

Section 10

Eastern Connecticut State University

A Unit of the Connecticut State University System

Faculty Handbook

Student Policies and Services

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Academic Dismissal

Students are subject to academic dismissal in accordance with the standards outlined in the Academic Policies and Procedures section of this handbook. Students are reminded that Academic Deans have the prerogative to dismiss any student who is not making sufficient progress toward a degree. The Academic Advisement Center administers academic dismissal appeals, readmission appeals, and any substitution, waiver, special permission regarding general education and University requirements. Appeal requests must be initiated by the student at the Academic Advisement Center.

Alcohol and Drug Policies

The mission of ECSU is to assist in the total development of each student. As part of our effort to maintain an atmosphere conducive to effective learning and a wholesome social environment, ECSU has established policies regarding alcohol and drug use. These policies are published in order that all members of the University community will be aware of their existence and will be responsible for their observance.

Beyond complying with state laws, ECSU has a commitment to the education, development, and maturation of the whole person-spirit, mind and body. Recently, nationwide attention to the dangers of high-risk drinking have led us to become increasingly aware of the relationship between substance abuse and students' inability to achieve success in college. Therefore, it is our responsibility both legally and ethically to promote a caring environment that protects all students' personal growth and total welfare. It is intended that these policies will foster such concern.

The campus body charged with the review of alcohol and other drug policies is the AOD (Alcohol and Other Drugs) Advisory Board. Constituted in 1988, this group is made up of representatives from student, faculty, staff, and administrative bodies who make recommendations to the Vice President of Student Affairs

Alcohol Policy

1.0 Preface

1.1 These regulations and policies are enacted pursuant to Board of Trustees resolutions regarding consumption of alcoholic beverages on the Connecticut State University campuses as adopted in February, 1984. The President shall cause these policies to be reviewed annually.

1.2 The University permits the serving of alcohol, in accordance with Connecticut State Statutes, at certain social events. At no time does it support alcohol becoming a primary focus of such activities. The potential of the University experience is jeopardized by the abuse of alcohol; therefore, this policy is in accordance with the mission of Eastern Connecticut State University.

1.3 At no time may anyone not of legal drinking age purchase, possess, consume or offer alcoholic beverages on the Eastern Connecticut State University campus, or at any Eastern Connecticut University sponsored activity on or off campus.

1.4 Discussion resulting from the use or abuse of alcohol is encouraged in any educational setting. Such discussion may be of a general nature, or relate to a specific

behavior. When a problem occurs, if at all possible, it is recommended that the person(s) involved be approached. However, any member of the University community who feels uncomfortable engaging in such discussion may address these concerns to the Substance Abuse Coordinator, Substance Abuse Counselor, Deans, Vice Presidents or University President.

1.5 In no case may the use or abuse of alcohol be accepted as an excuse or justification for the violation of University rules and regulations.

1.6 Matters related to the use of alcohol on the Eastern Connecticut State University campus must be viewed as a total University concern and evaluated by the president of the University in consultation with Senior Staff, University Senate, Student Senate and the Substance Abuse Advisory Board.

1.7 The use of alcoholic beverages on campus, by all non-University groups, is subject to all regulations stated herein.

1.8 All members of the University community when using alcoholic beverages are specifically subject to sections 2.0, 3.0, and 4.0 of this document whether:

- a) on campus
- b) off campus at an officially recognized event
- c) off campus when representing the University

1.9 Failure to comply with the stipulations set forth in this document will result in the cancellation of an event, and further action by the University.

1.10 All students recognize that their presence during a violation subjects them to disciplinary action.

2.0 General

2.1 The possession, consumption and sale of alcoholic beverages on property under the control of Eastern Connecticut State University shall be in accord with provisions of the Connecticut State Liquor Control Commission, and Policies established by the Board of Trustees for the Connecticut State University and Eastern Connecticut State University.

2.2 Public displays and/or consumption of alcoholic beverages on campus, including all buildings, is prohibited except as defined in this document.

2.3 Faculty and staff advisor(s) of the sponsoring organization must be present at the entire event where alcoholic beverages are being consumed. In the event the faculty or staff advisor is unable to attend, an appropriate designee (faculty or staff member) must be present for the entire event.

2.4 All members of the University must be able to produce current University identification and proof of age at the events where alcoholic beverages are served.

