that each recognized/provisional club hold three general meetings per semester. In order to constitute a meeting, the following procedures must be followed: completion of a Room Reservation Form, have proper advertising on campus, set an agenda, and make minutes available upon request.
- Priority is given to recognized clubs. (i.e. room reservations, fundraising proposals, etc.)

### **ARTICLE 5 – INITIATIVE AND REFERENDUM**

#### **Section 1.**

A petition must be considered by the SGA if signed by fifty full-time students in the Women's College.

#### **Section 2.**

One-third of the full-time students in the Women's College may demand reconsideration by the SGA of any of its decisions. To defeat the measure under consideration, a two-thirds vote by the SGA is necessary.

### **ARTICLE 6 – MEETINGS**

#### **Section 1. The SGA**

The President shall call two meetings of the entire SGA each month, and may call a meeting of the entire SGA at any time for the purpose of discussions.

### **Section 2. The Executive Board**

When feasible, the Executive Board shall have two scheduled meetings per month.

## **ARTICLE 7 – AMENDMENTS**

The Constitution may be amended at any meeting of the SGA. Members of student government will be given notice at least one week prior to an amendment being presented for discussion and vote. The amendment being voted on will require two-thirds vote of the Student Government members in order to carry. If the amendment needs further examination than what has been decided by the vote, the matter at hand will be sent to a special committee selected by the SGA Executive Board for further consideration.

The Constitution, the By Laws, and any amendment require the signature of the President of the College, Vice President for Student Life and Dean of Students, and the President of the SGA.

## **By Laws of the SGA**

### **Section 1. Procedure**

The proceedings of the SGA shall be governed by the common parliamentary procedure, meaning the written rules are set and followed by the SGA, regardless of interpretation.

### **Section 2. Voting**

A simple majority of the members of the SGA shall constitute a quorum. Any legislative measure shall be passed by a majority of votes cast. In order to vote, you must be in good standing according to SGA By Laws. \*See Section 4 (Attendance) of the By Laws of this Constitution.

### **Section 3. The Executive Board**

The Executive Board shall extend its power of review to the trial and dismissal of any class officer or committee member who fails to perform her duties. A summons to appear before the Executive Board, acting as a review body shall determine the appropriate course of action to be taken.

### **Section 4. Attendance Executive Board/Class Officers**

To be considered an SGA officer in good standing, you must attend all meetings called by the SGA as stated in the officer description in this Constitution unless excused by the SGA Executive Board. No member shall excuse herself from a meeting without first reporting, in writing, to the Recording Secretary of the Executive Board. After two unexcused absences in an academic year, the Executive Board will issue a written warning to the SGA member in question. Three unexcused absences in an academic year shall result in an evaluation by the Executive Board and SGA Advisor. The Executive Board shall extend its authority of the review of trial and dismissal of any officer who fails to

perform her duties. If dismissed, she shall not be allowed to hold any voting positions for one full academic year.

### **Standing Committee/Standing Committee of the College**

To be considered an SGA committee member in good standing, you must attend all meetings called by the SGA as stated in the committee description in this Constitution unless excused by the SGA Executive Board. No member shall excuse herself from a meeting without first reporting, in writing, to the Recording Secretary of the Executive Board. After two unexcused absences in an academic year, the Executive Board will issue a written warning to the Chairperson of the Committee. Three unexcused absences in an academic year shall result in an evaluation by the Executive Board and SGA Advisor. The Executive Board shall extend its authority of the review of trial and dismissal of any committee member who fails to perform her duties. If dismissed, she shall not be allowed to hold any voting positions for one full academic year.

### **Recognized Club**

To be considered an SGA recognized club in good standing, you must be represented at all SGA scheduled meetings unless excused by the Executive Board. No club shall excuse themselves without first reporting, in writing, to the Recording Secretary of the Executive Board. After two unexcused absences in an academic year, the Executive Board will issue a written warning to the SGA recognized club in question. Three unexcused absences in an academic year shall result in *freezing* of the club's budget. \*See Section 9 (Budget Procedure: Freezing) of the By Laws of this Constitution.

### **Provisional Club**

To be considered an SGA provisional club in good standing, you must be represented at all SGA scheduled meetings unless excused by the Executive Board. No club shall excuse themselves without first reporting, in writing, to the Recording Secretary of the Executive Board. After two unexcused absences in an academic year, the Executive Board will issue a written warning to the SGA provisional club in question. Three unexcused absences in an academic year shall result in freezing of the club's budget. \*See Section 9 (Budget Procedure: Freezing) of the By Laws of this Constitution.

### **Section 5. Standing Committees of Student Government**

When the membership of the standing committees is not determined by the Constitution, the President of the SGA shall appoint the members. The President of the SGA for the purpose of filling vacancies may call a special meeting at any time. All rules and regulations drawn up by the standing committee shall be submitted to the SGA for approval. No member of any standing committee shall absent herself from a meeting of that committee without permission of the committee chairperson.

### **Section 6. Standing Committees of the College**

Representation to the Standing Committees shall be as follows:

### Requests

1. The SGA approves funds to recognized clubs to implement a variety of activities.
2. Each year, a Budget Request form must be submitted to the Finance Committee to undergo a review given by the Finance Committee and the SGA Executive Board.
3. The submitted budgets are voted on at an SGA General Meeting. (SGA VOTING PROCEDURE APPLIES). All club executive boards and/or members must be present for this decision. Each club will have ONE vote.
4. Once the budget is passed, ALL APPROVED FUNDS ARE NON-NEGOTIABLE. If the budget is not approved, the Finance Committee and SGA Executive Board will meet within THREE DAYS to reevaluate money disbursement.

### Preparation

1. Prepare a realistic budget.
2. State purpose of expenditures or programs and its relevance to the overall mission of the club.
3. Funds are not provided for fundraisers, charities, or honor societies. The SGA will only fund clubs open to ALL students.
4. The Finance Committee and SGA Executive Board will consider previous funding, history of the club in regard to SGA standing, and current balance when reviewing budgets. Thus, it is to a club's benefit to keep the SGA well informed at all times.

### Requirements

1. Each semester all clubs must have submitted the organization roster to the SGA Executive Board no later than the THIRD General Meeting of the semester. Failure to do so will result in the freezing of the approved budget provided by the SGA.
2. If a club has two unexcused absences from SGA General Meetings, a written warning will be issued. If a club has THREE unexcused absences, or has not handed in club agendas, minutes, flyers, and attendance to the Corresponding Secretary of the SGA Executive Board within THREE business days of the original due date, the allocated budget will be frozen.

### Freezing

Once the budget is frozen, the club will not have access to the budget provided by the SGA; access will only be allowed to the club's OWN funds. If your SGA funds have been frozen, your club will be unable to sponsor fundraising events. This means that fundraising and event reservation forms will not be signed until the SGA Executive Board returns you to good standing. Frozen budgets will be carried over to the following semester, but not the following academic year. If the budget is frozen at the close of the spring semester, it may affect budget allocation for the upcoming academic year.

### Unfreezing

The club can request a meeting with the Finance Committee to try to explain the situation. Once the case is presented, the SGA Executive Board and Finance Committee will then vote on the course of action to be taken.

### Section 10. Forming New Clubs

Students expressing interest in forming a new club on campus must adhere to the following guidelines:

- Interested student(s) must meet with the Vice President of Student Life and Dean of Students to ensure that the purpose of the proposed club does not conflict with the mission and values of the College of Saint Elizabeth.
- The student organizing the new club must then submit a petition to the President of the Executive Board of the Student Government (SGA). The petition must be signed by at least 10 students expressing interest in, and support of, the new organization. The petition shall also include:
  1. The statement of purpose
  2. A draft of a constitution similar to the format of the Constitution of the SGA and of the College
  3. A club/organization roster
  4. An advisor contract
- A copy of the completed petition packet should also be submitted to the Director of Student Activities and the advisor of SGA. At this point, the students should also be prepared to submit the name of a faculty or staff member who has agreed to serve as the advisor to the proposed club.
- The Executive Board of SGA will then review the constitution of the proposed club and suggest changes that need to be made.
- Proposals for new clubs may be submitted from the first day of classes through February 1st. Proposals received after February 1st will be deferred for consideration until the following academic year.
- Once the revised Constitution has been reviewed, one student representing the proposed club will be invited to attend an SGA Executive Board meeting to make a presentation about the proposal. The presentation will be limited to five minutes in length, and should highlight pertinent information regarding the new club. The presentation should also address the following questions/issues:
  1. What are the goals/objectives of this organization (short term and long term)? In what ways would this organization improve the character, leadership, and social development skills of the students involved?
  2. How will the club enhance or benefit the College of Saint Elizabeth community?
  3. Are other organizations at the College already fulfilling this need to some degree?
  4. Are there at least ten students interested in this activity to maintain its ongoing existence?
  5. Are there facilities available at the College to meet the physical needs and goals of the organization?
  6. Are all students at the College of Saint Elizabeth eligible to join and participate in the new club?
- After this presentation, the student will depart and the Executive Board of the SGA will vote on whether or not to grant provi-

sional (trial) status to the new club for one year. At the conclusion of the meeting, an Executive Board member will notify the student representative (in writing) of the results of the vote.

- Once notified of an affirmative vote, the provisional status of the club becomes effective immediately and remains in place through April of the following academic year, when the full membership of SGA votes on recognized club status. As a provisional club, authorization to hold meetings, fundraise, schedule and sponsor events, and use of College facilities is granted. However, clubs with provisional status will not be allocated SGA funds and will not have the right to vote. Approval for SGA funding may only occur after recognized club status has been approved by the SGA.
- The SGA will monitor the success and quality of, as well as the participation in, activities and events sponsored by the provisional club throughout their trial year. It is expected that provisional clubs will follow all rules, policies, and procedures that govern recognized clubs on campus.
- At the April SGA meeting in the following academic year, all provisional clubs will be reviewed and discussed. At the conclusion of the meeting, a vote regarding changing provisional club status to recognized club status will occur. If the vote for recognized club status is affirmative, the club will henceforth be treated with all the rights and privileges afforded other recognized clubs on campus. Requests for funding from SGA will be accepted for the following academic year.
- If recognized club status is deferred, another trial year will be granted. A provisional club has a maximum of two trial years. If deferred for two consecutive trial years, one full academic year must pass before reapplying for provisional club status. If recognized club status is denied, it is the responsibility of the Executive Board of the SGA to meet with the interested parties to explain the reason(s) for the denial of recognized club status.

### **Section 11. Process**

It is the expectation that all constituents of the SGA utilize the Constitution and By Laws as a guide for their own purposes.

### **Section 12. Interdependence**

All SGA clubs/organizations and committees shall send one representative to each General Meeting, and shall submit a copy of all agendas, minutes, flyers, and attendance to the Executive Board Corresponding Secretary within three days of the announced due date. If this requirement is not met, the club's budget will be frozen. Each representative may represent no more than two voting positions.

### **Section 13. SGA Documents**

The following is a list of documents required for use by SGA during the academic year:

**Constitution:** All clubs, recognized and provisional, must have on file an approved SGA constitution.

**Advisor Contract:** All clubs must have a completed annual advisor contract on file with SGA.

**Club/Organization Roster:** All clubs, recognized and provisional, must submit a Club/Organization Roster including names of all officers/board members and how they can be contacted during the academic year.

**Budget Request:** Each year, a Budget Request form must be submitted to the Finance Committee to undergo a review given by the Finance Committee and the SGA Executive Board.

**Fundraising Forms (Proposals and Reports):** In order to sponsor a fundraising activity on campus, each club must submit a Proposal Form at least two weeks prior to the event. The Fundraising Report must then be submitted within three business days of the conclusion of the event.

**Student Event Reservation Form:** In order to sponsor an event on campus, each club must submit the Student Event Reservation Form at least two weeks prior to the event.

**Financial Paperwork:** It is recommended that Deposit Slips and Check Requests be submitted to the SGA Financial Advisor as soon as possible. It is also recommended that clubs make copies of the deposit slips and check requests to maintain accurate files.

**Nomination Forms:** Each candidate wishing to appear on the SGA Ballot must submit a completed nomination form during SGA Nominations only.

### **Section 14. SGA Code of Conduct**

The SGA requires professionalism in regards to all aspects of the SGA. This includes, but not limited to: confidentiality, fulfilling your responsibilities as outlined in the Constitution, punctuality, communicating problems/concerns in writing or by appointment, and representing SGA in a positive manner. This applies to all members of the SGA, especially the SGA Executive Board, Class Officers, all Committee Members, and all club members. A member can only be found in violation when proper documentation is presented to the SGA Executive Board. When a member is thought to be in violation of this code of conduct, a meeting will be held with the SGA Executive Board. If an SGA Executive Board member is thought to be in violation, a meeting will be held with the remaining SGA Executive Board members and the Advisor of SGA. During this meeting, the member in question will be asked to discuss the violation. The severity of the situation will determine the consequences set forth by the SGA Executive Board.

### **Section 15. Excusal Notices**

In order to be considered excused from any SGA meetings (Executive, General, and Committee), a written letter must be submitted to the SGA mailbox before the meeting is called to order. Excusal notices will not be accepted electronically.

### Student Life

The President of the SGA and the President of the College Activities Board by virtue of their respective positions, become members. The student body (full-time students in the Women's College) shall elect the remaining four representatives. One of the elected representatives must be a Commuter student. One member of the committee shall serve on SGA as a voting member.

### Academic Life

The study body (full-time students in the Women's College) shall elect four members from the student body. One member of the committee shall serve on SGA as a voting member.

### Lectures/Concerts

The student body (full-time students in the Women's College) shall elect two members from the student body, in addition to those students appointed by the School of Graduate and Continuing Studies. One member of the committee shall serve on SGA as a voting member.

### Food Committee

The student body (full-time students in the Women's College) shall elect four members from the student body. One member of the committee shall serve on SGA as a voting member.

### Section 7. Nominations and Elections

- Nominations and elections of the SGA shall be an Annual Election held at the end of the Spring semester. Any open positions remaining after the annual election will be available during the Fall elections for the First Year Class Officers.
- Nomination forms, position descriptions, and campaigning information shall be available in the Office of the Dean of Students during the nomination week. The nomination forms will be available for one week. Students running for office shall run as an individual candidate, not as part of a ticket.
- Nominations and elections of the First Year Class Officers, and any other vacant positions remaining from the Annual Elections shall be held by the end of the third week of the Fall semester.
- Nominations for the President, Vice President, Secretary, and Treasurer of the SGA may come from any full-time student in the Women's College.
- Any student nominated and elected to a position must demonstrate acceptable academic commitment, and therefore, must not be on academic probation.
- Graduating seniors may support a nomination and vote for the new SGA student leaders.
- The Class Officers shall be nominated and elected by their respective classes.
- Members of the SGA can only run for a maximum of two voting positions to ensure that she is able to fully perform each elected position. Students wishing to run for more than one office must meet with the Advisor of Student Government prior to the elections.

- All members of the SGA wishing to run for voting positions are expected to be apprised of the duties and responsibilities involved in those positions.
- The elections shall be held after the results of the nominations have been posted for at least one week.
- A write-in option shall be available for each position.
- During the tabulation of ballots, the advisor of SGA, SGA Vice President, and members of Elections Committee shall be present.
- For these elections to be valid, votes must be cast by a simple majority. In a case of a tie, a run-off election shall be held within a week.
- Once the election results are official, they must be forwarded to the Director of Students Activities, the Vice President for Student Life and Dean of Students, the Vice President for Institutional Advancement, the President of the College, the Director of The Center for Leadership Development, and the appropriate advisors.
- The newly elected officers shall be inducted before the close of that academic year. Their term in office shall begin on July 1st and end on June 30th.

### Election Procedure

- The Election Committee is responsible for collaboratively implementing and completing elections in both the fall and spring semesters.
- The committee is responsible for:
  1. Announcing election dates and information to the College community by way of flyers and weekly posting of SGA recognized events.
  2. Sitting at the election desk during lunch and dinner hours for the duration of the elections. It is expected that each Vice President will equally share these responsibilities.
  3. During campus elections, Vice Presidents sitting desk will also encourage voters to register and vote in national, state and local elections as well as provide students with absentee ballot forms.
  4. The election results will be posted within 24 hours following the close of the polls. The Elections Committee will collaboratively meet at the end of elections to tally votes.

### Section 8. Vacancy

- Upon the vacancy of the President of the Executive Board, the Vice President shall immediately assume said position.
- A vacancy of an elected officer other than that of the Executive Board President occurring within the first two-thirds of the term of office shall be filled through an election by SGA.
- All other clubs/organizations shall hold their own elections to fill vacancies that were not filled by the Annual Election or the Fall Election.

**Section 9. Budget Procedure** (Only recognized SGA clubs can request a budget)

Excusal notices per semester will only be accepted for a class conflict. Any other excusal notice (academic, athletic, or otherwise) must be submitted meeting by meeting. *Approved May, 2007*

## Campus Traditions

The College of Saint Elizabeth community enjoys many campus traditions. The following is a list of these traditions that bond students to the College forever:

**Parents' Day/Fall Fest** is an annual event sponsored by the Offices of Student Activities and Residence Life. It is a day of games and an evening of food and entertainment. Booths and activities sponsored by each campus club and organization lend a festive air to this carnival-type event.

At the **Ring Ceremony**, the members of the Junior Class who have purchased a College ring have it blessed at a liturgy or prayer service. This rite of passage is celebrated with family, friends and the College community.

**Founders Day** is celebrated close to the feast of Saint Francis Xavier, December 3, to commemorate the founding of the College by Mother Mary Xavier Mehegan in 1899.

**The Women's College Christmas Party** is a festive progressive holiday dinner hosted by the Student Life Staff.

**100's Nite** marks 100 nights until the Senior Class graduates from the College.

**Academic Convocation** is the initial campus event for first year students of the Women's College in which the richness of our mission is experienced. This ceremony marks and celebrates the mutual commitment of student and community in their new shared life at the College of Saint Elizabeth.

**The Student Appreciation Celebration and The Student Academic Honors Convocation** are two annual events which honor students for their outstanding contributions and excellence on campus, in the classroom and in the CSE community.

**The Greek Play**, a major student dramatic production, is held every four years in the authentic Greek Theatre. This tradition began in 1930.

**Mother Daughter Weekend** is an on-campus event celebrating seniors and their mothers.

**Spring BBQ Picnic**, with games and music, are held once a year in the Greek Theatre for the entire College community.

## Rathskeller

The Rathskeller is a social hub on campus that operates under a state club license. At the Rathskeller, musical entertainment is offered and those of legal drinking age may do so in the designated bar area. All CSE students must attend a mandatory Substance Awareness program and an HIV/AIDS Awareness program as a requirement for admission to the Rathskeller and

other campus events where alcohol is served (see SAP policy below). Validation stickers will be provided at the completion of the required programs and must be presented at the door of the Rathskeller or other event. To gain entry to the bar area, students and guests must present proper ID to the staff member stationed there. Alcohol may not be taken out of the bar area; it must be consumed there. All students are members of the club and as such may sign-in up to four guests at the door. Guests must be 18 years of age or older and must present a valid government issued ID at the door. CSE students must have their College ID with SAP sticker for entrance. Once signed in, a guest will not be readmitted to the premises after leaving, and no one may sign-in after midnight. Current CSE students that are not in compliance with the SAP policy are not permitted into the Rathskeller and may not be signed in as a guest. CSE students that are signed in as guests, as well as the CSE student who signed her in will be denied future admission. CSE students are prohibited from transferring their SAP sticker to another student.

Disorderly conduct on the part of a member or guest may result in immediate ejection from the licensed premises and future admission will be determined by the Assistant Dean of Students and Director of Students Activities. The student is responsible for the behavior of her guest and may be penalized for his/her actions. The Director of Student Activities and/or a Rathskeller staff member reserves the right to discontinue service to anyone whose conduct is deemed inappropriate. (See Substance Awareness Program and Substance Abuse Policy.)

## College of Saint Elizabeth Substance Awareness Program (SAP)

The College of Saint Elizabeth strives to provide an environment that is (a) reflective of our Catholic identity and (b) conducive to the total health, education and well-being of each member of our community. In light of this, the College recognizes its responsibility, and the responsibility of each person within the College community, to provide an educational and workplace setting free of substance abuse. The College has adopted a Substance Abuse Policy that can be found in its entirety in the Institutional Policies section of this Student Handbook.

The Substance Abuse Policy requires that prior to entrance to any event where alcohol is served, a student must attend an annual Substance Awareness Program and an HIV/AIDS & STD (Sexually Transmitted Disease) Awareness Program. These programs are designed to provide education about substance use and abuse and healthy lifestyle choices. It is the intent of the College to promote responsible use of alcohol and to warn students about the dangers inherent in substance abuse, lowered inhibitions, impaired judgment and other related issues.

It is not mandatory that all students attend these yearly programs; the requirement pertains only to students planning to attend any college-sponsored campus event during the academic year where alcohol will be served (i.e. Rathskellers, etc.) This policy applies to students of any age (not just those over the legal drinking age) who will be in attendance at an event where alcohol is present. SAP programs are offered during Fall New Student Orientation, and during the first few weeks of both the fall and spring semesters for upper-class students and those entering the College mid-year. In an effort to make program attendance convenient, multiple sessions of the programs are offered on various days of the week, during academic “free periods” and in the evenings.

Although the College does its best to make the dates and times of the programs varied and convenient for all, there is no implied guarantee that the programs will meet the constraints of each individual schedule. If a student’s work or personal schedule prohibits program attendance, permission to attend events where alcohol is served will be denied. The student will be required to attend the requisite programs the following semester.

Once the student has attended the required programs, she will receive proof of such attendance that must be presented at the entrance into the event where alcohol is served. For those of legal drinking age, the proof will also need to be presented again at the bar area. No one under the legal drinking age will be permitted into the bar area, or served alcohol. It is expected that students will comply with this policy. Violations of the policy will be referred to the Assistant Dean of Students for disciplinary action. Violations include, but are not limited to:

- Fraudulent proof of SAP program attendance;
- Disrespectful behavior to those coordinating the SAP program and/or those enforcing the policy;
- Refusal to show proof of attendance at the SAP programs when requested by College personnel or authorized student staff;
- Disruptive behavior at an event;
- Other violations of the Substance Abuse Policy, including intoxication or possession of alcohol outside of the authorized, restricted area.

Disciplinary actions for violations may include but are not limited to; verbal or written warnings, loss or suspension of campus privileges, community service, restitution or social probation or any combination thereof based upon the nature of the violation.

## Procedures Related to Student Activities

### SCHEDULING AN EVENT

All events held on campus must be approved by the Office of

Student Activities in Saint Joseph Hall. The Director of Student Activities will provide all of the proper paperwork and forms required to reserve space on campus, schedule an event, or hold a fundraiser. Please note the completed CSE Student Event Registration form must be returned to the Office of Student Activities at least two weeks prior to the event date. No outside vendors are permitted on campus without prior approval from the Vice President for Student Life and Dean of Students and/or the Vice President for Finance and Administration.

### FUNDRAISING

If a campus club or organization would like to conduct a fundraiser, it is imperative that members meet with the Office of Student Activities and complete a CSE Student Fundraising Event Registration form or CSE Student Table Reservation form. No signs are to be posted until the Director of Student Activities approves the event. All funds must be deposited into the club account in the Dean of Students Office in Saint Joseph Hall immediately following the fundraiser. A financial report must be submitted to the Office of Student Activities within 3 days of the completion of the fundraiser. All forms are available in the Office of Student Activities.

### VIDEO BULLETIN BOARD

Media Services maintains the Video Bulletin Board for posting announcements, which can be seen on the cable television system and on public televisions around campus. All requests must be received in writing no less than ten days prior to the event. The request forms may be obtained in Media Services in Mahoney Library, downloaded from the “Media Services—Students” organization in Blackboard or from the Office of Student Activities, located in Saint Joseph Hall.

### CATERING

The College contracts Chartwells Dining Services to provide the campus meal plan and catering services for on-campus meetings and functions. The catering function is secondary to providing the meal plan for resident students. An organization wishing to serve food at an event must follow established procedures. Chartwells must be contacted before any other provider for any campus catering. If Chartwells cannot accommodate the request for catering, then another caterer may be contracted to service the event.

To cater an event, representatives of the organization must fill out the appropriate paperwork, and the group’s advisor must sign the request. Requests are made in person at a scheduled appointment with the Director of Dining Services at least two weeks prior to the event. The club or organization will be billed for the catering through the Vice President for Student Life and Dean of Students Office. Complete catering guidelines for stu-

dents are available from the Dining Services Office located in Saint Joseph Hall.

### OFF-CAMPUS PUBLICITY

No student may report College news or send photographs of College activities to the press. All matters for external publication must be referred to the Office of Communications and Marketing.

### ON-CAMPUS ADVERTISING

Catholic teachings provide the foundations of the identity and mission of the College and are reflected in the full scope of our educational efforts. While the College encourages opportunities for critical thinking and the formation of individual conscience, this must be distinguished from official Church teachings and formal College programs. Therefore, the posting of materials that are in contradiction to the College's Catholic identity (including, but not limited to sexist, racist, anti-Christian, or other discriminatory or harassing messages) is prohibited in common areas. Students shall be responsible for knowing the content of notices posted on official bulletin boards.

#### *General Campus Guidelines for Posting Notices and Fliers*

- All notices must carry the name of the person or group posting them.
- All materials must be approved and stamped by the Director of Student Activities before copying and distribution takes place. Any material that has not been approved will be subject to immediate removal.
- Posting on glass surfaces or floors is prohibited.
- All materials must be removed within 24 hours of the event taking place.
- Posters or fliers cannot cover or block any previous posting.
- Job announcements must be forwarded to the Career Services Office for approval prior to posting.
- Housing announcements must be approved by the Dean of Students Office or the Director of Residence Life prior to posting.

#### *Building Guidelines*

Notices, posters and fliers are permitted in all campus buildings. However, on-campus publicity for events must be distributed in accordance with the following individual building regulations:

#### **Founders Hall and O'Connor Hall**

Please see Residence Life section of this handbook for complete details on posting procedures.

#### **Henderson Hall**

The bulletin board marked "Student Life" and the large unmarked bulletin boards located on the ground floor may be used for posters and fliers. Bulletin boards belonging to and labeled for College departments are not to be used by others without specific permission from the appropriate chairperson or administrator of that department. Placing materials on floors, walls and doors is

prohibited; materials found in these locations will be removed immediately.

#### **Mahoney Library**

No posting on library doors is allowed. There is a bulletin board located near the entrance to the library which may be used for posters and fliers. Materials placed on floors, walls and doors will be removed.

#### **Saint Joseph Hall**

Posters and fliers must be placed on the bulletin boards located throughout the building. Posting on glass surfaces or floors is prohibited.

#### **Santa Maria Hall**

Approved fliers and posters may be posted on bulletin boards located in the foyers of Santa Maria Hall. Bulletin boards belonging to and labeled for College departments are not to be used by others without specific permission from the appropriate chairperson or administrator of the department. Materials placed on floors, walls and doors will be removed.

#### **Santa Rita Hall**

Fliers and posters may be posted on the freestanding bulletin boards located near the elevators on each floor. Materials placed on floors, walls, wooden molding or doors will be removed. Any posters and/or fliers that do not reflect policy guidelines will be removed immediately.

#### **Annunciation Center**

Fliers and posters may be posted on designated bulletin boards only. Materials placed on floors, walls, wooden moldings, glass or doors will be removed. Bulletin boards belonging to and labeled for College departments are not to be used without specific permission from the Chairperson or administrator of the department.

### FUNDING POLICY FOR OFF-CAMPUS CONFERENCES

The College is committed to the personal and professional development of its students. To this end, the College occasionally offers full or partial financial assistance and sponsorship to students attending off-campus conferences and/or meetings. To be eligible, students must be in good standing at the College and must display a commitment to the program or organization for which the conference and/or meeting is designed. In cooperation with the Vice President of Student Life and Dean of Students, the advisor to the sponsoring organization will outline a selection process. An application for funding will be made available to students who are eligible to attend. All students who receive funding will be expected to share their experience with appropriate groups on campus as soon as possible upon their return. Follow-up may include, but is not limited to: presentations made in the classroom, at organization meetings, in the residence halls, etc.; written reports submitted to appropriate individuals; and articles submitted to the *Station*, the CSE

student newspaper. The appropriate follow-up will be defined prior to the approval for funding. Approval will be dependent upon the availability of funds. Students will be expected to share some of the cost incurred from attending off-campus conferences and/or meetings. It is imperative that students understand that they represent the College while at the conference, and therefore appropriate dress and behavior is essential at all times. Prior to departure for an off campus conference, all student participants must sign a waiver form (available in the Student Activities Office), which must be submitted to the Vice President for Student Life and Dean of Students Office.

## VAN USE POLICY AND PROCEDURES

### *Purpose*

The College of Saint Elizabeth owns one minivan for student use, which is maintained by the Center for Volunteerism and Service-Learning. The van is to be used for transportation of members of the College of Saint Elizabeth community for Service-Learning and community service initiatives, events organized by recognized groups on campus, academic and cultural events associated with a particular course, and other approved college-sponsored activities. The van can not be used to run errands, to transport outside groups or individuals, or for personal use.

### *Procedures*

The van is scheduled through the secretary of the Center for Volunteerism and Service-Learning (lower level of St. Joseph Hall, room 172) between 9am-3pm on Monday, Tuesday and Thursday, and 9am-12noon on Wednesday. Anyone interested in using the van must complete a **Reservation Request Form** at least two weeks prior to date needed. Upon reviewing the Van Reservation Calendar, a representative from the Volunteer Center will determine if the request can be accommodated. The vans are available on a first-come, first-served basis. Although the Center does its best to accommodate requests, transportation is not guaranteed.

Once usage has been approved, all drivers must: 1) submit a copy of their valid U.S. **driver's license** to the Center, to be kept on file for 1 semester only, and 2) complete a **Driver Agreement Form** for each date/program, including a **passenger list**, with complete contact information and cell phone number they will have access to while using the van. *Drivers will be responsible for the van while it is checked out for usage.* Drivers must also become familiar with college emergency policies and procedures pertaining to van usage. If available, students involved in ongoing or semester-long service activities can reserve a van for the appropriate days and times for the duration of the semester.

### *Guidelines*

All van drivers are required to:

- Record starting and ending mileage on the **Van Mileage Log** kept on a clipboard by the driver's seat;

- Use the vehicle for approved trips only;
- Refuse to allow anyone *not approved for this specific trip* to enter or operate the van;
- Operate the vehicle in compliance with all state and local driving regulations;
- Pay for fines issued for any traffic infractions (speeding, parking, moving violations, seatbelt tickets, etc.);
- Agree not to be under the influence of alcoholic beverages or other drugs while driving/in possession of the van;
- Agree not to operate a cell phone or any other handheld electronic device while driving;
- Refuel the vehicle upon return to campus, regardless of the amount, and **submit the gas receipt** to the Center for Volunteerism and Service-Learning;
- Return the vehicle to the same general parking area from where it was picked up (in the lower lot near St. Joseph Hall) and within the agreed timeframe;
- Return the van key to the secretary of the Center for Volunteerism and Service-Learning immediately upon return to campus. If the office is closed, keys can be placed in the drop box in the office door. Financial reimbursement must be provided for lost, misplaced, or damaged keys.
- Provide notice of any cancellations 24 hours prior to the scheduled departure time;
- Report any mechanical or other problems with the vehicle to the Center for Volunteerism and Service-Learning. In case of accidents, drivers must follow the College's emergency procedures, complete **Injury/Sick/Damage Report Form**, fill out all necessary insurance forms and complete an online driver safety course as required by the Diocese of Paterson.

### *All van passengers must:*

- Complete a **Waiver of Responsibility**;
- Agree not to eat, drink or smoke while in the van;
- Remove all trash and personal belongings before leaving the van;
- Make sure all windows are rolled up and doors are locked when leaving the van.

Unsafe operation of college vehicles or failure to follow any of the guidelines cited above may result in the temporary or permanent revocation of driving privileges, legal or disciplinary action, or the implementation of fines. It is the responsibility of all van users to inspect the van prior to leaving the campus and notify the Center for Volunteerism and Service-Learning if previous users have ignored one or more of the guidelines. Additionally, drivers should always use their own discretion as to whether or not they feel comfortable driving.

## STUDENT JUDICIAL AFFAIRS

### Philosophy

The College of Saint Elizabeth has adopted an educationally-based judicial process that is designed to deal swiftly and appropriately with any act or behavior that disrupts the academic pursuits of the learning community or otherwise infringes upon the rights or safety of others. As part of the judicial process, students will be guided into understanding their role in the community, reflecting on the causes and consequences of their actions, and gaining further insight into their rights and their responsibilities as well as assessing their own personal accountability.

Each alleged violation will be seen as an individual case with a focus on its unique facts and circumstances. The philosophy of the College judicial process is not based upon guilt or innocence but rather upon student responsibility and personal growth. Understanding and accepting personal responsibility is a valued quality for members of our campus community and is an integral part of character and personal development. A primary consideration for all administrators involved in judicial proceedings is to balance the needs of the campus community with the highest standards of integrity and fairness to the student or students involved.

A student will be held accountable for a violation if the preponderance of the evidence, after weighing all facts, points to the student's responsibility. An administrative hearing officer, in a closed hearing, uses discussion, mediation and other methods of investigation to determine levels of responsibility, and when appropriate, apply various forms of educational sanctions. Sanctions may include loss of privileges, restitution, fines, suspension or removal from the residence hall(s) and/or the College. Additionally, support for the student may be provided in the form of mediation, arbitration, counseling, peer support networks and various other educational methods to rectify the situation and return the student and the campus community to optimal functioning.

### Students' Rights and Responsibilities

- Students have the **right** to confront other members of the CSE community about their behavior if they feel that he/she is violating a College value, rule or policy.
- Students have the **responsibility** to ensure that their own behavior reflects the values, rules and policies of the College.
- Students have the **right** to live, learn and interact with one another in a safe campus environment.
- Students have the **responsibility** to make sure that they contribute to the campus environment to make it safe for others.

- Students have the **right** to live in an environment conducive to studying and sleeping.
- Students have the **responsibility** to be considerate of others by maintaining reasonable levels of noise and music, and to abide by rules governing quiet hours in the Halls.
- Students have a **right** to respectfully confront another's behavior that infringes upon their rights or privacy.
- Students have the **responsibility** to listen to another student, to take criticism in a constructive manner and to seek a compromise to resolve the issues at hand.
- Students have the **right** to privacy and the appropriate use of the residence hall room in regards to space and time.
- Students have the **responsibility** to work collaboratively with other members of the College community and to share resources appropriately and fairly.
- Students have the **right** to be treated in a respectful manner at all times by others.
- Students have the **responsibility** to treat others with dignity, so that they do not feel disrespected, slighted or devalued.
- Students have the **right** to clean facilities.
- Students have the **responsibility** to help the College maintain clean, safe buildings and grounds.
- Students have the **right** to request, and receive, assistance from College officials including faculty, administration and staff.
- Students have the **responsibility** to aid the staff in their endeavors, and to participate and cooperate full as these individuals discharge their responsibilities.
- Students have the **right** to express ideas and opinion in a healthy, constructive manner.
- Students have the **responsibility** to foster an academic and social environment that allows others to constructively air their own opinions and thoughts.

### COLLEGE CONDUCT

The College of Saint Elizabeth will not tolerate actions that are inconsistent with its mission. Sanctions shall be enforced when conduct adversely affects the College's educational objectives or disrupts the civil environment we enjoy. The following is a list that includes, but is not limited to, actions that will not be tolerated and will be subject to campus judicial processes:

- Actual or threatened physical assault or injury to persons.
- Actual or threatened sexual assault.
- Harassment and/or intimidation. Engaging in conduct which threatens to cause physical harm to persons or damage to property; making unwanted sexual advances or requesting sexual favors. This also includes harassment or intimidation of persons involved in a college disciplinary situation and of persons in authority who are in the process of discharging their responsibilities.

- Disorderly conduct. Conduct causing inconvenience and/or annoyance to another which includes any action which can reasonably be expected to disturb the academic pursuits or to interfere with or infringe upon the privacy rights, privileges, health or safety of members of the College community.
- Failure to comply with the directives of College employees, including the actions listed here and any other regulations that may be adopted.
- Interference with or failure or refusal to cooperate with an internal campus investigation.
- Possessing or exhibiting false identification with the intent to deceive.
- Manufacturing, distributing, selling, using, offering for sale, or possessing drugs or narcotics, or drug paraphernalia.
- Behavior or activity which endangers the safety of oneself or others. This includes, but is not limited to, destructive behavior by individuals and/or groups; self-destructive behavior; arson; and use of candles or incense.
- Possession and/or use of firearms, fireworks, dangerous weapons, explosives, or hazardous chemicals.
- Damage to property. Damage, destruction, or defacement of College property, including property of any person, as a result of deliberate action or as a result of reckless or imprudent behavior.
- Cyber Harassment. No student shall engage in unsolicited or persistent misbehavior through text messages, electronic mail, instant messages, Internet, chat rooms or electronic devices.
- Theft of property. This includes, but is not limited to, theft of College property, possession of stolen property, or personal unreported knowledge of stolen property.
- Misuse of College ID/Access Card or failure to present the College ID Card to any campus official when requested.
- Misuse of telephone. No student shall make or assist in making unauthorized or annoying telephone calls or otherwise misuse or abuse telephone equipment.
- False reporting of emergency. The false reporting of fire, bomb, medical emergency, or any other emergency by means of activating a fire alarm or in any other manner.
- Tampering with fire and/or safety equipment, including elevators, elevator phones, smoke detectors and sprinkler systems.
- Violation of any College policy.
- Unauthorized use or possession of keys. No one may use or possess a College key other than the one assigned. No student is allowed, under any condition, to have a College key duplicated.
- Failure to properly register as a sex offender.
- Any act that would constitute violation of federal or state law or municipal ordinance.

## Judicial Process

All student judicial violations fall under the jurisdiction of the Vice President for Student Life and Dean of Students, who is the final authority on student judicial matters and appeals. However, all judicial matters are initially handled by the Director of Residence or the Residence Life Coordinator (for situations occurring in the residence halls) or the Assistant Dean of Students (for events occurring outside of the residence halls, for residence hall appeals or for persistent, escalating or severe residence hall problems).

## Academic Behavior Policy

The faculty of the College of Saint Elizabeth is responsible for creating a teaching-learning environment that fosters student growth and professional development. Students are expected to assist the faculty by adhering to policies set forth in the Student Handbook and to refrain from disrupting classes and other academic settings. Ordinarily the faculty member is authorized to initiate means to ensure that the normal academic functions of the classroom and other academic settings are not compromised by disruptive student behavior. Students excluded from the classroom or other off-site academic settings will be subject to disciplinary actions through the appropriate Academic Dean in collaboration with the Assistant Dean of Students Office.

## Filing a Complaint

Any member of the College community has the right to file a complaint against any student they feel has violated a College policy or practice. Individuals may also choose to file a complaint with the local police department. However, the College may hear the case before criminal charges on the same incident are resolved. If necessary, the College reserves the right to enact an interim suspension or change of room assignment pending the hearing. For instances occurring in the residence halls, students should contact a Community Assistant (CA) or Assistant Director (AD) to help them create an incident report. The incident report will then be submitted to the Director of Residence Life (or her designee) who will hear the matter personally or forward it to the Residence Hall Judicial Board. Generally, cases are heard within ten working days. The Director of Residence Life has sole authority in determining which cases she will hear, and which will be sent to her designee or to the Judicial Board. Appeals for residence hall matters may be filed with the Assistant Dean of Students, whose office is located in Saint Joseph Hall.

For events occurring outside of the residence halls, students wishing to file a report should contact the Assistant Dean of Students. The Assistant Dean will guide them through the creation of the incident report and will hear the case. In this

instance, appeals will be heard by the Vice President for Student Life and Dean of Students. The appeal process is in place to safeguard the student's, and to a lesser degree, the College's interests. In any case, appeals will only be heard if one of the three following conditions is met:

1. Evidence of a procedural error which substantially impacts the outcome of the case.
2. A sanction that is too severe or inconsistent, relative to the sanctioned behavior.
3. New or newly discovered evidence/information which could not have been presented at the hearing.

The burden of proof for an appeal rests with the student, and may result in one of three possible actions:

1. Return for a new hearing
2. Amendment of the sanction to be more consistent with similar cases
3. Denial of the appeal

Records regarding judicial proceedings are retained for a period of one year following a student's graduation.

## Interim Suspension Policy

An Interim Suspension may be imposed upon a student by the Vice President for Student Life and Dean of Students or designee when there is reasonable cause to believe, based on available facts, that the continued presence of the student in the community constitutes an immediate threat to **a)** the emotional or physical health, safety or welfare of the student, **b)** other members of the College community, **c)** college property, or **d)** is persistently disruptive to the College community.

During the interim suspension, a student shall be denied access to the residence halls and/or to the campus (including classes) and/or all other College activities or privileges for which the student might otherwise be eligible, until a hearing/meeting can be held to determine the status of the student as a member of the College community.

The College retains the right to contact the student's parents or guardians regarding the reason for the interim suspension.

Any student who is suspended on an interim basis and returns to the campus or otherwise violates the terms of the interim suspension shall be subject to further disciplinary action and may be treated as a trespasser. Permission to be on campus for a specific purpose may be granted in writing by the Vice President for Student Life and Dean of Students or her designee.

A student may be given an Interim Suspension if:

- He or she has been arrested on campus or off-campus;

- He or she repeatedly refuses to follow the lawful directions of a college official who is responding to a reported violation of the Code of Conduct or of applicable Federal or State laws, or an emergency situation;
  - He or she poses a threat of harm to self or others;
  - It is the judgment of the college official that the student might pose a danger to the safety, security, or normal operations of the campus;
  - He or she directly and substantially impedes the lawful activities of others;
  - He or she threatens to cause or causes significant property damage.
- This action is to be undertaken if the student appears to:
- Lack the capacity to respond to pending disciplinary charges;
  - Does not seem to know the nature or wrongfulness of his/her behavior at the time of the offense;
  - Has behaved in a manner indicating emotional distress requiring psychiatric hospital evaluation, or has threatened to harm or has harmed self, others or property.

## Return to Campus

If a student is placed on interim suspension due to behavioral or Code of Conduct Violations then a judicial hearing is necessary to assess the situation. See the Judicial Process section contained in this handbook for more details.

If a student is placed on interim suspension due to inappropriate or bizarre behavior due to possible psychiatric disorders then a return to housing/campus meeting is required to assess the situation. See the Harmful Behavior Policy contained in this handbook for more details.

## JUDICIAL SANCTIONS

Penalties or sanctions are imposed for two purposes: to protect the College community from behaviors that are detrimental to the educational process and to assist students' growth in identifying acceptable parameters of their activities and consequences of future behaviors. Any of the following penalties may be imposed for any act of misconduct.

- Reprimand
- Social Suspension
- Termination of Privileges
- Restitution and/or Fine
- Disciplinary encumbrance on student records (i.e. holding transcripts or applying fines to a student's bill)
- Warning or Probation
- Work-Related or Community Service
- Parental Notification
- Suspension
- Expulsion

- A referral to the Counseling Services.
- Other penalties, as deemed appropriate.

Failure to complete sanctions may result in a hold being placed on a student's account.

As part of the disciplinary process, a student may be required to sign a waiver allowing the College to share information among College officials and/or parents.

## POLICIES AND PROCEDURES

### Statement of Compliance

The College of Saint Elizabeth does not discriminate on the basis of sex (except as permitted in Title IX, Education Amendment of 1972 for admission to single-sex colleges), physical handicap, race, age, color and national, or ethnic origin, in the administration of its admissions, educational policies, scholarship and loan programs, or other College policies including employment.

The College of Saint Elizabeth has filed compliance with the Department of Health, Education and Welfare under the Title VI—Civil Rights Act of 1964 as amended; Title IX, Education Amendment of 1972 as amended, Section 504 of the Rehabilitation Act of 1973 as amended.

Student inquiries concerning implementation of these policies should be made to the Vice President for Student Life and Dean of Students (x4204). Employees should address inquiries to the Vice President for Finance and Administration (x4498). The address of appropriate federal agencies regarding these compliances may be obtained upon request.

The College of Saint Elizabeth, in compliance with Section 485 (a) and (f) of the Higher Education Act, also known as the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, and amendments thereto, makes information available concerning campus security procedures, and campus crime statistics on the College's website ([www.cse.edu](http://www.cse.edu)) and in the following offices: Admission; Business; Vice President for Student Life and Dean of Students; Financial Aid; and Registrar. All first-time Freshmen in the Women's College receive copies by October 1.

In compliance with Title 1 of Public Law 101-542, the Student Right-To-Know and Campus Security Act, as amended by Higher Education Technical Amendments of 1991, Public Law 102-26, and the final regulations published in December 1999, the College reports the graduate rate of full-time, first-time freshmen who entered in Fall 1996 and subsequent years to all current students by personalized e-mail and to prospective students who request the information. The report will be available

in the Admission office, Financial Aid office, and in the Registrar's office for all who request them.

## Substance Abuse Policy & Procedures

The College of Saint Elizabeth is committed to the full development of persons. Therefore, it will make every effort to provide an environment for students, faculty and staff, that is conducive to the total health, education and well being of the person. In light of this, the College recognizes its responsibility and the responsibility of each person within the College community to provide an educational and workplace setting free of substance abuse.

The following statement of policy, procedure and regulations for assuring an environment free of substance abuse is established also to protect the rights of all within the College community, and to protect the health and safety of its students and employees. The document expresses the manner in which we intend to comply with the Drug-Free Workplace Act of 1988, and the Drug-Free Schools and Communities Act Amendments of 1989.

This policy shall apply to all employees and students of the College of Saint Elizabeth. For this policy, an "employee" is an administrator, faculty member or staff member, full-time or part-time, receiving a salary, wages or other compensation from the College or any student receiving funds from any federal program. A "student" is any person currently registered at the College of Saint Elizabeth. The policy applies both to on-campus and off-campus activities conducted under the sponsorship of the College.

### *The Substance Abuse Policy has the following purposes:*

- to protect the rights and responsibilities of all members of the College community while involved in College activities;
- to adhere to federal, state and municipal laws;
- to reduce alcohol and other drug abuse;
- to provide safety to all persons involved in College activities and employment; and
- to improve the academic and social atmosphere of the campus.

The College of Saint Elizabeth recognizes that substance abuse may be a symptom of deeper personal and emotional difficulties.

Information, counseling and referrals about this problem are available on a confidential basis to students through the Wellness Center and to employees through the Human Resource Office or Employee Assistance Program. In an ongoing effort to provide education and information relating to substance abuse, the College will bi-annually provide substance abuse awareness programs.

Each year the Substance Abuse Policy will be distributed to all students and employees; it will be reviewed every two years.

### STATEMENT OF POLICY

The College of Saint Elizabeth intends to maintain a work and educational environment that is safe for employees and students. Therefore, it will comply with the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989, as well as all other pertinent federal, state and local regulations regarding drug and alcohol abuse.

In accordance with this, the College of Saint Elizabeth prohibits, by any of its employees or students, the unlawful manufacture, distribution, dispensation, possession, sale or use of the following substance or items on College property or at on-campus or off-campus College sponsored activities by employees or students: illegal drugs, controlled substance analogs, prohibited drugs, or drug-related paraphernalia. The College also prohibits the intentional misuse of over-the-counter products or prescription medication taken to obtain a state of intoxication. This applies also to guests and alumnae/i while on campus. In addition, no student, employee or guest under the age of 21 is permitted to purchase, possess, consume or offer for sale any alcoholic beverage on-campus or as part of a College activity on or off campus, nor shall such underage person enter any facility with the intent to acquire, possess or consume any alcoholic beverage. A student, employee or guest of age 21 or older shall not give or offer any alcoholic beverage to a person under the age of 21, nor shall such person assist or allow a person under the age of 21 to acquire or consume an alcoholic beverage. Alcoholic beverages may be purchased, consumed, sold or possessed by students over the age of 21 only on those occasions or in those areas approved in writing by the Vice President for Student Life and Dean of Students. The College of Saint Elizabeth reserves the right to establish drug and/or alcohol search and screening procedures consistent with applicable federal, state and municipal laws and where deemed necessary.