2.5 All members of the University are responsible for the behavior of their guests. Guests must abide by all University policies and regulations.

2.6 All visitors to the campus must abide by all University policies and regulations.

2.7 Any intoxicated individual who engages in high risk behavior which threatens the health or safety of another individual, themselves, or property is subject to disciplinary action.

2.8 Kegs or other containers pertaining to alcoholic beverages are expressly prohibited on campus.

2.9 Eastern Connecticut State University encourages free inquiry into all areas of interest. However, consistent with Connecticut State Law and paragraph 1.2 of the Alcohol and Drug Policy, advertising of events where alcohol is a primary focus, i.e.,

based upon alcohol amounts, time duration, costs, etc., is prohibited. Solicitation is prohibited on campus at all times.

3.0 Serving of Alcoholic Beverages

3.1 All requests to possess, consume or sell alcoholic beverages must be submitted to the director of the site where it will be used. The request must be reviewed by the Staff Advisor of the group requesting permission to serve the alcoholic beverages and must then be submitted to the Vice President for Student Affairs for final approval.

3.2 Alcoholic beverages may not be furnished, dispensed, sold, delivered, and/or offered where admission is charged, donations accepted, or tickets sold to any event, function or activity under the sponsorship of any organization, group or individuals whether or not affiliated with the University, on or off campus, unless a permit is obtained from the State Liquor Control Commission (sec. 30-100). Such permit shall be filed with the Vice President for Student Affairs one week prior to any such event and shall be in the permittee's possession and prominently displayed during the event. On-campus functions shall be in accord with provisions of this policy.

3.3 Where alcoholic beverages are served, non-alcoholic beverages other than water must be available (coffee, punch, soda, etc.) in such quantity as to last the duration of the event. Failure to make such provisions will result in termination of the event.

3.4 At these events the rights of users and non-users must be fully respected at all times.

3.5 The sponsoring organization is required to arrange with the Director of Institutional Safety for the provisions of adequate security at any event where alcoholic beverages are being consumed.

4.0 Insurance and Permits

4.1 Any organization, college affiliated or not, and/or department furnishing dispensing, selling, delivering, and/or offering alcoholic beverages must file proof of insurance one week prior to any such event with the Vice President for Student Affairs. Dram Shop Act insurance shall be required for the furnishing, dispensing, delivering and/or the offering of alcoholic beverages.

4.2 Liability for personal injury and/or damages to property resides in the organization or group using the campus facility.

4.3 The purchase of alcoholic beverages with the moneys from the account of any organization funded by Student Activities fees is prohibited, except by action of the University President.

4.4 All permits, insurance policies, etc., required by campus, local and state regulations are the responsibility of the organization or group using campus facilities for those events where alcoholic beverages are to be served and must be placed on the file in the office of the Vice President for Student Affairs at least one week before the event is to occur. All appropriate forms may be obtained from the Vice President for Student Affairs.

4.5 All activities must be in accordance with the State of Connecticut's legal drinking age law.

5.0 Campus Housing

5.1 Consumption or possession of alcoholic beverages by students or their guests is not permitted in any of the residence facilities on campus.

6.0 Campus Grounds

6.1 The public display and/or consumption of alcoholic beverages on the grounds of the campus is prohibited except as defined in 3.0.

7.0 Student Center

7.1 All requests for activities involving the consumption of alcoholic beverages must be submitted at least two weeks in advance. Such requests must be signed by the faculty or staff advisor, reviewed by the Director of Student Center Activities, and submitted to the Vice President for Student Affairs for a decision.

7.2 All activities in the Student Center are subject to the established regulations of the Student Center.

8.0 Athletic Event

8.1 The possession and/or consumption of alcoholic beverages at any inter-collegiate and intramural athletic activity is expressly prohibited.

9.0 Staff and Department Functions

9.1 Staff or departmental social functions involving the use of alcoholic beverages in campus buildings require the advance approval of the University President, appropriate vice president or dean.

10.0 Hurley Hall

10.1 The use of alcoholic beverages in the "special dining room" requires the approval of the Office of the President.

10.2 All requests for student sponsored activities at which alcoholic beverages will be used in Hurley Hall, Akus Gallery, and/or cafeteria must be submitted to the director of food services at least three weeks in advance. This application must be signed by the faculty or staff advisor, reviewed by the director of food services for recommendations, and submitted to the Vice President for Student Affairs for approval.

10.3 All requests for activities involving the consumption of alcoholic beverages by non-college affiliated groups in Hurley Hall Akus Gallery and/or cafeteria must be submitted to the Office of the President for final approval.

Career and Experiential Education

The Career and Experiential Education Services Office assists all students and alumni in relating their academic pursuits and personal interests to career goals and objectives. The programs and services are designed to guide and support while fostering self-direction and personal responsibility in career/life planning. This office helps students at any point during their college years to:

- Identify and evaluate skills, interests, abilities, and values
- Gather factual information about occupational fields
- Build an awareness of the world of work
- Define personally meaningful career objectives
- Plan and prepare for future career growth
- Develop job-seeking skills
- Find rewarding employment after college

Programs and services of the Career and Experiential Education Services Office include:

- Cooperative education
- Mock interviews
- Career counseling
- Computer-assisted career planning
- Workshops
- Career panels
- Recruitment
- Career information center
- Job vacancy listings
- Resource library
- Resume referral
- Credential service

A Career Information Center is maintained in the Library. To contact the Career Services staff, call (860) 465-4559.

Cheating and Plagiarism

A student using other than approved materials when taking a test or who gives or receives information during an examination is guilty of cheating. Plagiarism is presenting the work of others as one's own. The "work of others" includes any work bought or borrowed from another student as well as work copied from a book, magazine, newspaper, or other medium. Complicity in another's act of plagiarism is itself an act of plagiarism.

These acts are considered academic violations and are covered by the Statement on Campus Rights and Responsibilities in the Student Handbook. Discovery of cheating or plagiarism could lead to the maximum sanction - course failure and expulsion from the University.

Counseling Services

The Counseling Services at Eastern exists to help students grow and work toward a fuller educational, vocational and personal experience during their college career. The counseling staff hopes that, ultimately, these goals will be extended and realized in the lives of students when they leave Eastern. The staff feels that the students' understanding of themselves and how they react and adjust to society is a vital part of a college education. The service is also available to faculty and staff for consultation regarding students who have come to them with problems.

Counseling is confidential, professional, and free to all Eastern students. There is no record in a student's file that counseling has been received. Although students may be referred to counseling by other services on campus, referral is not necessary. Frequently, students themselves make the initial contact with a counselor.

Students may seek counseling for a variety of reasons: test anxiety, difficulties in coping with roommates, family problems, feelings of confusion, depression, emptiness, substance abuse, sexual identity problems, and many other personal problems.

**EASTERN CONNECTICUT STATE UNIVERSITY
POLICIES AND PROCEDURES FOR THE
STATUS OF STUDENTS CALLED TO ACTIVE DUTY**

POLICY

In accordance with Board of Trustee Resolution 2001-79, it is the policy of the University that students who, as members of National Guard or Military Reserve Units, may be unexpectedly called to active duty, shall be authorized for refund of fees otherwise designated as non-refundable to students withdrawing because of circumstances beyond their control.

For students who do not wish to withdraw, the University shall ensure that all possible actions are taken to allow these students opportunities to complete their course work for the semester involved. Please note that it is the clear intention of the trustees that, all possible actions " . . . are to be taken to permit students to complete current course work." Withdrawals are to be processed only when there is no way possible for work to resume or be made up or upon the express request of the student.

This policy does not pertain to regularly scheduled National Guard or Military Reserve drills.

PROCEDURE

Completion of Course Work

1. A student called to active duty who wishes to complete course assignments, will inform professors as soon as possible and seek information about arrangements for completion of course assignments.
2. Upon return from active duty, the student must contact professors to explore all possible opportunities to complete coursework.
3. If it is determined by the professor that course completion is not possible, the University shall offer to the student either withdrawal from the course or from the University without penalty and with a complete refund as indicated below.

Withdrawals

1. When an unexpected call to active duty occurs during an academic term, a student may withdraw from the University or from a course in the normal fashion.

2. If the withdrawal request is under circumstances when there would normally be a penalty involved (either grade or lack of refund), the student will present his active duty orders to secure withdrawal without penalty.

The policy becomes effective immediately and may be found in the Faculty Handbook and the Student Handbook.

Approved April 22, 2002.