### PROCEDURES AND REGULATIONS FOR STUDENTS

Students who are recipients of funds from any federal program are also considered “employees” for the purposes of this policy, and should be aware that the sections following entitled “Procedures and Regulations for Employees” and “Sanctions for Employee Violations of Policy and Procedure” are also applicable to them.

#### A. Alcohol at College Events

1. Prior to entrance to any event where alcohol is served, students must attend the Substance Awareness Program and the HIV/AIDS Awareness Program and obtain proof of such attendance.
2. Alcoholic beverages are not to be brought to any campus functions.

3. The written permission of the Vice President for Student Life and Dean of Students is required for alcohol to be served at College functions for students.
4. If permission is given, the consumption, sale and possession of alcoholic beverages must be confined to those areas designated for the event by the Vice President for Student Life and Dean of Students. Permission also implies that those organizing the event are responsible for ensuring that only those of legal drinking age are served.
5. Availability of alcoholic beverages shall not be the primary focus of advertising for campus social events.
6. Charges for alcoholic beverages must be assessed and paid for on a per unit basis rather than covered by an admission charge.
7. An adequate supply of non-alcoholic beverages and food must be sold or served at the event.
8. No event shall include any form of “drinking contest” in its activities or promotion.
9. Alcohol, whether in open or closed containers, may not be transported or served on or around any vehicle which provides authorized transportation to and/or from campus, e.g., bus trips for athletic, social or educational purposes.
10. Misconduct as a result of intoxication by any student is prohibited.

#### B. Alcohol in Residence Halls

1. No person under the age of 21 shall consume, possess or purchase alcohol in the Residence Halls.
2. Students of age 21 or older may consume alcohol in their residence hall room, but such activity may not infringe upon the rights of others to sleep, study or engage in appropriate activities.
3. Persons under the age of 21 are not allowed in Residence Hall rooms where alcohol is being consumed.
4. No kegs or beer balls are permitted in the Residence Halls.

#### C. Other Substances

1. The purchase, use, possession, manufacture and/or distribution of illegal substances in connection with any on-campus, off-campus activity are strictly prohibited.
2. The misuse and/or distribution of prescription drugs are strictly prohibited.
3. The use of any substance for other than its intended purpose is strictly prohibited.
4. Any person who violates subsection a. of NJs 2C: 35-5 by distributing, dispensing or possessing with intent to distribute a controlled dangerous substance or controlled substance analog while on any school property used for school purposes which is owned by or leased to any elementary or secondary school i.e., the Academy of Saint Elizabeth, or within 1,000 feet of such school property, (defined as the entire CSE campus) is guilty of a crime of the third degree and shall be fined and imprisoned.

## SANCTIONS FOR STUDENT VIOLATIONS OF POLICY AND PROCEDURES

### A. General Norms

1. When a person's actions may be attributed to the use of drugs or alcoholic beverages, this shall not in any way limit the responsibility of the individual for the consequences of one's actions, nor shall voluntary alcoholic consumption or drug use be an excuse or justification for improper actions. If any damage to property or person results, the user will be held financially and legally responsible.
2. Students purchasing, possessing, using, distributing, selling or manufacturing illegal substances may be subject to mandatory penalties prescribed by federal, state or local legislation.
3. Any violation of policy or procedures, which occurs while an event is in progress, may subject the violator to immediate removal from the area.
4. Violations by persons who are not members of the College community may result in their being barred from the campus or from specific facilities and/or functions and/or being subject in the future to arrest for trespassing.
5. When violations or other incidents occur at events, which in the judgment of the College officials constitute a threat to life or property (or which create a substantial risk to life or property), the event may be terminated immediately.
6. The Vice President for Student Life and Dean of Students has overall responsibility to administer and enforce the Substance Abuse Policy for students and for campus organizations and activities.

### B. Sanctions for Violations by Individual Students

1. Students who are in violation of the Substance Abuse Policy are subject to a monetary fine as follows:
 

First Violation:	\$ 50.00
Second Violation:	\$ 100.00
Third Violation:	\$ 200.00

Violations are considered to be cumulative over the time of attendance at the College. All fines must be paid within 10 working days of issue of the notice of violation.
2. In addition to monetary fines, other sanctions will be applied, depending upon the nature of the violation and the circumstances. They include the following:
  - a) Initial violations: Referral to counseling and compliance with stated clinical recommendations; Mandatory counseling; Community service; Revocation of the privilege to consume alcohol at campus functions; Revocation of the privilege to attend campus functions.
  - b) Serious violations and/or repeated violations: Mandatory counseling; Community service; Revocation of the privilege to consume alcohol at campus functions; Revocation of the privilege to attend campus functions; Disciplinary probation; Removal from residence (with con-

tinuation of any of the above upon return); Parental notification; Implementation of substance abuse housing contract; Expulsion.

3. Appeals for any sanction must be made in writing to the Vice President for Student Life and Dean of Students within two working days of written notification.

## PROCEDURES AND REGULATIONS FOR EMPLOYEES

This section and the following section are applicable to all employees and students receiving funds from any federal program.

### A. Use of Alcohol

1. Employees should be aware that alcohol is a central nervous system depressant. As such, it may significantly affect an employee's job performance and pose a safety risk to the employee and others. Consumption of alcoholic beverages while at work or on the premises of the College, excluding approved circumstances, is strictly prohibited.
2. Alcohol, whether in open or closed containers, is not permitted in any vehicle operated by an employee either in connection with employment or when providing transportation to and/or from a college-related activity.

### B. Illegal and Controlled Substances and Prescription Drug Misuse

1. The cost of drug abuse, in terms of reduced job performance, absenteeism and safety risks, is a matter of serious concern. The use of illegal and abuse of controlled substances may cause disorientation without the employee's awareness. The use, possession, manufacturer and/or distribution of illegal or abuse of controlled substances is strictly prohibited in the workplace.
2. The unlawful use and/or distribution of prescription drugs are strictly prohibited in the workplace.
3. Employees purchasing, possessing, using, distributing, selling or manufacturing illegal or controlled substances may also be subject to mandatory penalties prescribed by federal, state or municipal law.

## SANCTIONS FOR EMPLOYEE VIOLATIONS OF POLICY AND PROCEDURES

### A. General Norms

1. The College believes that alcohol or drug abuse may lead to physical or emotional conditions requiring medical treatment. It, therefore, encourages affected employees to seek medical help voluntarily at an early stage. When an employee seeks help voluntarily prior to discovery by one's supervisor, job security and promotional opportunities will be protected provided the employee continues to comply with the procedures and regulations of the previous section.
2. Employees may voluntarily seek help from sources for which coverage may be provided according to provisions of the College health insurance plan. An individual who feels that he/she may have an alcohol or other drug problem and wishes referral assistance is encouraged to contact

the Director of Human Resources for a referral to the College's Employee Assistance Program, or a staff member of the College Counseling Services or other private sources for referral to a treatment or rehabilitation program. When help is sought on a voluntary basis, confidentiality will be maintained.

3. Employees who violate this policy and its procedures and regulations may be subject to disciplinary action by the College, up to and including termination of employment.
4. When a person's actions may be attributed to the use of drugs or alcoholic beverages, this shall not in any way limit the responsibility of the individual for the consequences of one's actions, nor shall voluntary alcoholic consumption or drug usage be an excuse or justification for improper actions. If any damage results from the use of drugs or alcoholic beverages, the person will be held financially and legally responsible.

**B. College Disciplinary Procedures**

1. Employees who violate this Substance Abuse Policy and its procedures and regulations are subject to disciplinary action up to and including termination of employment, depending upon the nature of the violation. Completion of a treatment or rehabilitation program may be a condition of continued employment.
2. Any employee arrested or indicted for unlawful activity associated with controlled and illegal substance may be suspended from employment pending a final disposition of the charges. A person who is convicted or who pleads guilty or nolo contendere to charges of such violations may be terminated from employment without back pay for the suspension period. If found to be not guilty, full reinstatement and/or back pay may be given.

**C. Federal and State Regulations Related to Employee Drug Violations**

1. Employees who are convicted under federal or state law of violations of criminal law, where such violations are committed in the workplace or at a work location to which they have been assigned, or who plead guilty or nolo contendere to charges of such violations are to inform the Vice President for Finance and Administration in writing within five days of such conviction or plea. Failure to do so will result in disciplinary action. In cases where the convicted person is receiving funds from any federal program, the employee is to notify the Vice President for Finance and Administration in writing within five days, and the College must notify the funding source within 10 days of this notification.
2. Employees convicted or pleading guilty or nolo contendere to such drug-related violations must successfully complete a drug abuse assistance or similar program as a condition of continued employment or reemployment.

**D. Appeals**

1. Appeals by an instructional faculty member for any sanc-

tion or disciplinary action are to be made in writing within two working days to the Hearing Committee; appeals by a non-instructional employee are to be made in writing within two working days to the Vice President for Finance and Administration.

2. Appeals by a student, who is also an employee as defined under the terms of this policy, are to be made in writing to the Vice President for Student Life and Dean of Students within two working days.
3. Each appeal will be handled individually and considered on its own merits. The decision of the President of the College, or that of her designee, is binding for any appeal related to this Substance Abuse Policy.

*Reviewed February 2009*

**Harmful Behavior Policy**

The health, safety and emotional well-being of students are of primary concern to the College. Therefore, in an effort to protect and assist students experiencing emotional distress, a policy for dealing with harmful behaviors has been adopted and implemented.

**STATEMENT OF POLICY**

Students who are 1) exhibiting self-harm or other harmful behaviors, 2) thinking about or threatening to harm themselves, others or property or 3) experiencing emotional distress are encouraged to seek help from the licensed, clinical mental health professionals employed in Counseling Services. Likewise, any individual (friend, roommate, faculty or staff member) who witnesses or has factual knowledge of a student engaging in harmful behavior toward self or others is also encouraged to report their concerns to a College Counselor. All contact made with Counseling Services regarding a student will remain confidential, unless there is an imminent threat of harm to the student, to others or to property. In all cases, the Counselors will determine, and take, an appropriate course of action based upon the information provided.

Counseling Services is located on the ground floor of Founders Hall and can be reached by dialing x4175 during normal business hours. If a concern arises outside of normal business hours, a member of the Residence Life staff (Director, Assistant Director or Community Assistant) or Campus Security (x4090) should be notified of the situation immediately. They will, in turn, initiate proper protocols for after-hours evaluation and intervention.

**DEFINITION OF SELF-HARM AND/OR HARMFUL BEHAVIOR**

Self-harm and/or harmful behaviors are high-risk behaviors that would cause a reasonable person concern. Examples of such behaviors include, but are not limited to, the following:

- Cutting/self-injury

- Alcohol abuse
- Drug abuse (including use of illegal drugs and misuse of prescription drugs, over-the-counter drugs and/or herbal supplements)
- Eating disorders
- Suicidal ideation, threats or gestures of any type
- Aggressive or destructive behavior towards others or property
- Making threats about harming self, others or property

Since it is often difficult for non-professionals to evaluate the seriousness of self-harm and/or harmful behaviors or threats, and since oftentimes such behavior represents an indirect cry for help, it is imperative that Counseling Services be notified of the behavior or threat so that professional evaluation and/or intervention can take place.

### **EVALUATION PROCESS FOR STUDENTS EXHIBITING SELF-HARM AND/OR DANGEROUS BEHAVIOR**

Once notified that a student is threatening to commit and/or engaged in harmful behavior, a College Counselor will evaluate the student as soon as possible (based upon the nature of the report). If danger is imminent, and/or a College Counselor cannot be reached, a call will be placed to the local psychiatric emergency services (911). In either case, if the mental health professional deems it necessary to have the student transported to the local hospital, an ambulance will be summoned and the student taken to a local hospital for further evaluation, treatment, and monitoring. The student may be admitted to the hospital through either a voluntary or involuntary commitment process. The Vice President for Student Life and Dean of Students, in consultation with the attending mental health professionals, may elect to notify the parent or guardian about the hospitalization (and the events leading up to it), with or without the student's permission. All costs associated with emergency transportation and hospitalization will be the sole responsibility of the student.

Once the student has been transported to the hospital, she will not be permitted to return to campus until permission to do so is secured from the Vice President for Student Life and Dean of Students or her designee. Permission will not be granted until College officials, including the Vice President for Student Life and Dean of Students (or her designee), the Director of Counseling Services, and the Director of Residence Life have met to evaluate the seriousness of the situation and discharge plans from the hospital, as well as the appropriateness of returning to residence life and/or class. If the student is not granted permission to return, his or her parents or guardians (or emergency contact) will be contacted to assume responsibility for her care.

### **RETURNING TO CAMPUS AFTER PROFESSIONAL EVALUATION**

If the student is granted permission to return to class and/or residence halls after a psychiatric or substance abuse intervention, she will be required to sign a special contract, detailing the terms and conditions under which she is returning. The purpose of the contract is to ensure that the student is aware of, and agrees to abide by, treatment recommendations designed to keep the student (and the campus and its property) safe and to help him/her return to optimal functioning on campus. Failure to sign the contract will result in revocation of permission to return to the residence hall and/or classes.

The College reserves the right to alter the residence hall assignment of any student, at any time, to protect the student herself, the safety and well-being of any other member(s) of the community, and/or College property. Furthermore, the College reserves the right to have a student re-evaluated at a later date.

*Revised March 2007*

### **Personal Grooming/ Hygiene Policy**

The College recognizes and respects, that, as a diverse community of learning, individuals have personal styles, tastes, cultural backgrounds, and preferences that dictate their manner of dress and appearance on campus. We encourage students to take care in how they present themselves to faculty, administrators and peers. At a minimum, we expect that members of our community will take care to groom themselves properly. Cleanliness protects our community from the spread of disease, and ensures a pleasant, respectful environment in which to work and study.

Students who fail to properly care for themselves may be referred to the Wellness Center for evaluation, since poor hygiene can be indicative of a psychological or medical disorder (i.e. depression, hormone imbalance etc.). Once evaluated, the Counselor or health professional will work with the student to alleviate the underlying problem and aid in rectifying the hygiene issues.

Students whose personal hygiene is determined to affect the health, well-being, comfort or safety of others may be removed or suspended from the residence halls until the situation is remedied.

*Approved March 2003*

### **Medical Excuse Policy**

#### **POLICY**

Health Services does not provide verification of illness or written excuses for minor illnesses or injuries that result in absence from classes. This is in agreement with the Vice President of Student Life and Dean of Students and the Vice President for Academic Affairs.

## PROCEDURE

**Routine illness and related absences:** Students should correspond directly with the faculty as soon as possible regarding their circumstances to receive assignments or missed work, which they are responsible for making up. (Ideally before they miss a class, exam, lab, assignment, etc.)

**Significant and prolonged absences due to illness and/or hospitalizations:** For significant, prolonged illness lasting at least 4 or more days or hospitalization, Health Services will notify (with the student's written consent) the Vice President of Student Life and Dean of Students who will notify the appropriate Deans who in turn will notify student's professors.

This verification of significant illness will only be provided for serious illnesses for which the health service clinicians have provided services or for which the appropriate written medical documentation from outside clinicians is provided to Health Services.

**Faculty:** If a faculty member has questions about a specific student, they can contact the CSE Health Service. The Health Service cannot release specific information concerning the nature of contact with a student regarding their illness or injury without the student's written consent. Health Service's staff must maintain confidentiality as per federal law.

## Student Obstetric Policy

The Student Obstetric Policy is provided for students in the Women's College who wish to pursue their studies at the College of Saint Elizabeth and/or live in residence during their pregnancy. As a Catholic institution, we encourage and support those students who desire to continue their education while awaiting the birth of their child. To promote the health of the student and the fetus, the student must have prenatal care throughout their pregnancy provided by their own private Obstetrician. The continuation of school and/or residence at the college must not put the mother or fetus at risk, as determined by the Obstetrician. The student must report the pregnancy to Health Services immediately. If the student is a resident student, she must also report the pregnancy to the Office of Residence Life. The pregnant student must comply with the following policy:

**A.** Pregnancy – Determined by a laboratory testing.

**B.** If the student desires to reside in/or attend the College of Saint Elizabeth residence halls while pregnant, the following criteria are necessary:

1. At the time of diagnosis, the student must obtain a letter of clearance from her Obstetrician, indicating:

- That the student is under his/her care and the number of weeks gestation;

- That the student's pregnancy is not considered high risk;
- That, in his/her professional opinion, the student could live in residence without harm to herself, the pregnancy or the fetus up to the start of the third trimester (28 weeks gestation).
- That, in his/her professional opinion, the student can attend college without harm to herself, the pregnancy or fetus.

2. At the end of the first trimester, another letter of clearance is required from her Obstetrician, indicating:

- That the student continues to be under his/her care and the number of weeks gestation;
- That the student's pregnancy is not considered high risk;
- That, in his/her professional opinion, the student could live in residence without harm to her, the pregnancy or the unborn child up to the start of the third trimester (28 weeks gestation).
- That, in his/her professional opinion, the student can attend college without harm to herself, the pregnancy or fetus.

3. The Obstetrician (and/or student) must report any change in condition that places the student in a high risk pregnancy category, to the College Health Center within 48 hours.

**C.** At the end of the second trimester, the student may no longer be permitted to reside or stay as a guest overnight in the residence halls at CSE. Students in need of housing for the remainder of the pregnancy are encouraged to contact the Vice President for Student Life and Dean of Students, who will provide referrals to local crisis pregnancy centers.

**D.** If the student moves out of housing during a semester, refunds for the remainder of the semester will be made in accordance with the College refund policy, which can be found in the College catalog available online at [www.cse.edu](http://www.cse.edu).

**E.** If the student experiences any emergent symptoms (i.e. signs and symptoms of labor, vaginal bleeding, severe headache, dizziness, fainting, seizures, injury) she is advised to call 911, the Obstetrician, Residence Life, and Health Services.

**F.** The Health Service can provide primary care to the student; however, all obstetric care is the responsibility of the attending obstetrician.

**G.** The student must sign a waiver giving permission to Health Services to speak directly with the attending Obstetrician at any time.

**H.** While the student is in residence and/or attending any classes she will be expected to continue pre-natal care and be able to contact and visit her Obstetrician within a relatively short period of time.

**I.** The College of Saint Elizabeth reserves the right to alter or ter-

minate the student's residence hall assignment at any time based upon the recommendation of the Director of Health Services.

**J.** Once the child is born, the student is eligible to reapply for housing. Rooms will be granted on a space available basis. The student will be permitted to live in housing once medical clearance is granted by the attending obstetrician/gynecologist and the Director of Health Services. Children are not permitted in the residence halls.

*Approved 2009*

## HIV Policy

As a Catholic institution, the College of Saint Elizabeth is committed to respond to any person affected by the Human Immunodeficiency Virus (HIV) with compassion and without discrimination. As an institution of higher education, the College realizes its responsibility to educate and be educated in the nature, transmission, and treatment of the disease. It seeks to promote the common good and is committed to stand in solidarity with those in need. The College of Saint Elizabeth will respond to each student or employee with HIV on a case-by-case basis consistent with the policy outline.

### POLICY OUTLINE

**A. Institutional Committee:** The President of the College of Saint Elizabeth shall appoint a committee that shall address HIV issues both in terms of educational programs and policy decisions. The Vice President for Student Life and Dean of Students shall oversee the implementation of the policy.

**B. Disabling Condition:** The College recognizes that manifestations of HIV may cause disabling conditions. Therefore, the College guarantees the legal rights of these individuals and their access to existing support services.

**C. Non-Discrimination:** The College will not discriminate on the basis of HIV with regard to its admission policies and hiring and personnel practices.

**D. Attendance:** The College will not restrict regular classroom attendance by, and continued employment of, person with HIV.

**E. Access to Facilities:** The College will not restrict access to common areas by persons with HIV.

**F. Residential Housing:** The College will not refuse residential status to any individual on the basis of HIV. Decisions concerning specific housing arrangements for HIV infected individuals will be made on a case-by-case basis.

**G. Medical Care:** The College will encourage HIV infected individuals to disclose their condition to campus health and counseling professionals. This will allow them to refer HIV infected individuals to the proper medical care, support, counsel and

educational resources. Information will be handled in a strictly confidential manner.

**H. Testing:** The College will not undertake a program of mandatory HIV testing of students or employees. Information regarding testing procedures and locations will be provided by Health Services.

**I. Confidentiality of Information:** Within or beyond the College community, no person, group, agency, employer or institution will be provided any medical information without the prior written consent of the individual.

**J. Safety Precautions:** The College will adopt the Universal Safety Precautions as prescribed for the handling of blood and body fluids of all persons. OSHA regulations are available for review in the Office of Finance and Administration, Facilities, and Health Services.

**K. Support Services:** Among the offices offering support for any member of the College community are:

- Health Services
- Counseling Services
- Campus Ministry
- The Vice President for Student Life and Dean of Students
- The Vice President for Finance and Administration

**L. Harassment:** The College condemns all forms of harassment and considers all such occurrences intolerable and will take appropriate action.

**M. Grievance Procedure:** Consult the Student Grievance Procedure in this section of this handbook.

*Approved May 1995*

## FERPA (Family Educational Rights and Privacy Act of 1974)

**Federal Educational Rights & Privacy Act of 1974 (FERPA)** is a federal regulation guaranteeing the privacy of certain aspects of student records. It is also known as the Buckley Amendment, after its principal sponsor, Senator James Buckley, of New York. Under FERPA, student records can not be released without permission of the student, except under certain exceptions (such as a court order or if the release of such records is for public safety concerns). It provides students with the right to privacy of their records, the right to challenge something in their student records, and the right to review and release their own records. However, FERPA allows the unrestricted release of “**directory information**”.

FERPA was written specifically for students and guarantees them three primary rights:

- The right to inspect and review education records.
- The right to seek to amend educational records.

- The right to have some control over the disclosure of information from those educational records.

What it does not guarantee is the absolute right to hide all records from everyone. For example, information designated as directory information can be released without student consent.

The College of Saint Elizabeth defines the following as directory information:

- Name
- Enrollment status
- Curriculum
- Dates of attendance
- Degrees received

If a student desires to have any or all of their directory information blocked from release, a request in writing must be submitted to the Office of the Registrar. A form blocking release of all information may be obtained in the Registrar's Office. This form will be in effect until the student separates from the college.

Once a child attains the age of 18, or is enrolled at a "post-secondary institution," parents lose their right of access to their children's records. The student must authorize the College of Saint Elizabeth to release the information to their parents. A form is available in the Registrar's Office requesting the release of information (both academic and financial) to anyone they designate. This form will be in effect until the student separates from the college.

More information on FERPA can be obtained from the US Department of Education website: (<http://www.ed.gov/offices/OM/fpco/ferpa/index.html>).

### SOLOMON AMENDMENT

The Solomon Amendment became effective on October 23, 1998. Under the Solomon Amendment institutions are required to fulfill military requests for student recruiting information. Failure to comply may result in the loss of various forms of federal funding and Federal Student Aid. Student recruiting information includes, but is not limited to: student name, address, telephone number, date of birth, place of birth, class, major, degree(s) received, and educational institutions attended. Under FERPA, students may request that directory information be withheld. This protection will be honored under the Solomon Amendment. Any student who wishes to have directory information withheld should request a "no release" as described above.

## Proof of Immunization Requirement

All Students must complete the requirement for immunization to comply with the College of Saint Elizabeth's Policy and the

immunization requirements of the State of New Jersey (N.J.A.C. 8:57-6.1). Any student who does not submit completed immunization forms to Health Services in a timely fashion will be placed on Immunization Hold, will not be able to register and/or attend classes, and will be subject to a non-compliance fee until the proper documentation is received by Health Services. All immunization records must show exact dates (month, day, and year). Acceptable records can be from any primary or secondary school, institution of higher education, obtained from any public health department, or an official college affidavit form signed by a physician licensed to practice medicine set forth at N.J.A.C 8:57-6.3,6.4, and 6.6,6.7,6.8,6.9. Records can also be obtained from the New Jersey Immunization Information System, military immunization or health record from the United States Armed Forces.

Immunization requirements may be changed based on New Jersey State Law, federal or public health mandates and the College of St. Elizabeth rules, regulations and requirements.

### REQUIRED VACCINES

#### *Measles, Mumps and Rubella (MMR)*

**A.** Each student entering college for the first time is required to provide documentation of two (2) doses of a live measles, mumps and rubella vaccine that was administered after 1968. The vaccines may be individual or combined. The first dose shall have been administered on or after the student's first birthday and the second dose shall have been administered no less than 28 days after the first dose.

**B.** A student who presents documented laboratory evidence of measles, mumps and rubella immunity shall not be required to receive the MMR vaccine. The positive immune titers should be within one year of entrance. (Copy of lab results are required)

**C.** Only students born prior to 1957 are exempt from this requirement for only Measles, Mumps and Rubella (MMR). They must comply with all other requirements.

#### *Meningococcal Vaccine*

**A.** New Jersey State Law requires that all new students entering a four-year college or university, and resides in a campus residence hall, shall have received one dose of meningococcal vaccine. Menomune or Menactra is acceptable (Menomune must be within five years of entrance). All resident students must fulfill the meningitis vaccine requirement prior to residing in campus housing.

**B.** All students will be required to read the Vaccine Information Statement – What You Need to Know, sign and return the Meningococcal Disease Among College Students Sheet to Health Services along with the completed Health Record.

### **Hepatitis B**

**A.** Hepatitis B vaccine series is required by state law for all Women's College students and for students with 12 or more credits per semester. However, this is recommended for all College of Saint Elizabeth students, even if they are enrolled in fewer than 12 credits.

**B.** The series consists of three vaccines which are to be completed prior to entrance to the College of St. Elizabeth. The series takes 6 months to complete.

**a)** Dose 1: time of initial visit

**b)** Dose 2: 1 month later (minimum of 4 weeks between doses 1 and 2)

**c)** Dose 3: 6 months after first dose (minimum of 8 weeks between doses 2 and 3; minimum of 16 weeks between doses 1 and 3)

**C.** Students who can document medical immunity to Hepatitis B are not required to receive the vaccine but must submit a copy of the laboratory report in order for the record to be complete.

### **Tuberculosis (Mantoux – PPD)**

**A.** A Mantoux test is required for all Women's College students within the last 12 month. It is recommended for all College of St. Elizabeth students.

**B.** If the Mantoux test is positive, a chest x-ray report is required within one year of entrance. If treated, the name of the medication(s), date of initial treatment, and date of completion of treatment needs to be included with the Health Record.

**C.** An individual with a history of having had BCG vaccine is required to have a Mantoux test and a chest x-ray if the Mantoux test is positive.

**D.** If a Chest X Ray is required the copy of the report is also required.

### **Tetanus-Diphtheria Booster (Td) and Tetanus-Diphtheria -Pertussis (Tdap)**

**A.** A Tetanus and Diphtheria booster (Td) is required within the last 10 years for all Women's College students, if the student has a documented history of receiving a primary series of Tetanus – Diphtheria (TD) or Diphtheria, Pertussis, Tetanus, (DPT) in childhood. Tdap should replace a single dose of Td as a booster for adults who have not received a dose of Tdap previously. This is recommended for all College of St. Elizabeth students.

**B.** Tdap vaccination - There should be an interval of at least 2-5 years between Td and Tdap.

**C.** Adults, who have never received a dose of Tetanus and Diphtheria Toxoid – containing product, should receive a series of three (3) vaccinations.

**a)** Dose 1-Tdap preferred choice for the first dose.

**b)** Dose 2-Td is administered at least four weeks after first dose.

**c)** Dose 3-Td is administered at least 6 – 12 months after second dose.

**d)** The series should be completed prior to entrance to the College.

### **Polio**

**A.** Each Women's College student is required to provide documentation of having a completed series of polio immunization, as well as the date of the last booster. This is recommended for all College of St. Elizabeth students.

## **RECOMMENDED VACCINES**

### **Varicella**

**A.** Two doses of varicella vaccine are recommended. Minimum interval is 28 days between doses.

**B.** If there is history of the disease the positive immune titers should be obtained and reported with copies of the lab reports

### **Human Papillomavirus Vaccine (HPV)**

**A.** Three doses of HPV is recommended for all female students (11-26 years old)

**a)** Dose 1: at initial visit

**b)** Dose 2: 2 months after the first dose

**c)** Dose 3: 6 months after the first dose

## **OPTIONAL VACCINES**

### **Hepatitis A**

**A.** Series of two, 6-12 months between doses

**B.** Recommended for international travel, for patients with certain medical conditions and for certain populations in the United States

### **Pneumococcal**

**A.** Recommended for chronic health problems and for certain population in the United States

### **Typhoid**

**A.** Recommended for international travel

### **Haemophilus influenza type b (Hib)**

**A.** Report primary childhood series completion

### **Yellow Fever**

**A.** Recommended for international travel

## **INSTITUTIONAL RESPONSIBILITY FOR ENFORCEMENT**

All New Jersey institutions of higher education shall require evidence of immunization as a prerequisite to enrollment of all students except those who meet the exemption requirements set forth at N.J.A.C. 8:57-6.2(b), N.J.A.C. 8:57-6.9 and N.J.A.C. 8:57-6.10.

## **MEDICAL EXEMPTIONS**

**A.** A student shall not be required to have any specific immunization(s), which are medically contraindicated.

**B.** If immunizations are medically contraindicated for any reason, proof of such contraindications must be provided to Health Services from a licensed healthcare practitioner in the form of a signed letter indicating the nature of the medical condition and reason for the exemption for a specific period of time. The medical contraindications must be based on valid medical reasons as enumerated by the most recent recommendations of the Advisory Committee on Immunization Practices of the United States Public Health Service. If the medical exemption is terminated the student is required to obtain the immunizations from which they have been exempted.

### RELIGIOUS EXEMPTIONS

A student shall be exempted from mandatory immunization if the student objects thereto in a written statement submitted to the College, signed by the student, explaining how the administration of immunizing agents conflicts with the student's religious beliefs. (8:57-{6.12} 6.15

### EXCLUSION FROM CLASSES

Students with medical exemptions, religious exemptions or not compliant with the immunization requirements will be temporarily excluded from classes and from participation in institution – sponsored activities during a vaccine preventable disease outbreak or threatened outbreak. The exclusion shall continue until the outbreak is over or until proof of the student's immunization or immunity is furnished.

## Missing Persons Policy

In accordance with the Higher Education Opportunity Act of 2008, the College has implemented a Missing Persons Policy to establish procedures to respond to reports of a missing student.

This policy applies to students who are deemed missing or absent from the College for a period of more than 24 hours without any known reason or which may be contrary to usual patterns of behavior or unusual circumstances that may have caused the absence. Such circumstances include, but are not limited to:

- a) reports or suspicions of foul play, b) evidence of suicidal thoughts, drug use, or any life threatening situation, or c) has been with persons who may endanger his/her welfare.

If a member of the College Community reports a student to be missing the following procedures are to be followed:

- The first responders (typically Campus Security or Residence Life Staff members) will gather all essential information about the student (description, clothes last worn, where subject might be, who they might be with, vehicle description, etc.) as well as observations about the missing person's physical and mental state. An up to date photograph may also be requested to assist in the search.

- Appropriate College personnel will be notified and/or asked to assist in the search for the student.
- College personnel will try to contact the missing individual via her personal contact information.
- A search will be conducted in all campus buildings and parking lots.
- The class schedule will be obtained and a search of classrooms will be conducted.
- Friends/roommates may be contacted to assist in the search for the student.
- Notification will be made to the individual(s) identified by the missing student as his/her emergency contact if available. All emergency contact forms are kept on file in the Residence Life Office.
- In the event the student is under 18 years of age, the Vice President for Student Life and Dean of Students or designee will be responsible for communicating with the parent or guardian.

If the above actions are unsuccessful in locating the student, the investigation will be turned over to the appropriate local law enforcement agency and the College will assist them in their investigation.

## Pet Policy

While the College of Saint Elizabeth appreciates the special nature of the owner-pet relationship, the College is both a workplace and residence for many individuals, and, as such, the welfare of the entire community has to be considered paramount. The College, therefore, has established strict policies regarding the presence of pets (or any other animals) on campus.

With the exception of small fish and service dogs, no pets or other animals are temporarily or otherwise permitted to be brought into or kept in (1) any student residences, or (2) any administrative, service or academic buildings or facilities, including classrooms, faculty or staff offices, libraries, studios, food service areas, or public access areas. Fish are only permitted in residence hall rooms with the consent of both roommates. Fish tank filters must be unplugged from the wall during extended vacation periods.

No pets will be allowed in any campus accommodations or facilities used by special programs, conferences or workshops, including those sponsored by the College of Saint Elizabeth. Dogs must be leashed and under the owner's direct control when outside. Under no circumstances are dogs to be allowed to run loose, or to be tied to buildings, handrails, trees, bicycle racks or other objects. Dogs temporarily brought onto the campus by residents, employees or visitors must be in the continuous full control of their owner or other custodian.

The College may direct at any time that a pet be removed from the campus if it has demonstrated aggressive behavior or is believed by the College to be a possible danger to others, or if the owner fails to conform to any aspect of the College's Pet Policy as determined by the College.

Individuals violating the Pet Policy will be required to remove the animal from the campus immediately. If the owner does not expeditiously remove an animal when requested, arrangements will be made to have it taken to a local kennel and boarded at the owner's expense. Animals considered a possible hazard may be referred for disposition to the local township animal control officer and/or removed without notice.

Pet owners are expected to exercise care in ensuring their pets do not create unclean or unsanitary conditions within College premises or on the campus. They also bear full responsibility for any situations or damages attributable to the pets that require, as determined by the College, special clean up, painting and refinishing, or repairs or replacements of College property. The owner will be charged for the related costs.

Employees and students are responsible for their guests' compliance with the College's policy. They also will be held accountable for reimbursement of any clean up, repair or other costs incurred by the College arising from the pet's presence on campus.

Owners or others who bring or keep a pet on campus, whether in compliance or not with this policy, retain complete and sole liability for injury or damage to personal property caused by the pet. The College does not undertake any responsibility or liability for any person's pet while on campus.

Violations of the Pet Policy by College employees or students may result in disciplinary action being taken against the owner, including but not limited to fines and/or the termination housing privileges.

Infractions or complaints regarding animals should be brought to the attention of Campus Security. Security may arrange removal (with or without notice) of pets on the campus upon violation of policy. Should external assistance be used to remove a pet, the owner will be responsible for any costs incurred. The College does not assume any responsibility for animals removed from the campus. The local township animal control officer or local humane society will be notified to arrange for removal of any animal of unknown ownership roaming loose on the campus. *Adopted March 2003*

## Smoking Policy

The American College Health Association (ACHA) acknowledges and supports the findings of the Surgeon General that tobacco use in any form, active and passive, is a significant health hazard. ACHA fur-

ther recognizes that environmental tobacco smoke has been classified as a Class-A carcinogen. In light of these health risks, the American College Health Association has adopted a **NO SMOKING POLICY** and encourages colleges and universities to be diligent in their efforts to achieve a campus-wide tobacco/smoke-free environment. Based on the above, the College of Saint Elizabeth recognizes that using tobacco products is harmful to the health of tobacco users and that exposure to second-hand smoke poses a health risk to non-smokers. The following policy has been enacted to address health concerns related to environmental tobacco smoke, thereby restricting smoking to designated areas located at least 20 feet from the perimeter of all College buildings or public thoroughfares.

### POLICY

1. Smoking is prohibited in all College buildings and is restricted to designated areas located at least 20 feet from the exterior of all College buildings or pathways.
2. Smokers will be permitted to smoke only at designated smoking areas on campus.
3. Benches will be strategically located on campus with signage indicating that the area is designated for those who wish to smoke.
4. This policy applies to students, faculty, staff, administration, and visitors to the College of Saint Elizabeth campus.
5. Smoking cessation support will be provided to members of the CSE community through the Wellness Center.

### ENFORCEMENT

1. Campus Security, with the cooperation of the CSE campus community, will be responsible for ensuring compliance.
2. Smoking violations may be reported by members of the College community to Campus Security.
3. Campus Security will patrol CSE grounds to monitor compliance and to issue tickets to violators. Students found in violation of the policy will be reported to the Assistant Dean of Students Office. Employees found to be in violation of the policy will be reported to the Office of Human Resources.

### SANCTIONS

**First Offense:** A written warning will be issued and will be made a part of the Smoking Sanction Record. If visitors to campus violate this policy, the host will be held responsible.

**Second Offense:** A second written warning will be issued and the smoker will be advised to make an appointment with Health Services to discuss smoking behavior and cessation, a preventive approach. Smoking cessation counseling and assistance will be made available.

#### **Third Offense For Students:**

Student smokers who violate this policy a third time will be subject to a fine of \$25.00. Each succeeding offense will increase by

\$25.00. Repeated offenses will require a meeting with the Assistant Dean of Students and may also result in additional sanctions and/or disciplinary actions as appropriate, up to and including loss of campus privileges. If fines are not paid within 30 days, the student's account will be charged and a registration hold will be enacted until the fine is paid in full. Checks should be made payable to the College of Saint Elizabeth, and submitted to the Assistant Dean of Students Office located on the lower level of Saint Joseph Hall.

**Third Offense For Employees:**

Employee smokers (including faculty, administrators and staff) who violate this policy a third time, will be subject to a fine of \$25.00. Each succeeding offense will increase by \$25.00. Repeated violations will require a meeting with the Director of Human Resources and may also result in additional disciplinary actions as appropriate. Checks should be made payable to the College of Saint Elizabeth and forwarded to the Office of Human Resources. *Adopted November 2002*

**Sexual Harassment Policy**

The College of Saint Elizabeth is committed to fostering an educational and working environment that is free from sexual harassment. In recognition of the dignity and worth of all members of the community, incidents of sexual harassment will not be tolerated. Every member to the campus community is responsible for insuring that incidents do not go unreported.

**DEFINITION OF SEXUAL HARASSMENT:** Harassment on the basis of sex is a form of sexual discrimination, which is illegal under Title VII of the Civil Rights Act of 1964, and under Title IX of the Education Amendments of 1972. Unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature constitute sexual harassment when:

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

Sexual harassment can be verbal or physical. It can be either explicit or implicit. It can, for example, be a promise that a person will receive a particular grade, promotion, or continued employment in exchange for a sexual favor. Also, persistent, unwelcome attempts to change a professional relationship to a personal one can be a form of sexual harassment. Threatened or attempted assault on a person's body is an overt act of sexual

misconduct, and is handled through the College's Sexual Misconduct Policy.

**REPORTING OF SEXUAL HARASSMENT:** It is the intention of the College to take prompt and effective action against any instance of sexual harassment occurring in its community. Any individual who feels that she/he has been sexually harassed as defined above is encouraged to report the occurrence immediately, in writing, to the Vice President for Finance and Administration. The Vice President will then refer the matter to the appropriate campus officials for mediation and resolution. A good faith effort to resolve the issue through confidential mediation will be the first course of action. If the issue is not satisfactorily resolved through these means, a complainant may then inform the Vice President for Finance and Administration in writing that he/she wishes to file an official grievance with the Sexual Harassment Grievance Board (SHGB). It is the responsibility of the Vice President for Finance/Administration to notify the Chairperson of the SHGB immediately, who will then convene the SHGB within ten working days of such notification. If the complaint involves the Vice President for Finance/Administration, it should be directed to the President of the College. It is also the responsibility of the Vice President for Finance/ Administration to notify the President of the College that a sexual harassment complaint has been received, and that the SHGB has been convened. It is expected that whenever a charge of sexual harassment is filed that confidentiality will be maintained by all parties involved including the complainant, the respondent, the Vice President for Finance/Administration, members of the SHGB, witnesses or any other person with knowledge of the incident(s).

**SEXUAL HARASSMENT GRIEVANCE PROCEDURE:** Employees and students are encouraged to use the internal grievance procedure set up by the College for the investigation and resolution of sexual harassment complaints not satisfactorily resolved through mediation. The College has established a special faculty-student-administrative SHGB which is empowered to receive and investigate complaints of sexual harassment, and to make recommendations to the College's administration regarding any actions to be taken upon a finding that sexual harassment has occurred. The SHGB has seven members: the Vice President for Finance/Administration, two students, two full-time instructional faculty members, one administrator, and one staff member. The President appoints all Board members, including the chairperson. It should be clear that the SHGB is not a court, which sits in judgment, but rather an advisory council whose primary tasks are fact-finding and investigation.

After presentation of the written complaint by the Chairperson, the SHGB will conduct an investigation, the purpose of which will be to establish whether there is a reasonable basis for con

cluding that a violation of the College's Sexual Harassment Policy has occurred. In conducting the investigation, members of the SHGB may interview the complainant, the person accused of sexual harassment (the "respondent") and other persons believed to have pertinent factual knowledge. At all times, the SHGB will take steps to ensure confidentiality wherever possible. At the Board's discretion, it may also conduct a private hearing with each party separately, affording both the complainant and the respondent an opportunity to appear and to present their views and any evidence to the SHGB. A confidential record will be kept of all such hearings, and all proceedings will constitute private matters between members of the SHGB and the parties involved.

Stenographic recording of the hearing will not be permitted. SHGB may, but is not required to, tape the proceedings. Neither the complainant nor respondent may be represented by an attorney at the private hearing.

Within 30 working days of the presentation of the complaint to the entire Board, the SHGB shall make its finding known in writing to the complainant, the respondent and the senior administrator to whom the respondent is responsible. That senior administrator shall also receive the Board's recommendation, a tally of the Board's vote and all records of the case. The Vice President for Finance and Administration shall then search the confidential file for previous records pertaining to the respondent and report such information to the appropriate administrator. In the event that the respondent is an administrator who reports directly to the President, the case shall be sent to the Vice President for Finance and Administration. In the event the respondent is the Vice President for Finance and Administration, the case shall be sent to the President. All duties and responsibilities of the Vice President in this proceeding shall be transferred to the President. However, the President will not sit on the SHGB.

Within ten working days, the appropriate administrator will render a decision for the disposition of the complaint. All records shall then be placed in a segregated, confidential file maintained by the Vice President for Finance and Administration. Either party to the complaint may appeal that decision to the President of the College who shall have the final power to enforce, modify or reject a decision. Two further points should be noted. An attempt by any individual to penalize a complainant for having initiated either a formal or informal complaint of sexual harassment will be considered by the Board as a separate and very serious incident of harassment. Finally, the Board is very sensitive not only to the vulnerability of complainants, but also to the potential vulnerability of administrator, faculty or staff to unjust or unwarranted charges. The Board will endeavor to protect all parties from unjust accusations, as well as from abusive behavior.

The College's sexual harassment policy and grievance procedure are not intended to limit in any way a complainant's right to obtain legal advice or take legal action against a sexual harasser. The College intends that, by promoting an awareness of sexual harassment and by establishing a prompt and effective means within the College for investigating and redressing it, the possibility of it occurring will be reduced.

### SEXUAL HARASSMENT GRIEVANCE BOARD

**STRUCTURE:** The President of the College shall appoint seven members of the SHGB. There shall be two students, two full-time instructional faculty members, one administrator, one staff member and the Equal Opportunity Officer. All terms shall be effective on September first of the year of appointment and shall continue until a successor is appointed. The President shall also name a chairperson from among the seven members at the beginning of the academic year. A chairperson shall serve in that capacity for one year as noted above or until a successor is named.

#### ***Criteria for selection of employee members to SHGB:***

- Must be a full-time administrator, instructional faculty member, or staff member.
- Must be of sufficient character and responsibility to insure that a fair-minded and reasonable process will ensue.
- Must be prepared to fulfill their responsibilities for the length of their terms.

All members, except students, shall be appointed for a three-year term. A member may be re-appointed and may serve as a Board member for no longer than six years consecutively. Students must be entering their Junior year to be considered for appointment. A student shall be appointed to a two-year term.  
*Revised by President's Cabinet March 2003*

## Sexual Misconduct Policy

As a Catholic institution of higher education, the College of Saint Elizabeth fosters a community of learning which is based on trust, respect, and dignity of its members. As such, the College has adopted a policy that prohibits any form of sexual misconduct by faculty, administrators, staff or students. It is a violation of College policy for any member of the College community to engage in such behavior or to retaliate against anyone initiating an inquiry or complaint in good faith. The College encourages all members of the campus community to be aware of both the consequences of sexual misconduct and the options available to survivors. Furthermore, in an effort to prevent the occurrence of sexual misconduct on campus, the College will provide educational programs to all members of the community, which will promote awareness of sexual assault and related issues.

***Sexual misconduct is defined as sexual contact without***

**consent and includes:**

- intentional touching, either of the victim or when the victim is forced to touch (or witness touching) directly or through clothing, another person's genitals, breasts, thighs or buttocks.
- rape (sexual penetration without consent, by either an acquaintance or stranger).
- attempted rape.
- sodomy (oral sex or anal intercourse).
- sexual penetration with an object without consent.
- lewdness (an offensive act committed by a person who reasonably expects that the act is likely to be viewed by another as alarming).

To constitute lack of consent, the acts must be committed either by force, intimidation, or through use of the victim's mental incapacity or physical helplessness due to drug or alcohol consumption, mental deficiency, being asleep/unconscious, and/or being under the legal age of consent according to New Jersey law.

Survivors of sexual assault are encouraged to report the incident to any of the following administrators at the College:

- the Vice President for Student Life and Dean of Students
- the Vice President for Finance and Administration
- the Director of Counseling Services or Counselors
- the Director of Health Service or Nurse Practitioner
- the Director of Residence Life
- the Campus Minister
- the Chief of Security

These campus officials will assist the survivor to obtain help, either through campus resources or outside referrals, and to provide advice on initiating the grievance procedure, criminal proceedings or campus judicial process.

An array of medical, psychological, spiritual, police, administrative, and disciplinary services is immediately available to anyone reporting an incident of sexual assault. Furthermore, the College is committed to supporting the survivor's exercise of informed choice among these services and to insuring his/her anonymity. The College of Saint Elizabeth has an obligation to uphold the laws of the community of which it is a part. While the laws of the community and the rules of the College may overlap, they operate independently and do not substitute for each other.

The College may pursue enforcement of its rules whether or not legal proceedings are underway or in prospect, and may use information from third party sources, to determine whether College policy has been violated or not. Membership in the College does not exempt anyone from local, state, or federal laws, but rather imposes the additional obligation to abide by all of the College's regulations. Therefore, a student or employee charged with sexual misconduct can be disciplined by the

College through the grievance procedure outlined below, and may also be prosecuted under New Jersey criminal statutes. Disciplinary sanctions for students found guilty of sexual assault shall include, but not be limited to, one or more of the following: alteration of class schedule or housing assignment, counseling, disciplinary reprimand, loss of privilege, restitution, disciplinary probation, suspension, dismissal or expulsion. Disciplinary sanctions for administration, faculty and staff found guilty of sexual assault shall include, but not be limited to, one or more of the following: counseling, reprimand, suspension, dismissal or termination of employment.

**GRIEVANCE PROCEDURE**

Since the College has already adopted a Grievance Procedure in its Sexual Harassment Policy, that procedure will be utilized to address any form of sexual misconduct.

**CAMPUS SEXUAL ASSAULT VICTIMS BILL OF RIGHTS**

**A. Introduction.** A college or university in a free society must be devoted to the pursuit of truth and knowledge through reason and open communication among its members. Academic communities acknowledge the necessity of being intellectually stimulating where the diversity of ideas is valued. Its rules must be conceived for the purpose of furthering and protecting the rights of all members of the university community in achieving these ends.

Applicable state and federal laws and institutional rules and regulations governing interpersonal behavior limit the boundaries of personal freedom. In creating a community free from violence, sexual assault and non-consensual sexual contact, respect for the individual and human dignity are 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 this Bill of Rights to articulate requirements for policies, procedures and services designed to insure that the needs of victims are met and that the colleges and universities in New Jersey create and maintain communities that support human dignity.