Death Notification Procedures

Notification Policy in Regard to Death of Student and/or Parent

The Vice President for Student Affairs, once notified, would communicate this information (following verification) via email to:

1. President's Office
2. Campus Ministry
3. Residence Hall Director (for resident student), Housing Office
4. Campus Counseling Center
5. Public Relations Officer (if applicable)
6. Vice President for Academic Affairs and Student's Academic Dean
7. Student's Instructors
8. Registrar's and Cashier's Offices
9. Campus Police
10. Office of Institutional Research

In the case of international students, when we have more than one student from a specific country, we will have a contact list available for necessary translation in terms of communicating with relatives in the home country.

The residence hall office will communicate with Food Services, should the student be participating in the food plan.

Family Educational Rights and Privacy Act

Purpose:

The purpose of the following information is to provide a brief review of provisions of the Family Educational Rights to Privacy Act (FERPA).

The Right to Privacy/Historical Perspective:

Although there may be different interpretations as to how to define “privacy”, Congress passed a Privacy Act in 1974, applicable to federal agencies. The Act granted individuals access to and the ability to correct their records, and allows disclosures to other entities only with the concerned person’s written consent.

In 1974, Senator Buckley introduced the Family Educational Rights and Privacy Act as an amendment to the Elementary and Secondary Education Act. FERPA has been amended four times:

- 1979: To allow the disclosure of records without parental consent to educational authorities conducting audits and program evaluations.
- 1990: Congress passed the Student Right to Know, Crime Awareness, and Campus Security Act, which requires colleges and universities to publish statistics on campus crime for distribution to applicants and current students. (One provision of the Act modified FERPA to allow colleges and universities to inform the victims of violent crimes of the outcome of school disciplinary proceedings.)
- 1994: More significant changes occurred when Congress passed the Improving America’s Schools Act of 1994, extending the Elementary and Secondary Education Act. The amendments added mandatory penalties for FERPA violations by third persons concerning records disclosure. It also provided greater parental access to records. It also created different requirements for schools to allow them to comply with subpoenas of school records.
- 1998: Congress amended FERPA, passing the Higher Education Amendments of 1998. The Act imposed limitations on the type of information that can be disclosed about the perpetration of a violent crime. The language provides that only the name of the perpetrator, the offense, the punishment imposed by the school, and by written consent, the name of the victim or witness may be provided, as long as the crime committed violates the institutional rules or policies with respect to such crime or offense. Also, a post secondary institution may disclose to the parent or guardian of a student under twenty-one years old any violations of the school’s drug or alcohol policy by the student, unless state law prohibits such disclosure.

About FERPA:

FERPA (or the “Buckley Amendment”) conditions the receipt of federal education funds on keeping student records confidential; and provides guidelines for when access to student records by third parties may be appropriate. FERPA applies to all educational agencies that receive federal education funds. FERPA covers school records of current

and former students. Under FERPA, schools annually must notify eligible current students or parents of current students (if student is under age eighteen) of their rights under the Buckley Amendment.

When a student turns eighteen or enrolls in a post-secondary school, the Buckley Amendment transfers privacy rights from the parent to the “eligible student”. As a result, college and adult students, but not their parents, have the right to access their own records. However, if a parent declares a college or adult student as a dependent on the parent’s income tax returns, the school may disclose records to the parent without the student’s consent. Schools also have the option of providing students with the same rights as their parents, plus additional rights by which schools may disclose records to students without their parents’ consent.

Records include any recorded information that is directly related to a particular student and is created or maintained by a school, school employee, or person acting for a school. School records that contain information about no single identifiable student are not FERPA records. Records included under FERPA pertain not only to written form, but also include any permanent recording such as a tape, picture, or computer file. This means that student information does not have to be in the official student file to be covered by FERPA; however, not covered by the Act would, for example, include confidential notes by a teacher on a particular student, which are not shared.

Any covered records may be accessed by the qualified student or the student’s parents, and may be challenged by the qualified student or the student’s parents if they find the records to be misleading, inaccurate, or in violation of the student’s privacy rights.

FERPA allows schools to make internal disclosures of records to other officials or employees who the school determines to have a “*legitimate educational interest*” for inspecting student records. However, the school must ensure that the records are not accessible to others not covered under this provision during the transmission of the documents to persons with such legitimate educational interests. Note: Schools should maintain a log of all transactions.

Issue of Current Role of FERPA and the Computer Age:

Today, records related to students are not only kept in filing cabinets, but also records related to students, student activities, and academic records are recorded and stored in a schools’ computer system. Access to all records covered by FERPA must therefore be maintained in accordance with this Act.

It is the policy of Eastern Connecticut State University to respect the rights and privacy of students in accordance with federal regulations published by the Department of Health and Human Services for enforcing the Family Educational Rights and Privacy Act of 1974. As a result of the legislation, the student is guaranteed certain rights and safeguards which are outlined in this document.

I. Inspection and Review of Educational Records

Eastern Connecticut State University shall permit a student who is or has been in attendance at Eastern to inspect and review his/her educational records. Eastern shall comply with such requests within a reasonable amount of time but in no case more than forty-five (45) days after the request has been made; however, the University will not permit students to inspect and review the following records:

- A. Financial records and statements of parents.
- B. Confidential letters and confidential statements of recommendation which were placed in the files of the student prior to January 1, 1975, provided the letters and statements were solicited with a written assurance of confidentiality or sent and retained with a documented understanding of confidentiality and the letters and statements were used only for the purposes for which they were specifically intended.
- C. Confidential letters of recommendation and confidential statements of recommendation which were placed in the file of the student after January 1, 1975, involving admission to an educational institution, and application for employment, or the receipt of an honor or honorary recognition, provided that the student has waived his/her rights to inspect and review those letters and statements of recommendation.

Except for the instances cited above, students have the right to inspect and/or review the following records:

Type of Records	Official	Location
Academic	Registrar's Office	Support Service Center
Financial Aid	Director of Financial Aid	Support Service Center
Placement	Director of Career and Experiential Education Services	Support Service Center
Disciplinary	Vice President for Student Affairs	Support Service Center
Graduate School	Dean of Education and Professional Studies	Charles R. Webb Hall
Extension	Dean of Continuing Education	Henry T. Burr Hall
General Student Information	Vice President and Dean of Student Affairs	Support Service Center

Students may request permission to inspect or review individual records by making application to the office that stores the appropriate records desired. Such inspection may be facilitated by completion of the Application for Review/Inspection of Student Records.

The institution shall make every effort to comply with a student request as soon as possible. In no case, however, shall Eastern Connecticut State University postpone access to student records beyond forty-five (45) days.

It is the policy of the University that student records be inspected on the premises in all cases. When it is clearly impossible to inspect the records in any University office, the student may request a copy of the record. Students desiring copies of their student records may obtain such copies at the students' expense. (There are certain exceptions to this, e.g., a copy of the academic record for which a financial "hold" exists, or a transcript of an original or source document that exists elsewhere.)

II. Disclosure of Student Records

Eastern Connecticut State University shall not release any personally identifiable information contained in school records to any agency or person without the consent of the student unless the disclosure is made:

- A. to academic and administrative personnel within the Eastern Connecticut State University community acting in the student's educational interest within the limitation of his/her need to know;
- B. to officials of another school or school system in which the student seeks to enroll;
- C. to certain federal or state officials for purposes of eligibility in federal programs;
- D. in connection with financial aid for which the student has applied or has received, provided that the information may be disclosed only for such purposes as (1) determining eligibility for the student for financial aid, (2) determining the amount of financial aid, (3) determining the conditions which will be imposed regarding financial aid, or (4) enforcing the conditions of the financial aid;
- E. to organizations conducting studies for or on behalf of educational agencies or institutions for the purpose of developing, validating, or administering predictive tests, administering student aid programs, and improving instruction, providing that the studies are conducted in a manner which will not permit the personal identification of students;
- F. to accrediting organizations carrying out the appropriate recurring functions;
- G. to comply with judicial order or lawfully issued subpoena provided that Eastern makes a reasonable effort to notify the student of the order or the subpoena in advance of the compliance;
- H. to appropriate parties in a health or safety emergency, provided that: there is serious threat to the health or safety of the student or other individuals and the information is needed to meet the emergency; the parties to whom the information is disclosed are in a position to deal with the emergency and have the need to act quickly with the emergency.
- I. As properly classified as "directory" information or "public" information, via,
 - 1. student's name, address, telephone number
 - 2. school, major(s), minor(s), fields of study
 - 3. participation in officially recognized activities and sports, weight and height of members of athletic teams
 - 4. dates of attendance, degrees and awards received
 - 5. the most recent educational agency or institution attended by the student
 - 6. expected date of completion of degree requirements and graduation
 - 7. full- or part-time enrollment status
 - 8. other similar information

Students may withhold directory information by notifying the Registrar in writing within two weeks following the Registrar's published notice of intent to disclose directory information for the current academic year.