**B. Bill of Rights.** The following Rights shall be accorded to victims of sexual assault that occur on the campus of any public or independent institution of higher education in the state of New Jersey, and where the victim or alleged perpetrator is a student at that institution, and/or when the victim is a student involved in an off-campus sexual assault.

**Human Dignity Rights**

- to be free from any suggestion that victims must report the crimes to be assured of any other right guaranteed under this policy

- to have any allegations of sexual assault treated seriously; the right to be treated with dignity
- to be free from any suggestion that victims are responsible for the commission of crimes against them
- to be free from any pressure from campus personnel to:
  1. report crimes if the victim does not wish to do so
  2. report crimes as lesser offenses than the victim perceives the crime to be
  3. refrain from reporting crimes
  4. refrain from reporting crimes to avoid unwanted personal publicity

### **Rights to Resources On and Off Campus**

- to be notified of existing campus and community based medical, counseling, mental health and student services for victims of sexual assault whether or not the crime is formally reported to campus or civil authorities
- to have access to campus counseling under the same terms and conditions as apply to other students in their institution seeking such counseling
- to be informed and assisted in exercising:
  1. any rights to confidential or anonymous testing for sexually transmitted diseases, human immunodeficiency virus, and/or pregnancy
  2. any rights that may be provided by law to compel and disclose the results of testing of sexual assault suspects for communicable diseases

### **Campus Judicial Rights**

- to be afforded the same access to legal assistance as the accused
- to be afforded the same opportunity to have others present during any campus disciplinary proceeding that is allowed of the accused
- to be notified of the outcome of the sexual assault disciplinary proceeding against the accused, but may not disclose this information to the public

### **Legal Rights**

- 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 is reported
- to receive full and prompt cooperation and assistance of campus personnel in notifying the proper authorities
- to receive full, prompt, and victim-sensitive cooperation of campus personnel with regard to obtaining, securing, and maintaining evidence, including a medical examination when necessary to preserve evidence of assault

### **Campus Intervention Rights**

- to require campus personnel to take reasonable and necessary actions to prevent further unwanted contact of victims by their alleged assailants

- to be notified of the options for and provided assistance in changing academic and living situations if such changes are reasonably available

### **Statutory Mandates**

- 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.
- Each campus shall make every reasonable effort to ensure that every student at the institution receives a copy of this document.
- Nothing in this act, or in any part of the “Campus Assault Victim’s Bill of Rights,” developed in accordance with the provisions of this act, shall be construed to preclude or in anyway 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.

*Approved May 1995*

## **Public Demonstration Policy**

As an academic institution, the College of Saint Elizabeth is committed to educational discourse and the free exchange of ideas among members of its community. As a promoter of responsible citizenship, the College encourages students, staff and faculty to examine and debate the challenging and controversial issues facing contemporary society. Such exercises inevitably lead to strongly held opinions and conflicting viewpoints. On occasion, some members of the campus community will want to express their views through public demonstrations. In such instances, the College must balance its staunch commitment to open, vigorous debate with other essential institutional obligations. These include the need to ensure that the rights of all members of the campus community are respected, the need to maintain peace and order and an uninterrupted flow of regular operations on campus, and the need to protect College property.

In an effort to honor these obligations, while at the same time ensuring that a campus environment conducive to spirited expressions of opinion is preserved, the following regulations have been adopted to regulate time, place and manner in which demonstrations can take place at the College of Saint Elizabeth. Additionally, the College, at its sole discretion reserves the right to prohibit any on-campus demonstration, including those whose purposes contradict the mission and values of the institution and/or the official teachings of the Catholic Church.

## REGULATIONS GOVERNING CAMPUS DEMONSTRATIONS

1. All demonstrations must be registered with and approved by the Vice President for Student Life and Dean of Students (or her designee) at least 48 hours prior to the event.
2. Once approval for a demonstration is granted, the Vice President for Student Life and Dean of Students (or her designee) and/or Campus Security will assist the event's leader(s) in planning an orderly, peaceful demonstration. Final decisions regarding the time and location of all demonstrations will be made by the Vice President for Student Life and Dean of Students.
3. Only members of the College community may organize on-campus demonstrations. Non-members of the College community may participate, but they will be regarded as guests of the demonstration's organizer(s), who will be held accountable for their behavior.
4. Demonstrations may not disrupt the normal administrative and educational operations of the College, which may include, but are not limited to: teaching, research, public lectures, meetings, disciplinary hearings, athletic or cultural events, and social activities.
5. Demonstrators may not block building entrances/exits, hallways, stairwells, driveways, roads, intersections, handicap-access facilities or other passageways whose obstruction would inconvenience members of the College community.
6. Noise levels at demonstrations must not become disruptive to non-participating students or College personnel. Amplifying equipment, including loudspeakers and megaphones, are prohibited at demonstrations.
7. Actual or threats of physical violence, verbal or physical abuse, and other forms of harassment will not be tolerated. Those responsible for such misconduct will be held accountable for their actions.
8. Unauthorized entry into a College facility and/or failure to leave a facility when requested to do so by a campus or public official will be considered a violation of this policy.
9. Participants in demonstrations must respect and abide by all codes of conduct set forth by the College.
10. Participants in demonstrations must comply with the directives of College officials and law enforcement officers acting within the scope of their duties.

All participants in demonstrations must realize that the College will take measures to ensure that such events do not become disruptive. Whenever a demonstration appears in jeopardy of becoming disruptive, the College reserves the right to take any of the following measures:

1. Employ verbal persuasion to deter demonstrators from engaging in unacceptable behavior.
2. Terminate the demonstration prior to its scheduled time of conclusion.

Should a demonstration become disruptive, the College reserves the right to take any of the following measures:

1. Revoke the privilege to demonstrate on campus for a specified period of time.
2. Impose disciplinary penalties including fines and summary suspension, when appropriate.
3. Initiate civil and/or criminal litigation.

To ensure that a public demonstration does not become a prohibited disruption, the College reserves the right to undertake some or all of the following measures:

1. Use of persuasion to deflect demonstrators from engaging in unacceptable behavior.
2. Termination of the demonstration or protest with or without the assistance of campus security and/or local police.
3. Revocation of the privilege to protest on campus in the future for a specified period of time.
4. Use of College disciplinary processes including summary suspension, where appropriate.

Participants in disruptive demonstrations must be aware that the College will take all measures it deems necessary to prevent disruption of its affairs, restore order, and protect the rights of the members of the community, including civil and criminal litigation. *Adopted April 2003*

## Vendor/Solicitation Policy

Solicitation or canvassing by outside agencies, businesses, or organizations is not permitted on campus or in the residence halls. The presence of unauthorized persons soliciting any kind of product, service, or merchandise, or attempting to collect money for such should be reported immediately to the Vice President for Student Life and Dean of Students or the Office of Residence Life. The only vendors allowed on campus are those with whom the College has contracted to provide approved services (e.g., vending machines, laundry services, etc.). Only the Vice President for Student Life and Dean of Students and the Vice President for Finance and Administration grant approvals for these services. Students are to use their rooms for living purposes only. State law prohibits the use of student residence hall rooms for commercial purposes.

## Student Grievance Procedures

### A. DEFINITIONS

**1. Grievance:** A complaint alleging any policy, procedure, or practice thought to be unjust and not within the jurisdiction of the Academic Review Board, the Residence Hall Judicial Board, or any other established grievance procedure outlined in the Student Handbook .

**2. Grievant:** The student of the College of Saint Elizabeth who submits a grievance.

**3. College of Saint Elizabeth:** Any reference to the College of Saint Elizabeth means any department, office, subject, or program operated by the College of Saint Elizabeth.

**4. Respondent:** A person alleged to be responsible or who may be responsible for the unjust act alleged in a grievance. The term may be used to designate persons with direct responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the grievance. The term may also be used to designate the institution.

**5. Faculty:** A full-time member of the faculty or administration.

**6. Grievance Board:** (a) The Board shall be composed of six student representatives and two faculty members. For the first year, two sophomores, two juniors and seniors shall be elected. In the second year and every year thereafter, two sophomores shall be elected in a manner described below. A special election will be held if a board member leaves the institution. The term to be served for faculty is to be a two-year term. For the first year, one faculty is elected for one year, and one for two years. (b) The Board will maintain minutes of the proceeding. The chairman will designate a secretary and both parties and the board shall receive copies.

**7. Character:** Criteria should be the same for both students and faculty: (a) Must be a full-time student or faculty member. (b) Must be of sufficient character and responsibility to insure a fair minded and reasonable individual is selected. (c) Individuals must be prepared to fulfill their responsibilities for the length of their term.

**8. Eligibility:** (a) All full-time students must be a member of the class for which their term is specified. (b) All faculty must be a full-time faculty member. (c) Nomination is either by self or by full-time students for student representative positions or by full-time faculty members for faculty positions.

**9. Elections:** (a) All eligible student nominees must submit their names and a brief statement of their qualifications to the Student Government for consideration by the announced deadlines. Announcement of elections will be made at least one week prior to this deadline. The entire Student Government will vote upon eligible nominees at the announced time. A plurality of votes must be received. (b) All eligible faculty nominees must submit their names and a brief statement of their qualifications to the committee comprised of the Vice President for Student Life and Dean of Students, the Executive Board of the Student Organization, and the advisor to the Student Government for consideration by the announced deadlines. A faculty member may decline nomination. This committee will send its recommendations for three faculty members to the President of the College for final section. One faculty member will serve for a one-year term, the second for a two-year term.

**10. Grievance Board Chairperson:** Shall be elected by the Board from among those appointed for one calendar year.

**11. Title IX:** In the event a Title IX issue is in dispute, the Grievance Board shall also include the appropriate Title IX officer as a non-voting member.

**12. Section 504 of the Rehabilitation Act of 1973:** In the event a Section 504 matter is in dispute, the Grievance Board shall also include the appropriate 504 officer as a non-voting member.

**13. Working Days:** Days when classes are held.

**14. Days:** Regular calendar days.

**15. Major Administrators:** President, Vice President and Dean for Academic Affairs, Vice President for Student Life and Dean of Students, Vice President for Finance and Administration and Treasurer, and Vice President for Institutional Advancement.

## B. PROCEDURES

1. Any student who believes he/she has been treated unjustly may initiate a complaint in writing by completing the College's Student Grievance Form and submitting it in duplicate to the Grievance Board Chairperson within ten days of the alleged grievance. Within five days of receipt of the Grievance Form, the Chairperson will send a copy to the respondent.

2. The grievant should attempt to resolve the dispute through normal administrative channels. The attempt should occur within ten working days of the completion of the Grievance Form.

3. In the absence of a resolution, the grievant should notify the Grievance Board Chairperson who will appoint an advisor from the Grievance Board, who will attempt to mediate or resolve the grievance through informal means or advise the grievant regarding the Grievance Procedure. The Chairperson will make the appointment within ten working days of the notification by the grievant.

4. In the absence of a resolution, outlined through procedure #3, the grievance will be forwarded to the entire Grievance Board. Within ten working days of the referral, the Chairperson shall contact the grievant and the respondent, and inform them of the date of the preliminary hearing which shall not be more than 21 days after the referral to the entire Grievance Board, and invite both parties to submit information in writing pertinent to their positions. The Board may (a) Recommend that the grievance does not merit further action. (b) Resolve the grievance by later negotiation with the two parties involved. (c) Determine that the grievance is justified and recommend to both parties specific remedial measures, which may include a formal hearing.

5. The Grievance Board conducts a formal hearing before the Grievance Board within 14 working days of a recommendation. (a) Procedures for a formal hearing: (1) The grievant and respondent are given five working days notice of the hearing. (2) The Board will maintain minutes of the proceedings. (3) The Hearing shall be closed unless both parties agree it may be opened. (4) The formal rules of evidence shall not apply (Federal Rules of Evidence, West Publisher). (b) The Grievance

Board conducts a formal hearing in which: (1) All parties have the right to representation by a counsel at their own expense. (2) All parties have the right to obtain and present witnesses and evidence. The Grievance Board concludes with findings and recommendations, distributed in writing to the grievant and respondent within ten days.

### C. RECOMMENDATIONS

1. If the grievance is found to have merit, the Board's recommendations shall state findings that support its conclusions and specify the actions recommended to remedy the unfair actions.
2. If the Board concludes that the claim lacks merit, it shall recommend dismissal of the grievance.

### D. APPEAL

1. The grievant may, after step B 4 and 5, appeal to the appropriate major administrator under whose responsibility the matter falls. The administrator may remand the matter to the Grievance Board or make a final decision. That administrator will take action within ten working days.
2. Final appeal may be made to the President of the College who will act within ten working days.

*As approved by Faculty in May 1980*

## Academic Integrity

Academic integrity is a demonstration of respect for the scholarship and the intellectual and creative efforts of others. Membership in the academic community of the College of Saint Elizabeth implies a high regard for human dignity and the expectation that ethical conduct be understood and practiced. We recognize that every individual has the right to the fruits of her/his own labor and is entitled to the appropriate acknowledgement of that labor. Consequently, academic integrity is a vital part of the relationship among the College's faculty, administrators, staff and students.

Recognizing a responsibility to educate the members of its community about academic integrity, the College conducts informational sessions about academic integrity for first-year and transfer students during their first semester on campus. In turn, each member of the academic community must recognize her/his individual responsibility to uphold academic integrity. The College will not accept academic dishonesty, which includes but is not limited to plagiarism, cheating in any form, theft of educational materials, the falsification of data, and illegal production of computer and audio/video software. Penalties will be imposed for violations of academic integrity.

The full text of the Academic Integrity policy can be found in the current Undergraduate and Graduate Catalogs.

## Acceptable Use of Technology

The College provides technology resources to fulfill our mission as a liberal arts institution, to support our educational and community values, and in support of our programs and initiatives. Access to the College's technological resources is considered a privilege extended to authorized users, and thus carries with it an associated expectation of responsible use. The Acceptable Use Policy provides guidelines for appropriate use of technological resources and is available by contacting Instructional Technology, the Office of Information Systems, or the Office of the Vice President for Finance and Administration. This policy is also available on the College's website at <http://www.cse.edu/ois/> under the Policy Section. By accessing the College's technology resources, users agree to abide by the Acceptable Use of Technology Policy.

## Online Networking Policy

Online networking sites such as Facebook, MySpace, Xanga, Blogs, and Online Journals have helped students in many ways. While there are many benefits to online networking sites, students should be aware of the following cautions when accessing these sites:

- Read and abide by terms and conditions of the sites.
- Refrain from giving out personal information like one's residential room or telephone number.
- Make sure that all information posted is not too personal, as it can be viewed by anyone, including college administrators and family members.
- Future employers can view these sites and use information obtained in their decision-making process.
- All material posted will be accessible even after deletion.
- Never post anything about someone else that may be considered defamation and/or harassment.

Students who access online networks do so at their own risk and the College is not responsible for anything posted on these sites.

The College of Saint Elizabeth will not monitor online networks. However, if information from any on line network is brought to the attention of a College official, it will be used to help determine if a policy violation has occurred.

## Records Retention & Disposition

Materials in your student file will be maintained in accordance with the College's Records Retention Policy. For further information regarding student records, contact the Dean of your program, the Vice President for Student Life and Dean of Students or the Registrar.

# Campus Safety & Parking

## SAFETY

The College of Saint Elizabeth strives to deter crime and to respond to campus safety issues. However, no institution can guarantee a completely crime-free campus environment. In an effort to provide a safe environment, all members of the College community are encouraged to cooperate with College security policies and procedures, and to incorporate practical, common-sense safety measures into their daily activities. Campus safety doesn't just happen. It takes the commitment and cooperation of every member of our campus community. That is why every member of the College community needs to take an active role in making the campus as safe and secure as possible. Protecting your safety and well-being is of utmost importance to the College. Campus safety must begin with you!

Complete copies of the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act, which are updated annually, are available in: the Offices of Admission, Financial Aid, Human Resources, the Registrar's Office, the Business Office, the Vice President for Student Life and Dean of Students Office, the Office of the Dean of Graduate Programs and the Campus Security Booth. This document, which is distributed annually to first year students at orientation, is also available online at [www.cse.edu](http://www.cse.edu).

The College provides a comprehensive security program through its on-campus security force to deter crime and to respond to security concerns for the College community.

It is the responsibility of every member of the College community (administrator, faculty, staff employee and student) to immediately report any incident that occurs on the campus that is disruptive, or that causes harm, loss or damage to a person or to personal or real property. The observer of any unacceptable or offensive behavior, criminal act, medical emergency, injury to persons, theft, auto accident, fire, vandalism, or damage to buildings or equipment should report the incident immediately.

Free professional, confidential counseling and medical services are available to students who are victims of campus crime through the Sister Elizabeth Ann Maloney Wellness Center located in Founders Hall. Pastoral counseling is available through the Campus Ministry Office. Although clinical and pastoral counselors functioning within the scope of their duties are required to inform clients of crime reporting procedures, the decision to do so is strictly voluntary on the part of the client. Therefore, the inclusion of crime statistics reported to counselors is not required and may not be included in the campus crime statistics. If medical assistance is required, victims of crime are encouraged to seek aid from Health Services, located in Founders Hall.

In cases where there is need for emergency assistance by **Police, Fire, or Medical Personnel**, dial **911** from a public phone, or go

to the nearest campus phone. Also notify **Campus Security at x 4090**. If the emergency is in the Residence Halls, notify a member of the Residence Life Staff.

Prompt filing of incident reports enables the Vice President for Finance and Administration and the Vice President for Student Life and Dean of Students to issue timely warnings to the campus community, if deemed necessary.

In all cases, both emergency and non-emergency, an Incident Report should be completed within 24 hours and forwarded to the Vice President for Finance and Administration.

When a faculty member is involved, a copy should be forward to the Vice President for Academic Affairs. When a student is involved, a copy should be forwarded to the Vice President for Student Life and Dean of Students. When a staff member is involved, a copy should be forwarded to his/her supervisor and to Human Resources if it is a work-related accident/injury. Copies of the Incident Report form are available in all offices listed above.

When an incident is reported, the College implements its emergency response plan. In an emergency or a criminal action endangering some or all of the Campus community or its neighbors, the President will consult with appropriate major administrators and local authorities to establish a plan of action including the means of communicating with all persons affected or at risk. In other cases, the administrator within whose scope of responsibility the incident occurs is responsible for evaluating possible reoccurrence and future risk potential. Based on this assessment, she/he may recommend a corrective policy and/or procedure to the President.

In the event of a campus-wide emergency, all members of the College community will be contacted through the Blackboard Connect system. This system allows College officials to simultaneously send one message to all home phones, cell phones and email addresses listed in the central administrative computing system at the College. This emergency message will provide detailed response instructions for students, staff and faculty. It is expected that all members of the campus community will cooperate fully with the instructions provided. It is also expected that all students and employees of the College will keep their contact information in the system up to date.

A written daily crime log is maintained that records by date all crimes reported on campus. The crime log for the most recent 60-day period is open to public inspection during normal business hours. Any portion of the log older than 60 days is available within two business days of a request for public inspection. The

crime log is compiled and maintained in the office of the Vice President for Finance and Administration, and the Security Office in Henderson Hall. Inquiries regarding access to the crime log should be directed to the Securitas Site Manager.

## Lost and Found Policy and Procedures

1. Turn lost items in as soon as possible.
  - If found in the residence hall, submit items to the Residence Life Office located on the Ground Floor in Founders Hall.
  - If found in a non-residential area, submit items to a Security Officer in the Security Booth.
2. Unclaimed and/or unidentifiable property will be logged in the lost and found log and held in Residence Life Office and/or Security Booth for one week. If the lost item includes any identifying information, Residence Life and/or Security will attempt to contact the owner directly.
3. Items of value such as wallets, purses, keys, jewelry and electronic devices will be immediately forwarded to the Vice President for Student Life and Dean of Students Office located in Saint Joseph's Hall.
4. Unclaimed items and Student ID's will be forwarded to the Security Office in Henderson Hall. Other unclaimed ID's such as driver's license or state ID's will be mailed to the designated address after one week.
5. To attempt to ensure lost items are returned to the rightful owners, persons claiming items will be asked to describe the items and to provide identification. Claimants must sign for items before the items will be released to them.
6. Prior to the start of each academic year, items in Lost and Found will be discarded and/or donated to a local charity.

The College of Saint Elizabeth and Securitas Security Company are not responsible for Lost and Found items that are not logged into the Lost and Found log.

The College is not responsible for the loss, theft, or damage of personal property. Individuals are advised not to carry unnecessary amounts of cash or other valuables. Doors should be kept locked, valuables secured and out of sight, and automobile security devices in place whenever rooms or vehicles are unattended.

## Access to Campus

Security is involved with access to campus facilities. The entire campus is enclosed by a seven foot-high fence, which is a mixture of chain link and steel rod fencing. There are three gates: the north and south gates are for vehicles and pedestrians, and the Fairleigh Dickinson University (FDU) gate is for pedestrians only.

There is continuous 24-hour security coverage at the South Gate throughout the academic year. The security officer at the South Gate

observes incoming traffic, responds to calls for assistance from the campus community, and directs visitors to campus destinations. Beginning at 8:00 pm, all vehicles are stopped and the drivers questioned as to their business on campus. Beginning at 9:00 pm, a log is kept of last name, driver's license number, license plate number, reason for visit, building destination, and vehicle make. In rare instances, the Vice President for Student Life and Dean of Students (or designee) has banned people from campus. A list of these individuals is kept at the gate. After 1:00 am, vehicles without a decal are not admitted unless a campus resident is being dropped off or picked up. If a visitor comes after 1:00 am to pick up a student, the security officer at the South Gate will call the student to inform her she has a visitor. The driver is allowed on campus for 15 minutes only. The driver's car is logged in and his/her driver's license is kept at the Security Booth until he/she exits the campus. Visitors are not permitted to enter the residence halls after 1:00 am.

Throughout the year, a roving patrol is in effect 24 hours a day, seven days a week. Using the security vehicle, the security officer patrols the buildings and parking lots, issuing tickets to vehicles found to be in violation of parking regulations and arranging for towing when necessary. This security officer also provides mobile radio patrol coverage, checks campus buildings for unlocked exterior doors, records any outdoor lighting which is not working, and assists library personnel in securing the building each evening.

## Transport Policy

Security will provide transportation for students if one or more of the following conditions are met:

1. In cases of severe inclement weather,
2. Students with excessive baggage (not including purses),
3. Students with physical impairment,
4. Students taking classes at FDU or Drew (must possess their class schedule),
5. Students with special arrangements that must be approved by an Administrator.

In cases of emergencies, transportation will be suspended.

Students who misrepresent or falsify information pertaining to this policy will be subject to disciplinary actions. During the academic year, students may request a walking escort during the weeknights from 4:00 pm-12:00 midnight and after daylight savings from 8:00 pm-12:00 midnight.

When Daylight Savings Time is in effect, there is a walking patrol available to escort students from 8:00 pm to 12:00 am, Sunday through Thursday. When daylight savings time ends, a walking patrol is in effect from 4:00 pm to 12:00 am, Sunday through Thursday. In both instances, after 12:00 am, the roving patrol will

escort students. Although no walking patrol is in effect Friday and Saturday evenings during the academic year, escorts by the roving patrol are available to students when requested. The walking patrol will escort students between buildings, and to and from the train station. The walking patrol will concentrate on security at O'Connor Hall, Founders Hall, Mahoney Library, Henderson Hall, Santa Maria, Saint Joseph Hall and the Annunciation Center. The walking patrol will also escort students from the Saint Joseph Hall parking lots to classes in Henderson Hall, Santa Maria Hall and the Annunciation Center, or to their residence hall. Students will need to notify the South Gate security officer as they arrive on campus. That officer will contact the walking patrol to meet the student in the parking lot, and walk him/her to their destination. Each of the walking patrols will wear an orange vest and carry a flashlight and mobile radio.

During times of National Orange Alert, access to campus is limited to the Madison Avenue/Route 124 gate and the services of additional security officers are engaged.

An emergency telephone is located outside the main entrance of each residence hall. In addition, four "blue light" emergency call boxes are located in the rear of the St. Joseph Hall lower level parking lot, near the O'Connor Hall residence parking lot, outside the entrance to Santa Maria Hall, and on the pathway between Founders Hall and Henderson Hall, to enable students to contact the Florham Park Police Department or Campus Security directly.