Each office at Eastern Connecticut State University has written procedures to permit students to request disclosure of educational records to requesting agencies. Such written consent will contain the signature and date of the student applicant, a specification of the records to be disclosed, the purpose or purposes for the disclosure, and the individual or individuals to whom the disclosure is to be made.

Each office contains a complete written record of disclosures. Such a record shall contain: (1) names of parties who have requested and/or obtained personal identifiable information from the education record of the student and (2) the specific legitimate interests these parties had in requesting or obtaining the information if the applicants are not the students themselves.

In disclosing any personally identifiable information on students, Eastern Connecticut State University shall do so only on the condition that the recipient shall not disclose the information to any other party without the prior written consent of the student. In making such disclosures, the University shall inform the recipient party of this requirement.

III. Waiver of Student Rights

Students may waive any rights to inspect and review confidential letters and confidential statements of recommendation if the following three conditions are met: (1) the student, upon request, is notified of the names of all individuals providing the letters or statements; (2) the letters or statements are used only for the purpose for which they were originally intended; (3) the waiver is not required by the agency or institution as a condition of admission to or receipt of any service or benefit of the University. All such waivers must be executed by the student by completing the form "Student Waiver of Right to Inspect Confidential Letters and Statements."

IV. Amendment of Educational Records

Students who believe that information contained in their educational record is inaccurate (refer to Student Policy on Change of Grade), misleading, or in violation of the privacy or other rights of students, may request that the University amend such records by completing the Request to Amend Student Educational Records. Appropriate University officials shall decide whether or not to amend the educational record in accordance with the request, not later than 45 days following the date of such request. If the University refuses to amend the educational records, it shall so inform the student and advise the student of the right to a hearing in accordance with Section V of this document.

V. Student Hearing Rights

Students who wish to challenge the content of an educational record, if they believe the record is inaccurate, misleading, or otherwise in violation of their privacy rights, shall be entitled to a hearing after ascertaining that no other means of redress has been satisfactory. The student must present the challenge within six (6) months of the time he/she becomes aware of the question.

Procedure

The student shall initiate the hearing procedure by completing the form “Request for Hearing on Student Educational Records” and submitting it to the appropriate vice-president. The hearing shall be within 30 days following the receipt of the completed form by the University. The hearing shall be conducted by a hearing panel and the student shall be given notice of the date, place and time, in accordance with the time schedule for other hearings conducted by that panel. The hearing panels, which will adjudicate such challenges, will be individuals designated by the appropriate vice president. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised under the complaint and may be assisted or represented by individuals of his/her choice. Any decision of the panel shall be based solely upon the evidence considered at the hearing. Within two weeks, written notification of action shall be sent by registered mail and shall include a summary of the evidence and the reasons for the decision.

College Action Following Hearing

1. If, as the result of the hearing, the University decides that the information is inaccurate, misleading, or otherwise in violation of the privacy rights of the student, it shall amend the record of the student and so inform the student in writing.
2. If, following the hearing, the University decides that the information is not accurate, misleading, or in violation of the rights of the student, it shall inform the student of that fact and of his/her right to place in the record a statement commenting upon the information in the record and/or setting forth reasons for disagreeing with the decision of the University.

Student Explanations

Any explanation placed in the educational record of the student under the above paragraph shall be maintained by the University as part of the educational records as long as the record and/or contested portion thereof is maintained by the University. If the educational record of the student is disclosed by the University to any party, the explanation furnished by the student shall also be disclosed to that party as part of the record.