Residence hall doors are locked 24-hours per day. Access is by Security Card for residents. Only the receptionist on duty will allow non-residents access from 12:00 noon until 12:30 a.m. weekdays, and 1:00 p.m. until 12:30 a.m. weekends. Visitation in the residence halls is not permitted after 12:30 a.m. when the receptionist is not on duty. Additional information regarding visitation in the residence halls can be found in the Residence Life section of this handbook.

## SAFETY COMMITTEE

The Safety Committee, a subcommittee of the Emergency Task Force, was established to address the safety needs of the campus community. Some of the responsibilities of the Safety Committee include, but are not limited to:

- Providing programs throughout the academic year designed to educate the Campus Community on safety related matters;
- Providing an open forum wherein anyone may bring an issue to the Committee for discussion;
- Assessing the safety needs on campus;
- Working in conjunction with the Emergency Task Force and Student Life Committee on safety related matters.

Further information regarding the Safety Committee can be found in the Assistant Dean of Students Office located in Saint Joseph Hall.

## PARKING & TRAFFIC REGULATIONS

In order to provide access to parking on campus, it is essential for all users of the campus parking facilities to read and fully understand these regulations:

- The College of Saint Elizabeth Contract Security Officers are responsible for the administration and enforcement of these regulations and may impose traffic control restrictions as required.
- Operation of a motor vehicle on campus is a privilege that may be withdrawn for failure to comply with the regulations stated herein.
- Parking on campus is by permit only throughout the year, including break periods. A valid parking decal must be displayed at all times. Cars must be parked only in white, striped parking spaces.
- Overnight visitor parking is not permitted without prior written approval from Residence Life Staff and a valid visitor's parking permit, that allows them to park in Saint Joseph parking lot only. Please contact the Security Officer on duty at the Security Booth for a visitor's permit, which is valid only until 8:00 a.m. the next morning.
- The College is not responsible for any damage or theft that may occur to vehicles or contents while parked on campus. Vehicle owners park at their own risk.

The campus speed limit is 15 miles per hour. The roads on campus are considered to be private roads and are maintained by the College for the convenience of faculty, staff, and students. Since both pedestrians and vehicular traffic use these roads, all vehicles must be operated at or below the posted speed limit.

Vehicles must be registered, and a valid parking decal must be displayed. These decals are valid from the fall semester through the following summer sessions. Any vehicle on campus without a valid decal will be subject to towing at the owner's expense. Decals may be obtained by completing a vehicle registration form at the Business Office. Owners of registered vehicles are responsible for appropriate placement of the parking decal. The parking fees are listed in the College Catalog.

**Guidelines for student parking are as follows:** All students may park in the upper and lower Saint Joseph Hall lots. Resident students may also park in the designated lots near the residence halls, provided that a proper resident student decal is displayed on the vehicle. No student parking is permitted in the Santa Rita Hall lot, behind Henderson Hall, Saint Joseph Hall, Santa Maria Hall, or any other designated staff/restricted parking spaces.

Members of the campus community with temporary mobility impairment may apply for a temporary handicapped parking permit through their local police department or the Department of Motor Vehicles. A handicapped parking permit is required to park in designated handicapped parking spaces on campus only. Local municipalities patrol the campus on a regular basis. They will ticket and/or tow illegally parked cars and will issue tickets for speeding. Using emergency flashers does not allow drivers to illegally park their vehicles, particularly in handicapped spaces, fire lanes and at yellow curbs.

The following actions will be considered violations of parking regulations and tickets will be issued:

- Parking in marked fire lanes or by fire hydrants. (Subject to immediate towing).
- Abandoned vehicles.
- Parking in areas designated "For Authorized Personnel Only."
- Parking in a handicapped space. (Any person parking in a handicapped parking space must display proper identification).
- Invalid decal.
- A student who parks in spots designated for faculty and staff, or faculty and staff who park in spots designated for Resident Students.
- Switching College issued decals.
- Speeding in excess of the campus speed limit of 15 MPH. (Speeding is enforced by local municipal police at any time).
- Failing to register a vehicle. (Subject to immediate towing at owner's expense).
- Failing to stop at stop signs.
- Failing to yield at pedestrian crosswalks.

Tickets are expected to be paid promptly. The original ticket must be presented when payment is made, either by mail or in person at the Business Office. Checks should be made payable to the College of Saint Elizabeth. Unpaid fines will be added to the student's account. Security is authorized to tow and/or fine at the owner's expense, any motor vehicle parked illegally in any posted tow away zone on campus; any abandoned vehicle; any vehicles that have invalid decals or are not registered; any vehicles that are speeding; any vehicle parked illegally in handicapped zones, fire lanes, loading docks, fire hydrants, staff designated areas and/or blocking traffic lanes.

Municipal fire regulations require that fire lanes be kept clear to all buildings at all times. Towing is performed by an off-campus service station. It is the owner's responsibility for payment of any towing, storage and retrieval fees. Campus Security can supply information on towed vehicles.

A parking citation issued by Campus Security may be appealed. Appeals must be submitted in writing, within ten days of the ticket issuance, to the Vice President of Finance and Administration, Santa Rita Hall.

## STATEMENT OF MISSION

The Residence Life Program at the College of Saint Elizabeth is based on the belief that residence hall living provides a unique opportunity for students to gain a variety of experiences which supplement and complement formal classroom education. Informal education, which takes place in the residence halls, includes developing an appreciation for diversity, and participating in a democratic community living environment, which are essential aspects of the total college experience. The Residence Life Staff is committed to helping students fulfill their diverse goals. In the residence halls, responsibility and accountability are promoted and expected. The Residence Life program is designed to foster a community in which all students have the opportunity to:

- Develop a commitment to moral and ethical values and behavior.
- Develop interpersonal skills and the capacity for leadership.
- Understand and respect persons of diverse backgrounds and recognize our shared human condition while learning to demonstrate tolerance and appreciation of cultural and individual difference.
- Communicate effectively.
- Develop a sense of community and pride in their living environment.
- Learn responsible citizenship.
- Develop a personal sense of spirituality.
- Learn accountability for individual and group behavior in order to maintain a positive living environment.
- Participate in a variety of educational, social, recreational and cultural programs.
- Build a community that is inclusive, cohesive, and caring.

## RESIDENCE LIFE STAFF

### Director of Residence Life

The Director of Residence Life is responsible for overseeing all facets of the Residence Life Program. She is responsible for residence assignments, residence hall operations and residence hall services. Residence assignments include room assignments and room changes, mail distribution, and initiation and termination of phone service. Residence operations involve overseeing the maintenance of the housing facilities, including the coordination of the custodial and maintenance staff and the general upkeep and replacement of residence hall furnishings. Residence Services includes student counseling/advising, oversight of judicial matters, and staff selection and training. The Director of Residence Life's office is located in Founders Hall.

### Residence Life Coordinator

The Residence Life Coordinator works full-time in conjunction with the Director of Residence Life, Assistant Directors of Residence Life and the Community Assistants to provide a high quality, comfortable, secure, safe living and learning environment for all resident students. She supports the Office of Residence Life by maintaining databases, training staff, and programming activities. Her duties also include counseling students in housing matters, assisting with judicial processes, and participating in staff selection and training. Her office is located in Founders Hall.

### Assistant Directors of Residence Life (ADs)

The Assistant Directors of Residence Life (ADs) are part-time evening and weekend professional staff members who reside in the residence halls. They are responsible for providing supervisory, administrative, and emergency coverage of the residence halls during non-business/weekend hours. There are a total of four ADs on staff (two living in each residence hall). In addition to their support of students in emergency situations, the AD Staff is involved in the selection, training, and supervision of the student staff; documenting and adjudicating policy violations; developing, implementing, and advising student groups; and promoting student programming efforts.

### Community Assistants (CAs)

The Community Assistants (CAs) are carefully screened, selected, and trained student staff members. They are responsible for attending to the personal and environmental needs of residents, and are concerned with promoting students' rights and responsibilities and enforcing College policies. Each floor of the residence hall is staffed by one or more student CA's. CA's are trained to listen, offer advice, make referrals, and report violations of residence hall rules. They are also responsible for creating a harmonious living environment through floor meetings (which are mandatory for residents) and programs. Floor residents should speak with a CA regarding any residence life question or concern.

### Residence Hall Council

The Residence Hall Council works with the Office of Residence Life to improve the conditions of the residence halls, to provide a voice for resident students in student affairs, and to promote activities that interest the resident student population.

## Judicial Board

This trained group of resident student volunteers works with professional Residence Life Staff in evaluating and sanctioning minor housing policy violations. Incidents of policy violations are sent to the Judicial Board at the discretion of the Director of Residence Life and/or the Residence Life Coordinator.

## Head Receptionist

The Head Receptionist and Assistant Head Receptionist are responsible for training, hiring, and scheduling the receptionist staff. The Head Receptionist also signs and submits the reception payroll sheets.

## Receptionists

The receptionists provide security for the residence halls by monitoring the main entrances during visitation hours. When a guest arrives, the receptionist will use the phone to notify the resident of the guest's arrival. The resident must then go to the lobby to verify, sign in, and escort her guest.

## Mail Room Staff

Each residence hall is staffed by a student hired to distribute mail daily on weekdays (excluding holidays and official closings).

## Residence Life Staff Duty Schedules

To ensure that adequate Residence Life Staff is present during evenings and weekends, staff duty schedules are in effect in each residence hall. The names of the staff members on duty are posted in the main lobby area of each facility. A CA is on duty in each residence hall from 5:00 pm – 8:00 am, Monday – Friday, and on a 24-hour continuous basis on the weekends/holidays. One AD is on call from 6:00 pm–6:00 am, Monday – Friday, and on a 24-hour continuous basis on weekends/holidays.

## RESIDENTIAL FACILITIES

### O'Connor Hall

O'Connor Hall, which is located across from the Greek Theatre, accommodates approximately 236 undergraduate students. Constructed in 1926, the building has four floors and a full basement. The Assistant Directors' of Residence Life office is located on the first floor across from the Reception area. The Community Assistant Office is located next to the elevator on the 2nd floor. The lower level includes a TV and recreation lounge, a 24-hour quiet study, game room, lounge, a bike room, vending machines and two laundry facilities.

## Founders Hall

Founders Hall is located across from Santa Rita Hall and accommodates approximately 171 undergraduate students. Built in 1966, Founders Hall has four floors of residents' rooms. The lower level is equipped with a TV, a recreation lounge, a formal lounge, laundry and vending facilities, a Community Assistant Office, the Residence Life Office and the Wellness Center.

## Kitchens

Kitchens are located throughout the residence halls. Because cooking is not permitted in student rooms, the kitchens are equipped with refrigerator and stove units as well as microwave ovens. As a safety precaution, students must be present in the kitchens while the stove or microwave units are in use. A fine will be imposed on any student not present in the kitchens while the stove or microwave oven is in use. It is the resident's responsibility, as a matter of courtesy, to keep the kitchen areas clean. Unclaimed dishes or kitchen utensils left in this area may be discarded. All resident students are required to be on the College meal plan for daily meals and are not allowed to use the kitchen facilities as a substitute for purchasing the meal plan. The College will not assume responsibility for discarded dishes or stolen items.

## Laundry Facilities

The laundry facilities are located on the lower levels of each residence hall. Washers and dryers are available for student use. The College does not require that coins or debit cards be used to operate these machines. Specific procedures for use of the washers and dryers are posted in each laundry facility. Students are asked to wash appropriately sized loads and to do only personal laundry. The washing and/or drying of sneakers and shoes is strictly prohibited. Laundry facilities are open 24 hours a day and are not monitored. The College will not assume responsibility for damaged or stolen items.

## Lounges

The lounges in the residence halls are comfortable and convenient places to study or meet with friends and guests. Students may also reserve the lounges for campus organization, club, or group meetings. Lounge reservations must be made in advance through the Office of Residence Life by emailing: [loungereservations@cse.edu](mailto:loungereservations@cse.edu). Any group utilizing lounge space is responsible for the cleanliness of that lounge at the close of the function.

## Storage

Limited storage space is provided only to international students due to space considerations and local fire codes. All belongings to be placed in storage must be boxed and labeled. The Residence Life Staff will establish times when belongings may be logged in and stored. Students are advised that the College assumes no responsibility for damaged, lost or stolen articles. Any items left in storage upon a student's permanent departure from the residence halls will be discarded. In addition, at designated times during the semester, it will be mandatory that all items be removed from the storage areas. These times will be posted and will be in conjunction with the opening and closing dates of the residence halls. The College reserves the right to make changes in the storage policy based on space limitations or other unforeseen circumstances.

## ASSIGNMENTS AND OPERATIONS

### Room Assignments

The Office of Director of Residence Life assigns rooms to new students. First year and transfer students will generally be assigned double room accommodations. There is an additional charge per semester for incoming students who are placed in single or suite accommodations (when available).

Students returning to residence choose their room through a lottery system provided they have submitted a room deposit fee prior to room lottery. Students may retain their rooms from year to year, or choose any other room available. However, the College reserves the right to make changes it deems necessary for the welfare of individual students or groups of students. Also, it may be necessary to change housing assignments to ensure that all residence halls are maximally occupied and their facilities effectively utilized. Therefore, students may not reside in double occupancy rooms alone. In addition, changes in enrollment from year to year may cause the College to designate single rooms as double rooms (i.e., the larger single rooms) where applicable. The College reserves the right to make this change at any time to facilitate/house all incoming students.

Only students officially assigned to a room may reside there. Additional people may not occupy and share the room with the student. Under no circumstances may a student sublease her room to another person.

Although specific room assignments are made for the entire academic year, it is recognized that the course of events may necessitate room changes. For more information on altering a residence hall assignment, see "Room Changes."

## Room Decorating

Students are encouraged to decorate their rooms. When decorating, students must abide by the following guidelines:

- No nails, tacks, screws, or pins may be driven into the walls or woodwork with the exception of the wooden molding on the bedroom walls. Each student will be held financially responsible for damage to her room or furniture, including that caused by tape, glue, or other gummed substances. Walls and woodwork are not to be marked with pen or pencil or otherwise defaced.
- Furniture and other property of the College may not be disassembled or removed from the room in which they belong. Any student who places College furniture in storage does so at her own risk and accepts financial responsibility for that furniture. Students may not, without prior consent of the Director of Residence Life, exchange furniture in their assigned bedrooms with furniture from other bedrooms, nor place existing furniture in hallways or storage.
- Under no circumstances are students permitted to paint or in any way alter items in their rooms. Medicine cabinets, furniture, and light fixtures that are changed from their original appearance/configuration will be billed directly to the room's occupant(s) upon departure.
- For fire insurance reasons, students are not permitted to paint their own rooms. Rooms are painted by the College Facilities Department during vacation and recess periods. Rooms are painted on an as-needed basis in a uniform, off-white color.
- Students may not adhere contact paper, wallpaper, or borders to bedroom walls or furniture. Students will be held financially responsible for the damage caused by such items.
- In accordance with the "Posting Policy" (See Student Activities), students must limit personal decorations to the interior confines of their bedrooms.

## Room Changes

Room changes are usually possible near the beginning of each semester and always require the consent of the Office of Residence Life. A specified time period each semester is dedicated to the changing of rooms. Students seeking other accommodations should contact the Office of Residence Life for clarification of dates and policies regarding room changes. All room changes are contingent on space availability. No room change request will be accommodated if it is not within the Room Change period, unless authorized by the Office of Residence Life.

The Office of Residence Life discourages the idea that room changes are always the best way to resolve roommate conflicts. Since most roommate conflicts result from miscommunication or lack of communication, residents are encouraged to work out differences with roommates by tactfully addressing the troublesome

situation. If necessary, members of the Residence Life Staff should be consulted to facilitate a resolution. The Residence Life Staff will evaluate each situation on an individual basis and will take the appropriate steps to assist the student.

## Medical Room Requests

The College of Saint Elizabeth recognizes that some students who wish to reside in campus housing have significant medical/health problems that may require special housing accommodations. Such issues may include systemic disorders; mental health issues; the use of specialized electrical or medical equipment; and/or the effects of medications. In recognizing such student needs, the College of Saint Elizabeth has reserved a limited number of residence hall spaces. Only in appropriate circumstances, the assignment of medical residence hall rooms will be made by the Coordinator of Disability Services with the Director of Residence Life (and in consultation with the Director of Health or Counseling Services, if deemed necessary). Students who have a medical condition that substantially impacts a life function must self-identify to the Coordinator of Disability Services, and provide current and relevant medical documentation as defined in the Disability Services brochure entitled: Medical Disorders. Self-Identification/Requests must be made by June 15 for entering freshmen and transfer students and by April 15 for returning students.

The College has a small number of single medical rooms available within the residence halls therefore, those rooms will be assigned only upon the specific request of a student having a disability which requires assignment to a single room, on a priority basis with consideration given to the severity of the medical need. In these cases, the College may request documentation of the student's functional limitations to support the request. If a single medical room is assigned to a student based upon the medical documentation supplied to the College (and it is the only space that will accommodate her disability that is available), the College will waive the single room rate.

When a student is assigned to any medical room, the College of Saint Elizabeth expects that the student will be receiving treatment from a licensed physical/mental health professional for the medical condition for which the medical room was granted. Further, it is expected that the student's primary health care provider will consult with appropriate College of Saint Elizabeth health or counseling professionals.

The College reserves the right to require a second opinion to confirm the diagnosis and/or treatment plan. The College also reserves the right to determine that a student's health condition and/or behavior is of a severity that precludes the student's ability to remain a resident of the College.

*Note: All requests for medical rooms and/or air conditioning, when granted, are for the academic year, and must be requested for the following academic year based upon the above guidelines.*

## Mail

United States mail is delivered to each residence hall daily (Monday through Friday). Incoming mail to the residents must be addressed clearly and specifically with the full name of the student as known by the College. Nicknames or names other than those by which an individual is registered as a student should not be used on envelopes in order to avoid delays. This includes the use of other languages that may not be readily recognizable by the Mail Room Staff. The following is an example of how mail should be addressed:

Student Name  
Residence Hall, Box #  
College of Saint Elizabeth  
2 Convent Road  
Morristown, NJ 07960-6989

## Packages

All UPS packages are delivered to a central receiving area, and must be picked up during normal business hours at the receiving dock to ensure that they are signed for. A resident who expects an urgent package and wishes for it to be delivered directly to the residence hall must request that the sender send the package through FedEx with the resident's name in care of the Office of Residence Life – Founders Hall. The College is not responsible for lost, stolen, or misrouted packages or mail. Students who leave the residence halls should submit to the Office of Residence Life forwarding address labels and notify correspondents within 30 days of the new address. The College will forward first class mail for 90 days; all mail thereafter will be returned to the sender.

## Phone Service

Each student room has a telephone jack. Students wishing to initiate phone service may do so at designated times throughout the course of the academic year. Students desiring telephone service are required to provide their own touch-tone telephone (cordless phones are prohibited). A student who receives phone service enters into an agreement directly with STC Phone Service, not with the College. All service and phone call fees are payable to STC at rates dictated by STC.

Students who wish to terminate their phone service must do so directly with STC. Termination of service restricts a student's use of the phone to intra-campus calls and also terminates voice mail service.

Campus-only phones and coin-operated telephones are available for student use throughout the residence halls. It is the policy of the College that phone calls received for students will not be trans-

ferred to their rooms, and that no student phone number will be provided to any person or agency not associated with the College.

## Cable Service

Each resident room has a cable connection; therefore, students will automatically receive this service. Students need only bring a cable-ready television and the appropriate wiring. A current listing of the cable channels offered at the College will be made available at the beginning of the academic year upon check-in. Any problems with the cable television service must be reported to the Cable Television Trouble Voice Mailbox. In severe weather, disruptions in the cable service may occur. The College does not provide repair services for personal televisions, DVD Players or VCR's.

## SERVICES

### Maintenance and Housekeeping

The College employs a well-trained maintenance and housekeeping staff. All housekeeping and maintenance requests will be directed to the Facilities Office via maintenance request forms available on the College web site. It is the responsibility of the residents to submit any maintenance/housekeeping request forms. It is important to note that although the Office of Residence Life can advise, consult, and recommend that specific action be taken, it has no authority to demand or order that it be done. Students are requested to direct any housekeeping or maintenance concerns immediately to a member of the Residence Life Staff. To have a housekeeping or maintenance concern addressed, students should complete a Maintenance Request Form. If possible, the situation will be attended to the next working day. In the event of an emergency (i.e., no heat, plumbing problems etc.), residents should contact the Residence Life Office during working hours or the Residence Life Staff member on duty during weekend and evening hours.

The maintenance and housekeeping staffs are employed in varied shifts to ensure comprehensive service. Male staff members may be on the residential floors between the hours of 9:00 am and 9:00 pm only, unless called to respond to an emergency. Every reasonable accommodation will be made to perform any work in a student bedroom when the student is present. If student notification has been unsuccessful, or in the event of an emergency, the College will permit the maintenance staff to enter a student's bedroom to perform any necessary work.

Students are responsible for the cleanliness and condition of their room and furniture. Students are required to take reasonable care of the community areas such as hallways, lounges, kitchens, and bathrooms. Housekeeping is responsible for these areas but cannot be held responsible for conditions caused by persistent student misuse.

## Food Service

Room and board at the College is offered to students as a package. All full time undergraduate resident students are provided with meal service as part of this package. Separate room and board plans are not available. Students must bring their ID card with them to the dining hall and be prepared to present it to the cashier at every meal. Meals for guests and non-resident students are available for cash on a per meal basis. Removal of dishes and/or utensils from the dining hall is prohibited. The Director of Dining Service may be contacted to cater a campus club or group function. A two-week notification is required. This service is available at the discretion of the food service provider for a reasonable charge.

## The Sister Elizabeth Ann Maloney Wellness Center

Please refer to the [previous section](#) in this handbook for detailed information regarding Health and Counseling Services, which is collectively referred to as the Wellness Center.

## RESIDENCE HALL PROCEDURES

### Residence Hall and Food Service Agreement

Each resident student is required to sign a Residence Hall and Food Service Agreement (contract). The filing of this housing contract with the Office of Residence Life constitutes an agreement between the student and the College. The agreement outlines the dates of opening and closing of the residence hall and food service policies and binds the student to adhere to all College policies. It is expected that students read and understand the Residence Hall and Food Service Agreement in its entirety since a student's signature is interpreted as consent to the contract and the assumption of full responsibility for complying with its contents. A student may terminate her housing contract via written memorandum to the Office of Residence Life and to the Assistant Dean of Students. To be released from subsequent residence hall fees and obligations, a student must submit written documentation to the Office of Residence Life that shall include date of departure from the residence hall, reason for termination, and the student's signature.

The College of Saint Elizabeth and the Office of Residence Life reserve the right to require the withdrawal of any student from the College and/or the residence hall who does not comply with the policies and regulations of the College, or whose behavior is not in keeping with the philosophy and values of a Catholic liberal arts college for women.

Upon termination of the contract for any reason, students must surrender to the Office of Residence Life all keys and access cards, and clear the residence hall of all personal belongings within 48 hours of the termination of the contract.

## Keys

At check-in, each student receives a room key, mailbox key (O'Connor Hall and a limited amount of Founders Hall students only) and a student identification card. Students may not duplicate College keys. If the keys are damaged, misplaced, lost, or stolen, a fee will be assessed. Students are advised to keep rooms locked at all times. All keys must be returned to the Office of Residence Life upon changing rooms or halls, upon leaving the residence halls or the College, and at the end of the academic year. Keys must be returned prior to the student leaving the residence halls or within 24 hours of a room change. Failure to return key(s) as specified will result in an automatic charge for non-return of key(s), whether or not such keys are returned at a later date. The loaning of residence hall keys to any person not authorized by the Office of Residence Life to possess such keys is strictly prohibited. This includes students other than the occupants of the room or building, non-resident students, and non-students. The misuse of keys and/or card keys is considered a serious breach of security and is punishable by removal from the residence hall and/or criminal prosecution.

## Lock Outs

If a resident is locked out of her room, she should wait for her roommate to return to gain admittance. If she needs to gain more immediate access, she may contact the Office of Residence Life during business hours or the CA on duty during evening hours and on weekends. There is a lock out fee of \$5.00 due at the time entry is gained. There is a lock change fee of \$75.00 if a key is lost. *NOTE:* Lock outs, while inconvenient to the resident, are not an emergency to the Residence Life Staff. As such, please note that staff will respond as promptly as possible, but the lock out may not be the first priority if there are other activities occurring in the hall.

## Damages

Each student is responsible for the care of College property and facilities within rooms and the common areas of the residence halls. The residents of a specific room are entirely and solely responsible for the contents and the condition of their room. All residents of a specific hall are subject to assessment for any damages to the common areas resulting from misuse or abuse, and will be charged as a whole (collectively) by floor, hall, or wing (depending on location and responsibility) when the persons responsible for such damage cannot be determined. An attempt will be made to determine those responsible and students are

expected to cooperate fully in such investigations. Students are warned that failure to cooperate is considered to be abetting such behavior, as well as justification for being charged the cost of common area damages.

Each student, in consultation with a member of the Residence Life Staff, must complete a Room Condition Report provided by the Office of Residence Life within 24 hours following occupancy of the room. This form, when countersigned by both parties, becomes the basis for the assessment of any room damages and/or loss attributable to the student at the termination of the occupancy period. Students will be billed for any damages incurred subsequent to signing the Room Condition Report. Damage in any room, which is caused by persons other than the resident, must be reported immediately to the Office of Residence Life. The report must include the names of all persons responsible. Failure to report such damage within 48 hours of the occurrence will result in the occupants of the room assuming the cost of such damages. Reporting such damage at the end of a semester or school year is not acceptable and will not be considered in assessing damages. Likewise, damages done by non-student guests are the responsibility of the host occupants of a room or building and will be assessed to those residents.

## Vacations

For reasons of security, inability to maintain liability coverage for all students, insufficient supervision, and energy conservation programs, students (with the exception of those listed below) are not permitted to reside in the College residence halls during vacation periods. Vacation periods include:

Thanksgiving Break, Fall Semester Recess, Spring Break, Easter Recess, and Summer Recess. The only approved exceptions to this policy are:

- International Students
- Residence Life Office Assistants
- Student Athletes
- Student Teachers (Spring Recess Only)
- Students with Departmental Approved Internships for Credit
- Students enrolled in classes at the College of Saint Elizabeth (Summer Recess and Winter Recess Only)

All students who fall within these groups for Summer and Christmas Recess must secure approval to stay from the Office of Residence Life and may be obligated to pay additional fees as set forth by the College. They may also be required to change rooms or residence halls during these periods at the discretion of the Office of Residence Life. There is a period of two weeks during both Christmas and Summer Recess during which no student may reside on campus. Students are cautioned that their residence hall contract is not valid during these vacation periods

and that any student entering any residence hall building during these periods is trespassing and will be treated accordingly.

The College often rents its residence hall facilities to outside groups during the summer recess, which may result in the presence of male residents in the buildings during these months. To accommodate these groups, restroom and shower facilities will be segregated and properly marked.

In addition, the students approved to reside in the residence halls during vacation periods are allowed no guest visitations inside the residence hall without the approval of the Office of Residence Life. Meal plans are not in effect during the vacation periods and as a result, students approved to remain in the residence halls are responsible for their own meals.

Finally, all students who remain in housing must adhere to all rules and regulations set forth by the Office of Residence Life during vacation periods. Failure to comply may result in fines, sanctions, or possibly suspension of vacation housing privileges.

***When leaving the residence hall for vacation periods, students must:***

- Leave by the specified time of residence hall closing.
- Remove all trash from their room.
- Remove all plugs from electrical outlets.
- Empty and clean out the refrigerator and leave the door open so that it can air out properly.
- Close and lock all windows.
- Turn off all lights.
- Close and lock the door.
- Remove all valuables, as the College is not responsible for lost, damaged or stolen articles.
- Remove fish (Winter and Summer breaks only)

Room checks will be conducted during every break to ensure compliance with the vacation policy. Any room, property or item found to be in violation of any residence life or College policy will be handled through the judicial process.

## Check Out

Upon check out, the resident must remove all personal belongings from the room. The room must be left in the same condition as filed on the room condition report. Key(s) must be returned to the Office of Residence Life. A closing memorandum will be issued prior to closing week, which will describe in detail the closing procedures. Students are responsible for compliance with this memorandum and are encouraged to follow stated guidelines to avoid any potential problems.

All residents who are not directly involved in the Commencement ceremonies or who are not members of the Residence Life Staff

must vacate the residence halls within 24 hours after completion of their last final examination.

## Fire Alarms

In the event that the fire alarm sounds, students must take their College ID and keys and exit the building immediately via the nearest exit. Students should then proceed to the designated meeting spot for their floor and await further instructions from a Residence Life Staff member. Failure to do so can result in fines and/or sanctions. Students must understand that even though fire alarms may be an inconvenience and a frustration, it can never be assumed an alarm is a false alarm that can be ignored. Only after Florham Park Fire and Police Officials have inspected the building may students re-enter the facility. The Office of Residence Life will conduct fire drills throughout the year to acquaint residents with, and remind them of, proper evacuation procedures. During the fire drills, rooms will be checked to ensure compliance with evacuation procedures. Failure to evacuate is considered a violation of the fire alarm policy. Malfunctioning smoke detector heads emit a beeping sound and/or flash a red light when they are not functioning properly. Students who notice a beeping and/or flashing smoke detector are required to immediately report it to any Residence Life Staff member. This will allow proper maintenance to occur before the faulty smoke detector sounds a building-wide alarm.

## Door Alarms

Rear and lounge doors in the residence halls have alarms as a security measure to protect the residents and their belongings. When the alarm has been set off, it indicates that a non-authorized individual has entered the building. The building and surrounding area will be assessed for safety. Assessment, response, and documentation will occur immediately. Appropriate responses may include, but are not limited to, room searches and/or evacuation of the residence hall to locate unauthorized individuals. Rear and lounge doors will be alarmed at the following times:

Monday through Friday, 6:00 pm – 6:00 am, and  
Saturday, Sunday, Break Periods and Holidays, 24 hours a day.

## Emergency Procedures

For Fire, Police, or Ambulance: Dial 911 from any campus phone and wait for the Florham Park Dispatch to answer. You may dial 911 from pay or private phones. Call Security (x4090) to let them know that an emergency vehicle will be arriving on campus. Report the nature of the emergency and give the location on campus. Also report the same information to campus officials. If in the residence halls, call the Director of Residence Life (x4130) or the Residence Life Coordinator (x4184) during

office hours or the AD on duty in the evening (x2050). If not a residence hall emergency, report the information to the Dean of Students (x4204) during office hours or to Security (x4090) in the evening. Additionally, if a medical emergency occurs, contact the Health Center (x4175) during office hours.

For Emergency Maintenance Service: Contact the Facilities Office (x4331) from 8:00 am – 4:00 pm, Monday through Friday. At other times, the residence life staff member on duty can contact the appropriate emergency maintenance personnel.

## RESIDENCE HALL CONDUCT

Although the residents of the College come from diverse cultures and backgrounds and sometimes have differing values and opinions, it is expected that all members of this group pledge to join together to create a harmonious academic and social community. The residence hall community must possess the highest standards of ethical, educational and social integrity, combined with recognition and mutual respect for those differences that will enrich the intellectual and social lives of all its members. The community's standards of behavior reflect our Catholic identity and are intended to enhance and protect the College's general educational process as well as promote personal academic advancement and maturation. Realization of such goals can only be achieved in a civil atmosphere of mutual respect among individuals, and through the appreciation of and respect for the rights of other individuals. This includes the recognition of the rights of individuals and groups to express dissent.

For any community to be self-governed, the rules under which it operates must be understood by all members of the community. This handbook is intended to codify and explain the rules for standards of behavior and responsibility.

## Acts of Misconduct

Residence hall acts of misconduct include any action, which disrupts or impairs the stated purposes and mission of the College and its community, and they are subject to penalty. Students alleged to have engaged in any act listed below, as well as violated any policy in the student handbook and/or the policies or procedures specific to the residence halls, are subject to disciplinary action.

- Actual or Threatened Physical Assault or Injury to Persons.
- Actual or Threatened Sexual Assault.
- Harassment and/or Intimidation – Engaging in any conduct (including but not limited to: verbal, physical, written or via electronic means) which threatens to cause physical harm to persons or damage to property; making unwanted sexual advances or request(s) for sexual favors. This also covers harassment or intimidation of persons involved in a College disciplinary situation and of persons

in authority who are in the process of discharging their responsibilities.

- Disorderly Conduct – Conduct causing inconvenience and/or annoyance which includes any action that can reasonably be expected to disturb the academic pursuits or to interfere with or infringe upon the privacy rights, privileges, health or safety of members of the College community.
- Failure or refusal to cooperate with, or to interfere with, an internal campus investigation.
- Illegal Purchase, Manufacture, Distribution, Sale, Use, Offer for Sale, or Possession of Drugs or Narcotics, or Drug Paraphernalia.
- Misuse of Prescription or Over-the-Counter Products. This includes sharing prescription medications or the use of prescription medication by someone other than to whom it was prescribed, or in a dose other than that which was prescribed. It also includes using over-the-counter products in a manner or dose for a purpose other than that which it was intended or for the purpose of achieving a state of intoxication.
- Behavior or Activity that Endangers the Safety of Oneself or Others – This includes but is not limited to, destructive behavior by individuals and/or groups; self-harm behavior; arson; and tampering, damaging or misusing fire equipment.
- Possession and/or use of Firearms, Fireworks, Dangerous Weapons, Explosives, and Hazardous Chemicals.
- Damage to Property – Damage, destruction, or defacement of College property, including property of any person as a result of deliberate action or as a result of reckless or imprudent behavior.
- Theft of Property – This includes, but is not limited to theft of College property, possession of stolen property, unreported knowledge of stolen property, and the property of any person.
- Misuse of College ID or Key(s).
- Misuse of Telephone – No student shall make or assist in making unauthorized or annoying telephone calls or otherwise misuse or abuse telephone equipment. The distribution of any other person's phone number without that person's consent may be considered a policy violation.
- False Reporting of Emergency – The false reporting of fire, bomb, medical emergency, or any other emergency by means of activating a fire alarm or in any other manner.
- Violation of any College and/or Residence Hall Policy.
- Violation of the Residence Life and Food Service Agreement.
- Unauthorized Use or Possession of Keys – No one may use or possess a College key other than the one assigned to her without proper authorization. No student is allowed under any condition to have a College key duplicated.
- Failure to register as a sex offender.
- Any act that would constitute a violation of federal or state law or municipal ordinance.

## Penalties for Misconduct

Penalties for misconduct or sanctions are imposed for two purposes: to protect the College community from behaviors that are detrimental to the educational process, and to assist students in identifying acceptable parameters of their activities and consequences of future behaviors. Any of the following penalties may be imposed for any act of misconduct as determined by the Assistant Dean of Students, Director of Residence Life, Residence Life Coordinator or the Judicial Board after meeting with the student or students involved, or after an exhaustive attempt at meeting with the students has been made:

- Community Service that requires the student to complete some type of task or assignment relevant to the policy that was violated.
- Termination of Privileges.
- Restitution and/or Fine(s).
- Warning or Probation.
- Altered Residence Hall Assignment.
- A referral to the Counseling Services.
- Removal from Residence Halls (for either a specified period or permanently with the approval of the Vice President for Student Life and Dean of Students).
- Suspension from the College (only with the approval of the Vice President for Student Life and Dean of Students).
- Expulsion (only with the approval of the Vice President for Student Life and Dean of Students).

## Policies

The Residence Hall Policies are listed below, and are to be followed by all resident students. These are in addition to the academic and institutional policies outlined in the Student Handbook: Alcohol, Smoking, Substance Abuse, Sexual Harassment, HIV, Privacy, Incident Reporting and Sexual Misconduct, Student Grievance, etc. Students are expected to be familiar and comply with all policies, procedures and regulations printed in the College Catalog and Student Handbook.

### FLOOR MEETING POLICY

Building community is one of the priorities of the Residence Life Department. Therefore all residents are asked to commit themselves to fostering community, both on our floors and throughout the residence halls, by attending monthly mandatory floor meetings. During these meetings, all floor members are given the opportunity to socialize with one another as well as become educated on all Residence Life Policies and upcoming events. Floor meetings are vital to the overall welfare of the residential community as they serve as the main vehicle of communication between the Office of Residence Life and resident students.

Individual sanctions for missing the mandatory floor meetings may include any of the following, depending on the number of missed meetings:

- Written warning
- Advertise the next floor meeting and take minutes
- Research Assignment or Paper
- Attend Educational Programs
- Suspension of visitation privileges

For the May floor meetings only:

- Graduating Seniors must seek out a Community Assistant and get the information that is missed before picking a time to move out
- Undergraduates will carry over one sanction to the following academic year

Anyone that is excused from a floor meeting due to academic obligations must notify their Community Assistant(s) one week in advance and must attend an alternate floor meeting.

### DRUGS AND ALCOHOL

In addition to the College Substance Abuse policy, the following regulations apply specifically to the use of drugs and alcohol in the residence halls:

- No alcohol is permitted in the residence halls for those persons under the age of 21.
- Students of age 21 or older may consume or possess alcohol in their residence hall room, but such activity may not infringe upon the rights of others to sleep, study, or engage in appropriate activities.
- Persons under the age of 21 are not allowed in rooms where alcohol is being consumed.
- The consumption, possession, or intent to consume alcoholic beverages in public or common areas of the residence hall is prohibited.
- The serving, allowing, or permitting to be served, offering, or intent to serve, distribute, purchase for, or offer alcoholic beverages to any one under the age of 21 years is in direct violation of New Jersey Law and is prohibited.
- Intoxication resulting from substance use by students under the age of 21 is prohibited. Misconduct as a result of intoxication by any student is prohibited.
- No kegs or beer balls are permitted in the residence halls.
- The use, possession, manufacture and/or distribution of illegal substances in connection with any on-campus or off-campus activity are strictly prohibited.
- The misuse and/or distribution of prescription drugs are strictly prohibited.
- The use of any substance for other than its intended purpose is strictly prohibited.
- Beer pong tables are prohibited within the residence halls.

As dictated by the Substance Abuse Policy, sanctions for violation of this policy include: monetary fines (first offense = \$50.00, second offense = \$100.00, third offense = \$200.00) and possible referral to counseling, revocation of privileges to attend or consume alcohol at campus events, disciplinary probation, removal from residence, suspension and/or expulsion.

### **NON-COMPLIANCE**

Failure to comply with residence hall instructions and/or the directions of authorized College personnel, including but not limited to College Security Officers and Residence Life Staff members, is a violation of policy.

### **FALSIFYING INFORMATION**

Providing false or misleading information, verbally or in writing, to any member of the College community is violation of policy.

### **FIRE HAZARD POLICY**

As a fire prevention measure, students are not permitted to possess and/or use halogen lamps, electrical cooking appliances, extension cords, holiday lights or heaters in their rooms. Open flames and the possession and/or burning of candles or incense is prohibited in the residence halls. Leaving items such as bikes, boxes, shoes, umbrellas, furniture, etc. in the hallways is prohibited as it interferes with the evacuation process during a fire alarm or emergency. Smoke detectors are located in every student's room as well as in the hallways and kitchen; students are expected to report any malfunctioning smoke detector to the Residence Life Office immediately. Both O'Connor and Founders Hall are fully suppressed with sprinklers. Therefore the hanging of items on or within an 18 inch radius of the sprinkler pipes or smoke detector is prohibited. Students who are in violation of the Fire Hazard Policy are subject to a fine of \$150.00 or more depending on the severity of the violation.

### **KITCHEN/COOKING POLICY**

Improper use of the kitchen facilities jeopardizes the safety of all residents and increases the likelihood of unnecessary fire alarms. In addition, when using the kitchen, students are expected to remain in the kitchen with the door closed, turn on the exhaust fan above the stove where available, and open the window. Students in violation of this rule are subject to a fine of \$150.00 or more depending on the severity of the violation.

### **FURNITURE POLICY**

The College provides each resident with a bed, desk, desk chair, bookcase, and dresser. These pieces of furniture are not to be removed from the room. Items that the College does not supply may be brought from home. Bed risers are prohibited in the residence halls, as beds already have the capability of being lofted. If

a student wishes to have her bed lofted or unlofted she must submit a maintenance form.

### **NOISE AND QUIET HOURS POLICY**

Quiet hours are in effect from 11:00 pm – 10:00 am every day. All residents of the halls are responsible for maintaining an environment conducive to learning. Therefore, a 24-hour Courtesy Hours Policy is in place to limit excessive noise or loud music outside of Quiet Hours. Every student has the right to quiet and therefore the responsibility to maintain it. Select floors have been designated as "Quiet Floors" on which a 24-hour quiet environment is to be maintained.

### **POSTING POLICY**

Catholic teachings provide the foundation to the identity and mission of the College and are reflected in the full scope of our educational efforts. While the College encourages opportunities for critical thinking and the formation of individual conscience, this must be distinguished from official Church teachings and formal College programs. Therefore, since the hallways, lounges, foyers, and stairwells of the residence halls are considered to be common (College) areas, the beliefs of individuals should not be displayed there, especially when they are in contradiction to the College's Catholic identity. If a student is displaying a posting on her door that is making floor members uncomfortable, she will be asked to move the item inside her room.

Floor decorating for Fall Fest and Christmas will continue under the leadership of the Residence Life Staff. Posting of flyers for upcoming events, College announcements, etc., may also occur in designated areas with the pre-approval of the Office of Residence Life. These areas include: bulletin boards outside of each resident bathroom area, and near the mailbox area in each residence hall. Any posters appearing on the walls, doors or any other non-specified area will be taken down immediately, and the group responsible will forfeit their ability to display materials for a designated period of time. All fliers, posters, or advertisements must be stamped by either the Office of Residence Life and/or Office of Student Activities.

Sexist, racist, anti-Christian or other discriminatory materials as well as materials promoting irresponsible use of alcohol will not be allowed to be posted in public view. All posted material must carry the name of the person or group posting the notice. Additionally, posters must be removed within 24 hours of an event. A Residence Life Staff member will remove any materials that do not reflect policy guidelines or have not been pre-approved. Individuals may also continue to decorate their doors without pre-approval but with the understanding that the above criteria must be maintained.

## VENDOR POLICY

Solicitation or canvassing by outside agencies, businesses, or organizations is not permitted on campus or in the residence halls. The presence of unauthorized persons soliciting any kind of product, service, or merchandise, or attempting to collect money for such should be reported immediately to the Vice President for Student Life and Dean of Students or the Office of Residence Life. The only vendors allowed on campus are those with whom the College has contracted to provide approved services (i.e., vending machines, laundry services, etc.). Only the Vice President for Student Life and Dean of Students and/or the Vice President for Finance & Administration grant approvals for these services. Students are to use their rooms for living purposes only. State Law prohibits the use of student residence hall rooms for commercial purposes.

## BICYCLE POLICY

Bicycles are not to be locked or stored in any public area within the residence hall. Bicycles will be allowed in the areas designated for bicycles or in student rooms with the permission of the resident's roommate.

## RESTRICTED AREA POLICY

Any unauthorized presence of residents and/or guests on the roof, windows, balcony ledges, offices, storage areas, closets or facilities workrooms is prohibited.

## SPORTING ACTIVITIES

Sporting activities are not permitted in the residence halls. Sporting activities include but are not limited to any type of ball playing (soccer, basketball, softball, etc.), roller-blading, skateboarding, water-related activities, etc.

## PROPPING DOORS

Propping doors to the exterior of the residence hall compromises the safety of all individuals in the building. Each student must carry her card access key with her at all times in order to gain access to the building. Leaving a room unattended with the door propped open is a violation of this policy. Students who are in violation of the policy and/or who knowingly ignore a propped door without reporting it to the appropriate staff member on duty are subject to sanctions and/or a fine.

## GUEST POLICY

Each resident is allowed a maximum of four guests per visit; this total of four guests includes both male and female guests. Gatherings within student rooms, suites, or common areas of a building involving more than five people (single rooms/single suites) or ten people (double rooms/double suites) are not permitted unless pre-approved by the Office of Residence Life.

Residents are responsible for seeing that their conduct and that of their guests does not violate any local, state, or federal law or any College policy, procedure, or rule. In order to sign a guest into the building, a hostess must have a working phone hooked into her extension.

Female guests may stay overnight in the residence halls. This privilege is extended for a maximum period of two nights per week and only with the consent of both roommates and the approval of the Office of Residence Life. All guests are to be announced upon entering the building and should be escorted at all times. Non-resident guests may visit student rooms with the consent of all residents assigned to the room. For safety purposes, the hostess must report the presence of the guest to the CA on the floor, as well as the CA on duty, 24 hours in advance. Children under the age of 18 are not permitted to stay overnight in the residence halls unless they are participating in a College-sponsored program. All hosts will be held responsible for the actions of their guests. Female guests who are not approved to stay overnight must adhere to the guest hours and vacate the residence halls at the conclusion of reception.

## MALE VISITATION POLICY

There are designated hours when male guests are permitted in the residence halls. These hours are 12:00 pm – 12:30 am week days, and 1:00 pm – 12:30 am weekends. Procedures for male guests are as follows:

- Male guests must be signed in and leave a valid photo ID (Driver's License, Passport, College ID, Military ID or County ID only) upon entering the residence hall. They must sign out at the desk and pick up their ID upon departure.
- The hostess must accompany males at all times.
- Each resident is allowed a maximum of four guests per visit (refer to guest policy above).
- Students may not sign in the guests of other residents.
- Male guests may be in the building only when a receptionist is on duty.
- Bathroom facilities for male guests are so marked. Males may not use the facilities on residential floors.
- Males and female guests not approved to stay overnight are expected to leave campus by 1:00 am.
- Repeated visitation may detract from the floor community and hamper roommate relations, as such, College administrators may limit visitation.
- Only residents of the facilities are permitted male visitation privileges (i.e., O'Connor Hall residents may not sign a male guest into Founders Hall, commuter students may never sign in a male guest).

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The College reserves the right to suspend visitation privileges for those in violation of this policy. Hostesses are responsible for reading and understanding the guest and overnight guest policy displayed at reception prior to hosting a guest.

### **SMOKING POLICY IN THE RESIDENCE HALLS**

Smoking is prohibited in all campus building including the residence halls. Any student found in violation will be subject to disciplinary action. Evidence of smoking found in a room (e.g. cigarette butts, ashtrays, smoke or the smell of smoke in or around the room) will constitute a violation of the smoking policy. Those assigned to the room in question will be held responsible for a smoking violation. Refer to the campus smoking policy, for the complete text of smoking regulations.

### **PRIVACY LIMITATIONS**

A residence hall is in no way a privileged sanctuary immune from investigation by lawful authority. Police officials are not required to secure the College's permission to be present in the residence halls or carry out investigations here if they have been empowered by statutes and other legal precepts. Except in cases of emergency, the Police will rely upon either the student's permission or the authorization of the Vice President for Student Life and Dean of Students or magistrate (via warrant) to search a student bedroom in the course of an investigation. The College reserves the right for authorized representatives of the Office of Residence Life, Facilities Department and Fire Department to enter students' rooms to determine occupancy and to inspect the contents of students' rooms for policy conformity, health and safety reasons and for maintenance and repairs.

Reasonable effort shall be made to notify the occupant in advance of such entry, although a request for repairs shall be considered permission for room entry for that purpose. Knocking first will always precipitate entry into students' rooms. The College reserves the right to remove any item found not in conformity with College policies.

Commuter students are vibrant and important members of the campus community. They have access to the same campus services and opportunities afforded resident students. Commuters are encouraged to become actively involved in campus life and to take advantage of the array of activities available at the College. Listed below are topics of particular interest to Commuters. Further information regarding campus life can be obtained in the Office of the Vice President for Student Life and Dean of Students, or in the Office of Student Activities, both of which are located in Saint Joseph Hall.