VI. Student Complaints

Students have the right to complain regarding violations of rights according to this Act, by addressing complaints to the Family Educational Rights and Privacy Act Office, Department of Health and Human Services, 330 Independence Avenue, Southwest, Washington, D.C. 20201. In the event that a complaint is received, the Office shall notify the complainant and the University in writing that a complaint has been received. Notification shall include the substance of the violation, and the University shall have an opportunity to submit a written response. The Office will investigate all complaints received to determine whether there has been a failure to comply with the provisions of the act and may permit further written or oral submissions by the University or the complainant. Following its investigation the Office will provide notification in writing of its findings and supporting reasons to the complainant and the University. If the Office finds the University in violation, the specific steps, which must be taken by the University to bring about compliance, will be set forth. The notification shall also set

forth a reasonable period of time, given all of the circumstances of the case, for the University to comply voluntarily.

Financial Aid

Financial assistance includes grants, loans, scholarships, and employment. Financial aid information may be obtained from the Financial Aid Office in the Support Service Center. Both full- and part-time students are eligible to apply.

Health Services

Health Services is located at 185 Birch Street, adjacent to Windham Street Apartments and can be reached at 465-5263. Health Services welcomes students whom have health problems, as well as those with questions and concerns about staying healthy. Professional staff includes a part-time physician, registered nurses, and a nurse practitioner. The nurses and physician see students on a walk-in basis. There is no charge for visits. There is a charge for prescribed medications and diagnostic testing. It is the student's responsibility to apply for reimbursement through personal insurance.

Hours for Health Services are as follows:

8:30 a.m. - 5 p.m. Monday - Thursday

8:30 a.m.- 4:30 p.m. Friday

In the event of an emergency, when Health Services is closed, students may go to the Emergency Department of Windham Community Memorial Hospital, 112 Mansfield Avenue, Willimantic. An alternative source of care in the evening and on weekends is the Med-East Walk-In Center, located in Gateway Commons on West Main Street (465-1252). Students who carry the sickness insurance policy offered through the University will not be required to pay out-of-pocket at the time of service when evaluated at Med-East.

Connecticut state law requirements regarding measles (rubeola) and German measles (rubella) are strictly enforced. All full-time and part-time students born after 1956 must provide documented proof of two doses of measles vaccine: the first must be given in or after 1969, the second after 1/1/80. One dose of German measles vaccine is required. Measles and rubella vaccination (MMR) is available through Health Services for a \$10 fee.

Honors and Honor Societies

The University recognizes academic achievement in various ways, including the following:

Dean's List - Recognition for academic excellence is given at the end of each semester to full-time matriculated students in good standing with a semester GPA of 3.50 or higher. In order to be eligible for consideration, the student must have registered for and completed at least 12 credits in letter-graded courses during the semester in question and have no "Incomplete" for the semester.

Recognition is given at the end of each semester to part-time students who have accumulated 15 credits and have earned a grade point average of 3.50 or higher. All grading rules that apply to full-time Dean's List recipients apply to part-time Dean's List recipients with two exceptions:

1. Full-time students enrolled in student teaching or departmentally required University-designated credit/no credit practica or internships, and lacking 12 credits in letter-graded courses, must earn a grade of CR and have a cumulative GPA of 3.50 or higher, including the semester in question, to be placed on the Dean's List.
2. Students with an "Incomplete grade" are evaluated for Dean's List eligibility when all of their "Incompletes" are changed to final grades.

University Honors Scholars - Honors Scholars who fulfill Honors Program requirements, including successful presentation of their Senior Thesis work, are recognized at Commencement. Their transcripts designate them as University Honors Scholars.

Commencement Honors - Students graduating with a cumulative grade point average of 3.50 or better for all course work completed at Eastern, and who have completed 45 credits in residence at Eastern, are recognized as honor students with the following designations:

Average of 3.50 - 3.69	cum laude
Average of 3.70 - 3.89	magna cum laude
Average of 3.90 - 4.00	summa cum laude

Additional Honors and Honor Societies include:

1. Who's Who Among Students in American Colleges and Universities
2. Omicron Delta Kappa (Leadership)
3. Beta Beta Beta (Biology)
4. Delta Mu Delta (Business Administration)
5. Kappa Delta Pi (Education)
6. Kappa Mu Epsilon (Mathematics)
7. Omicron Delta Epsilon (Economics)
8. Psi Chi (Psychology)
9. Sigma Delta Pi (Spanish)
10. Sigma Tau Delta (English)
11. Upsilon Pi Epsilon (Computing Science)

Housing

Campus housing is conveniently located within walking distance of classroom buildings, the dining hall, the library, churches, and the downtown shopping area. A variety of living accommodations are provided for full-time undergraduate students attending Eastern. Every effort is made to provide undergraduate residences that will contribute to comfortable living in an environment conducive to study, personal development, and companionship. It is Eastern's understanding that education extends beyond the classroom, laboratory, or the library into campus residences, dining rooms, and student centers, where the exchange of ideas among students and faculty is an integral part of the educational process.