## Vehicle Parking and Registration

All commuter vehicles must be registered in the Business Office and must display a proper commuter decal at all times. Parking decals, available for a fee, are valid for one academic year. Commuters should park in the Saint Joseph Hall lot, which is convenient to all academic buildings. Unregistered vehicles or vehicles parked in restricted areas are subject to towing or ticketing. Further information regarding parking can be found in the Campus Safety & Parking section of this Handbook.

## School Closings

Information about school closings, delayed openings, early closings, and/or other emergencies may be obtained by calling 973-290-4636 (INFO) or checking the College web site ([www.cse.edu](http://www.cse.edu)). In case of inclement weather, students should always check the INFO line before departing from home, and always use sound judgment in making travel arrangements.

## Dining Services

The Rose Dining Hall, located in Saint Joseph Hall, provides delicious, nutritious meals for the campus community. Commuter students are welcome to purchase meals in the Dining Hall on a cash basis during hours of operation. Students who do not wish to carry cash, may opt to purchase the Eagle Plan, a convenient meal plan designed to meet the unique needs of commuting students. This plan allows students to purchase Flex Dollars to use at their discretion in the Dining Hall. For an initial purchase of \$100, the student will receive an equivalent amount of Flex Dollars which are programmed onto her College ID card. As an extra incentive, the student will also receive four free meals with the initial plan purchase!

Additional Flex Dollars may be added to the account at any point in the semester in \$25 increments. For additional information on plan requirements, stop by the Dining Services Office in Saint Joseph Hall or refer to the Dining Program Brochure which is distributed to all students annually. For students who choose to carry their own meals to campus, there are numerous lounges on campus where food is permitted. The Commuter Lounge and Commuter Kitchen on the lower level of Saint Joseph Hall, as well as the Lounge on the first floor of Henderson Hall, are equipped with vending machines, microwave ovens, and tables and chairs for the convenience of commuter students. McGuire Lounge and Café Jose in Saint Joseph Hall also have comfortable furniture, including tables, chairs and televisions available for student use. In nice weather, the patio in front of Saint Joseph Hall is a great spot to enjoy al fresco dining!

## Campus Mail

Full time students in the Women's College are assigned mailboxes through the Student Activities Office. The mailboxes are conveniently located near the Bookstore, the Commuter Lounge and Café Jose on the lower level of Saint Joseph Hall. Since campus mail is a primary method of communication to students, students are encouraged to pick up their mail daily. They should also take note of the various flyers, posters and other information posted on the bulletin boards that can be found in close proximity to the mailboxes.

## Health and Counseling Services

The Wellness Center, which is comprised of Health and Counseling Services, is located on the ground floor of Founders Hall. Health and Counseling services are provided free of charge for all students whether they are residents or commuters. For a detailed description of services available, please refer the Student Life section of this Handbook. The Wellness Center, which is open during normal business hours, can be accessed through the door located to the left of the main door to Founders Hall. Since this door is locked at all times, a doorbell is available to gain entrance to the Center.

## Campus Employment

Commuter students are eligible and encouraged to participate in the Student Employment Program. Please refer to The Student Employment Program in the Student Life section of the Handbook for further information.

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## Commuter Clubs/Organizations

The Commuter Council is an organization designed to provide an effective means of communication among commuter students in the Women's College. The Commuter Council provides social interaction for commuters and holds meetings and forums for addressing commuter student issues. Nominations and elections for leadership positions in this organization, are held as part of the Student Government elections. All commuters are encouraged to get involved in the Commuter Council, and to read flyers, notices and other PR as a means of staying connected with activities and events occurring on campus.

Additional information regarding the Commuter Council can be obtained in The Office of Student Activities located on the lower level of Saint Joseph Hall.

## Public Transportation

The College is easily accessible via public transportation. Bus and train schedules are available outside of the Office of Student Activities in lower Saint Joseph Hall. New Jersey Transit offers low cost student train fares. Contact NJ Transit directly for application materials. Once the application is completed by the student, the Assistant Dean of Students will verify attendance, prior to submitting the application to NJ Transit.

## A MESSAGE FROM THE DIRECTOR

### *Welcome to the College of Saint Elizabeth!*

The Office of International and Multicultural Affairs (IMA) exists to help all members of the CSE community experience and enjoy one another's cultures, ethnic heritages, and traditions. Whether students come from the United States or from around the world, each has something to share with others and something to learn from others, as well.

The IMA office is committed to working with all students to help them attain their academic and personal goals.

*If you are an international student*, you may find some aspects of American life difficult or confusing during your first few months here. With this in mind, this section has been prepared to help answer some of your questions and to inform you of the services the College has to offer.

*If you are not an international student*, some of the information here will be relevant to you and some of it will not; nevertheless, all students are welcome to visit the Office of IMA so that we can get to know you better.

*For everyone*, if you have any questions concerning the information in this section or if you have a question that this section does not answer, please visit the Office of International and Multicultural Affairs in the lower level of Saint Joseph Hall. You are always welcome!

## KEY CSE PERSONNEL

### Director of International and Multicultural Affairs

**Office:** Saint Joseph Hall, room 158  
**Telephone:** (973) 290-4227  
**Fax:** (973) 290-4231

The Director supervises the Office of International and Multicultural Affairs. One significant component of her job is to assist international students. If you are an international student and you have a problem, big or small, academic or non-academic, if you don't know where to turn or what to do, please speak to the Director or to someone in the IMA Office.

The Director is the Principal Designated School Official (PDSO) for CSE. She has been authorized by the President of the College as well as by the U. S. Department of Homeland Security (DHS) to sign forms and documents concerning F-1 students. If you

need an immigration document signed, always see the Director first. *She can give you information on:*

- Maintaining your F-1 status
- DHS regulations, forms, and application procedures concerning F-1 students
- Local, state, and federal regulations pertaining to non-immigrants in the U.S.
- Obtaining a social security number and a driver's license
- Employment opportunities, including Curricular Practical Training (CPT) and Optional Practical Training (OPT)
- Transferring to or from the College
- Extending your stay in the U.S.
- Travel from and entry into the U.S. after a temporary absence

## Assistant Director of International and Multicultural Affairs

**Office:** Saint Joseph Hall, room 158  
**Telephone:** (973) 290-4223  
**Fax:** (973) 290-4231

The Assistant Director seeks to foster interaction and understanding of each student's cultural heritage for all members of the CSE community. Our student body is highly diverse. Many students at the College of Saint Elizabeth were born overseas but now live in the United States; others were born in the U.S.A., but have parents who are immigrants; others come from multiple generations of U.S. citizens, yet maintain strong, distinctive cultural traditions. The Assistant Director of Multicultural Affairs seeks to help all members of the CSE community explore, understand, and learn from one another's cultures and backgrounds as they also enjoy and share their own.

## Secretary for the Office of International and Multicultural Affairs

**Office:** Saint Joseph Hall, room 158  
**Telephone:** (973) 290-4215  
**Fax:** (973) 290-4231

The Secretary supports the Director and the Assistant Director in their efforts. She is always ready to assist international students—and all CSE students—with the challenges they encounter during their time at CSE. Please stop in any time to say hello!

## Director of Residence Life

**Office:** ground floor of Founders Hall  
**Telephone:** (973) 290-4130

The Director oversees the entire Residence Life Program and staff. If you live on campus and have problems with your room, with access to the building, with your mailbox, or with anything else in the residence hall, please go and speak to her.

## Director of Health Services Director of Counseling Services

**Office:** ground floor of Founders Hall  
**Telephone:** (973) 290-4175

As a CSE student, you can use the Wellness Center (Health Services and Counseling Services) free of charge. This is true whether you are a resident or a commuter, a graduate or an undergraduate. If you are not feeling well; if you need medical advice; if you want to talk to someone about the stresses of life in a new environment; or if you have any other health-related concerns; please go to the Wellness Center. If you live on campus and become ill when the Wellness Center is closed, contact the Assistant Director (AD) on duty in your residence hall. She will help you get the medical assistance you need.

## INTERNATIONAL INTERCULTURAL CLUB

The International Intercultural Club (IIC) is a student-run organization. One of the goals of the IIC is to provide support to new international students in the form of friendship and understanding. However, the club does much more than just this. Many IIC members were born in the United States; others were born abroad but live here now. The IIC is a place for all members of the CSE community to share each other's cultures and backgrounds.

Two big annual events that IIC sponsors or co-sponsors are Cultural Awareness Week in the fall and International Night in the spring. IIC also sponsors numerous smaller activities and events throughout the year. The club meets twice a month.

The IIC has five officers: President, Vice President, Treasurer, Secretary, and Publicity Coordinator. Club members elect officers to their positions. Membership is free; to join, attend one of the club meetings or speak to a club officer or advisor. Everyone is welcome to join the IIC, where students from many cultures form one community.

## OTHER CULTURAL CLUBS

There are a number of other cultural clubs on campus. Please visit the IMA or the Student Activities Office for a complete listing of current cultural organizations, including: Latin Roots, IIC, Women United in Color, and West Indian Empress Club.

## STAYING IN LEGAL STATUS FOR F-1 STUDENTS

Like all nations, the U.S. has laws governing foreign students. When you first enter the U.S., an immigration inspector asks you to read and sign a statement on your I-20. Your signature shows that you agree to follow the conditions of F-1 status while you are in the United States.

The many forms, numbers, and deadlines associated with government regulations can be confusing, but if you understand and meet the following requirements, you will be able to maintain your legal status in the United States.

### *As an F-1 student, you are required to:*

- Have a passport that is valid for six months or more into the future.
- Attend the school you are authorized to attend.
- Carry a full course of study (at least 12 credits for undergraduate students and at least 9 credits for graduate students).
- Refrain from off-campus employment unless you have authorization from the Department of Homeland Security (DHS).
- Limit on-campus employment to a total of 20 hours per week while school is in session.
- Leave the U.S. by the anticipated completion date shown on your I-20; or, by that date, apply to the DSO for a program extension.
- Apply to the DSO to continue from one educational level to another (e.g., from undergraduate to graduate).
- Report any change of major to the DSO.
- Report a change of residence (where you sleep at night) to the DSO in writing within 10 days of the change.
- Have your I-20 signed by the DSO for re-entry at least once each year before you leave the U.S.
- Please note that citizens of Canada need to have a valid I-20 and passport to study in the United States, but not an F-1 visa.

### *In addition to the above regulations, here are some other requirements for F-1 students at CSE:*

- It is your responsibility at all times to report your current mailing address and telephone number to the Director of International and Multicultural Affairs within 10 days of any change.

- You must bring your passport, visa, and I-20 to the DSO's office at the following times:
  - At the start of your first semester.
  - Whenever there is a change in any of your documents.
  - At any other time that you are planning to leave the U.S.

Please note that only a DSO of the College is authorized to sign your DHS forms. Failure to have your immigration forms signed properly can have serious consequences, including loss of your legal F-1 status, loss of the benefits of CPT or OPT, and even deportation from the United States. Ultimately, it is your responsibility to know and abide by the regulations that affect you. You can get into legal trouble if you try to bend or ignore the rules, so be sure to get good and timely advice.

## EMPLOYMENT OPPORTUNITIES

If you wish to seek employment while studying in the U.S., you need to be aware that international students are required to abide by very strict employment regulations. Most forms of employment require DHS authorization. By not following these regulations and/or engaging in unauthorized employment, you are endangering your F-1 status, and may be required to leave the U.S. without completing your education. This may also mean that you will be banned from visiting the U.S. in the future. Although work authorization is very limited for international students, there are some employment opportunities available to you involving on-campus employment and off-campus practical training.

### On-Campus Employment

Your F-1 student status permits you to work legally on campus at CSE while you are a full-time student here. This type of employment does not require DHS approval. There are, however, restrictions on how many hours you can work each week; see the DSO for details.

The College has on-campus employment available for international students, but these jobs are limited. Students seeking employment should see the Secretary in Career Services. The Secretary will tell you how to locate an on-campus job. Positions are awarded on a first-come, first-served basis. You can also go from office to office and ask if there are any employment opportunities available for students. Jobs are available in the library, residence halls, academic departments, and College offices. Some offices hire students on a semester-to-semester basis and pay each student's salary out of the departmental budget.

## Practical Training

There are two kinds of practical training: Curricular Practical Training before completion of studies (CPT, a paid internship); and Optional Practical Training (OPT). To be eligible for either kind of practical training, a student must have been in lawful status for one full academic year.

### *Procedure to Apply for Curricular Practical Training:*

- Get a job offer, but do not start to work yet
- Bring a letter from your academic advisor to the Office of International and Multicultural Affairs. The letter should state the following:
  - Employer's name
  - Work location (specific address)
  - Dates of employment (exact start and stop dates)
  - Full-time work (i.e., more than 20 hours per week) or part-time work (i.e., less than 20 hours per week)
  - Job duties
  - Credit-bearing CSE class for which this internship will count
- Register for the credit-bearing class
- Receive from the DSO a new "page 3" for your I-20 showing your CPT authorization. Do not begin working until you have the DSO's signed authorization on the last page of your I-20.

### *Procedure to Apply for Optional Practical Training:*

- OPT is an employment opportunity you may wish to take advantage of during or after completion of your studies at the College. Graduating international students may legally work within the U.S. for a 12-month period following graduation, or for the equivalent in part-time or full-time work before graduation.
- In order to take advantage of this opportunity, you must see the DSO prior to the completion of your studies. The DSO will provide you with all the required forms, and assist you in completing the forms and applying.
- Submit the following to the DSO:
  - Completed form I-765
  - Two Passport Type Photos with your name printed in pencil on the back.
  - Filing Fee (check or money order) payable to "Department of Homeland Security". See DSO for current fee amount.
  - Current Form I-20
  - All previous Forms I-20 you have ever had.
  - All prior EAD Cards you have received (if any).
  - Passport, visa and I-94 card.

- Wait until you receive an Employment Authorization Document (EAD) from the DHS before you begin to work. The EAD card is proof that you can legally work and have been approved by the DHS.

## SOCIAL SECURITY CARD

Anyone seeking employment in the U.S. (citizen, permanent resident, or foreign worker) must have a Social Security Number (SSN). For this reason, the Social Security Card has become a standard form of identification in the United States. Information about applying for the card is available in the IMA Office. As an international student, you must go to the Social Security Office to apply for the card. You may not mail the application. You can go to any Social Security Office that is convenient for you. The offices are usually open from 9:00 AM to 4:00 PM, Monday through Friday. The one closest to CSE is in Parsippany at:

2200 Route 10 West, 2nd floor  
Parsippany, NJ 07054  
800-772-1213

***When going to the Social Security Office, you need to bring with you:***

- your passport
- your I-94 card
- your current I-20 and any previous I-20s
- a signed letter from the DSO on College letterhead
- a signed offer of on-campus employment on College letterhead, or other proof of authorized employment

## STAYING IN TOUCH WITH HOME Telephone Services

If you live on campus, STC provides telephone service in our residence halls. Public telephones (called pay phones) are found in many places including around campus, at many stores and restaurants, and at train and bus stations. A local call usually costs 35 cents. If making a long distance call, you must first put in 35 cents and dial the number. The operator will then tell you the cost of the call. Calls can also be made with a calling card or a telephone credit card.

### LOCAL CALLS

Local calls, within the Northern New Jersey area, including Morristown, have a 10-digit telephone number, and start with “1” (for example 1-973-290-4000). For calls which are outside this area, you must dial “1” plus the 10 digit telephone number (for example 1-212-555-1212). Each state in the U.S. has one or more area codes. The area code for our area is 973. New Jersey has eight other area codes: 201, 551, 609, 732, 848, 856, 862 and 908.

### INTERNATIONAL CALLS

With the exception of Canada, U.S. Territories, and some Caribbean and Atlantic Islands, all international long distance calls from the U.S. begin with 011. For example, to call Tokyo, Japan, you first dial the international access code (011). Next, dial the country code for Japan “81”. Then, dial the city code for Tokyo “3”. Finally, enter the local telephone number you wish to reach. The complete number you would dial is: 011-81-3-local number.

For a complete listing of area codes in the U.S. and of international country codes, consult the internet.

### CALLING CARDS

Calling cards permit you to place calls from both public and private telephones. Pre-paid calling cards can be bought (\$5, \$10, \$20, \$50) at many department and convenience stores, as well as in the College bookstore. Each time you use the card, you will be told how much money you have spent and how much money is left until you use the full amount of money that you paid for the card.

## Cell Phone Service

If you apply for a cell phone in the U.S.A., you may be told that you need a Social Security number. This is not true. Your Social Security number will be used to check your credit history; but as a new international student in the U.S., you have no credit history. Your cell phone application will be rejected even with your Social Security number. Instead, tell the cell phone sales representative that you have no Social Security number and no credit history. Ask what phone services they have available to you. Many companies have plans that do not require a credit check and/or do not require your Social Security number.

## Mail Service

The U.S. Postal Service (USPS) is the main provider of mail service in the United States. However, there are other companies that compete with the USPS in areas of express mail and package delivery. These include United Parcel Service (UPS) and Federal Express (FedEx). Unlike postal services in many countries, the USPS does not offer long-distance telephone service or savings accounts. They do, however, sell money orders.

Almost every town in the U.S. has a post office. Our local post office is directly outside the campus front gate by the train station. Mail is delivered Monday through Saturday (except for most major holidays). If you live on campus, mail addressed to you will be delivered by USPS to the campus and then distributed by campus mail to your personal mailbox in the residence hall. You should never send cash through the mail, but otherwise you can be fairly certain your letter or package will be delivered safely. If

you need additional protection on a package, you may purchase insurance at the post office.

## **PUBLIC TRANSPORTATION**

### **To Shopping Malls or Supermarkets**

There is a bus line that runs every hour from Morristown to the Short Hills Mall and the Livingston Mall. It stops at the intersection of Convent Road and Madison Avenue (across the road from the Madison Hotel). You can travel by bus to nearby supermarkets, Stop & Shop in Madison and Kings in Morristown. You can also get there by train from Convent Station. If you take the bus, be sure to check the return schedule before you go. Bus service ends in the late afternoon or early evening. To travel by train, buy your ticket from the ticket office at the train station when it is open (usually from 6:00 a.m. to 1:30 pm). Otherwise you have to pay \$5.00 more for your ticket if you buy it on the train.

### **To Newark Liberty International Airport**

There is bus and train service from Convent Station to Newark International Airport. See [www.panynj.gov](http://www.panynj.gov) for more information, or speak to someone in IMA for help.

### **To JFK Airport**

Take a bus or train from Convent Station to Manhattan. There is bus and subway service from Manhattan to JFK. Allow at least three hours of travel time, plus two hours of airport processing time before your flight is scheduled to depart.

### **To New York City**

The train stops regularly at Convent Station, right outside our campus. There is a direct train to Penn Station, New York City. Penn Station is within walking distance of Times Square and the theater district, but you can travel throughout the city by subway, as well.

There are also trains from Convent Station to Newark's Broad Street Station, and to Hoboken Terminal. From Hoboken, you can take the PATH train directly to midtown Manhattan 33rd St. with stops at Christopher St. (Greenwich Village), 9th St., 14th St., and 23rd St. (Chelsea). There is also PATH service from Hoboken to Lower Manhattan (World Trade Center Station) via Jersey City (Pavonia/Newport). See [www.panynj.gov](http://www.panynj.gov) for more information.

NY Waterway Ferry service provides convenient commuter service from Hoboken directly to lower Manhattan. The ferry entrance is next to Track 15 at the Hoboken Terminal. See [www.nywaterway.com](http://www.nywaterway.com) for details.

**Note:** You can also take a bus to New York City. Lakeland Bus Line (Morristown Route) runs from Convent Station to Port Authority Bus Terminal in New York City, at 41st St. & 8th Ave. Call 973-366-0600 for schedule and fare information.

### **To Downtown Newark**

The Broad Street Shuttle bus routes serve employer and shopping locations along Broad Street. The Newark Broad Street Light Rail connects Newark Broad Street Station to Newark Penn Station.

## **DRIVER'S LICENSE**

If you have an international driver's license from your home country, you may only use this for the first 30 days that you are in the United States. After this time, you must have a New Jersey license. However, having an international driver's license will make the process of getting a New Jersey license much easier; you will only need to take the written test. If you are interested in taking the written test, you should study the driver's manual, which is available online. When you go for the written test, you must bring a variety of identification with you. See [www.state.nj.us/mvc/](http://www.state.nj.us/mvc/).

If you have never driven or do not have an international driver's license from your home country, you will need to take the written test and the road test. After successfully completing the written test, you will be given a Validated Permit that allows you to practice driving with a licensed driver. You must then make an appointment to take a road test and find someone with a license and car to teach you to drive before your test.

If you do not know someone who can teach you to drive, please contact the Office of International and Multicultural Affairs. They can provide you with the names of driving schools in the area. You can also consult the phone book or internet for driving schools.

## **TRAVEL**

### **Within the United States**

Whenever you travel, please remember that you must have proper identification with you. If you are traveling a long distance away from the College, bring your passport, visa, I-20,

and College ID card with you. Do not lose these documents. Keep them in a safe place.

If you are traveling near to CSE, just bring your College ID card. It is also a good idea to keep a copy of your family's and the College's address and telephone numbers with you. You should also carry photocopies of your passport, visa, I-20, and I-94 with you.

## Outside the United States

If you plan to go home for a visit, go to the DSO to have your I-20 signed for re-entry at least one week before you leave the United States. Please do not wait until the last day, or the DSO might not be available. Bring your passport, visa, I-94, and I-20 to the DSO, who will check your documents and sign your I-20 for travel.

Check the expiration date of your passport. If it is going to expire in six months or less, get a new passport while you are in your home country. While out of the U.S., if your entry visa stamp has expired, you must renew it at a U.S. embassy or consulate before you can return.

## Re-entry to the United States After a Temporary Absence

To re-enter the U.S., you will need a valid passport, the U.S. entry visa stamp, and your I-20 with your DSO's valid signature on it. After reviewing your documents, the U.S. Customs Officer will give you a new I-94 card. Your I-20 will be processed if necessary, or simply checked for a valid signature. Although Canada and Mexico share borders with the U.S., you are leaving the U.S. when you enter these countries. You must have a visa, a passport and a signed I-20 to re-enter the U.S. Please speak to the DSO before traveling to Mexico or Canada, or to any of the islands adjacent to the United States.

## BANKING

Banks in the U.S. have limited business hours. They are usually open from 9:00 AM until 3:00 PM, Monday to Friday, and from 9:00 AM until 12:00 noon on Saturdays. Banks usually are closed on Sunday and on national holidays. Most banks offer savings and checking accounts, automatic teller machine cards (often called ATM cards), safety deposit boxes, travelers checks, and other services.

For most college students, a checking account is necessary since this account is used to pay bills such as tuition and telephone. An ATM card will allow you to use your account 24 hours a day and seven days a week at any cash or ATM machine. There is an ATM

machine on the lower level of Saint Joseph Hall. Be sure to ask the bank about all fees such as ATM fees, checking account service charges and overdrawn account charges.

To open a bank account, you need to go to the bank in person during regular business hours with at least \$50 in cash or in traveler's checks. You must bring your passport and visa with you. If you have a Social Security card, bring this with you, too. Bank personnel can explain the different types of accounts and the rules and fees. If your English is not very strong, you may want to bring a friend with you when you go to the bank. Do not be afraid to ask the bank personnel to speak slowly or to repeat information that you do not understand.

### *There are a number of banks in the local area, including:*

Bank of America 117 Main Street Madison, NJ 07940 1-973-377-8700	The Provident Bank 250 Madison Avenue Morristown, NJ 07960 1-800-448-7768
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PNC Bank 161 Madison Avenue Morristown, NJ 07960 1-973-971-3946	Wachovia Bank 200 Madison Avenue Convent Station, NJ 07950 1-973-538-4060
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VISA, MasterCard or other credit cards that you have from your home country may be used here if they are international credit cards. It is not easy to get a U.S. credit card until you have established a bank account here.

## A FINAL NOTE

Not all Americans have learned to speak a language in addition to English, and many Americans have not lived in another country, so they might not understand what you are going through as you learn to live here. If you ask people politely to slow down when they speak to you or to repeat information, the majority of them will be happy to do so. However, there are rude people in every country, and some people are just too impatient to be polite. Please do not let yourself be discouraged by these few.

Try to keep smiling and enjoy your time with us!

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