Due to space limitations, housing cannot be offered to graduate students or married students. Students enrolled for fewer than twelve (12) credits during the regular academic year who wish housing should inquire in the housing office for availability. Housing may be secured during the summer session. Food service is available on a per-semester basis or per-meal basis in Margaret Hurley Hall.

Campus Residence Halls

The University maintains co-ed residence halls, one women's residence hall, and two suite-style halls. A residence hall director with a staff of student assistants is responsible for the administration of each hall. All rooms are furnished with beds, dressers, wardrobes, desks, and chairs. Each residence hall has lounges and laundry facilities. Students are expected to furnish blankets, pillows, bedspreads, curtains, metal wastebaskets, study lamps, and other personal items according to individual taste.

Students living in residence halls are required to participate in the University 14-meal plan.

Campus Apartments

Full-time sophomores, juniors, and seniors may live in the Windham Street and Frederick R. Noble Hall apartment complexes located on the Middle and South Campus, and Samson Occum Hall on the North Campus. Apartments in all areas consist of a living room, bedrooms, bathrooms, and a kitchen. The apartments are designed to accommodate four to six occupants. A number of single bedrooms are available in the Windham Street apartments only. Although all apartments are equipped with kitchen facilities for meal preparation, students, other than freshmen, may elect to participate in the University food plan. Any freshman student living in any apartment complex (including Occum) must participate in the 14 or 19-meal plan. Other Occum Hall residents are required to participate in the 10-meal plan program.

Intercollegiate Athletics

Eastern's Department of Intercollegiate Athletics has evolved into a leader in intercollegiate athletics, offering fifteen NCAA Division III programs for its full-time undergraduate enrollment of more than 3,000 students. Eastern is known throughout the region as a perennial powerhouse in the Little East Conference, the most competitive conference in New England and one of the top conferences in all of Division III. The University recognizes excellence both on and off the field through its annual presentation of scholar athlete awards.

International Student Services

The Office of International Programs, located in the Support Service Center, assists in recruitment and strengthens retention of international students, provides opportunities for students to study abroad, and assists faculty and staff to create teaching, learning, and research exchange programs with colleagues around the world. The office staff is available to discuss U.S. immigration regulations and students' educational, social, cultural, and financial matters.

National Student Exchange

Eastern is a member of the National Student Exchange (NSE). Full-time students may apply to study, for one semester or one year, at over 150 member state colleges or universities in the continental United States, as well as Hawaii, Puerto Rico, Guam and the Virgin Islands. Students pay tuition and some fees to Eastern, while paying room and board and normally charged fees to the host institution. Students will be permitted to participate in their sophomore or junior years. Exceptions are occasionally made in the case of first semester seniors.

The NSE program provides students the opportunity to take advantage of educational experiences not available at Eastern and to become better acquainted with another region of the country. Students accepted into the program will receive equivalent credit at Eastern for study satisfactorily completed. This means that all courses will appear on the student's ECSU transcript, including "F" graded courses, if any. Students must have their faculty advisor's approval before registering for courses. NSE/host institution credits are calculated in a student's GPA at Eastern.

Orientation

Each year an undergraduate orientation program is conducted to acquaint all new students with the aims, resources, policies, and procedures of the University. The program assists students to get to know each other, their student leaders, and the faculty and staff. Aspects of the program, designed to help students succeed in college, are extended throughout the year. Student orientation leaders meet with new and transfer students and parents in small group settings to familiarize them with Eastern's academic opportunities and student support services.

Rights and Responsibilities

Guidelines for Student Rights and Responsibilities and Judicial Procedures are contained in the Student Handbook. These guidelines are provided to present a clear statement of student rights and responsibilities, to create fair and appropriate judicial procedures for the protection of said rights and the implementation of said responsibilities.

The Connecticut State University will adhere to those guidelines, which are consistent with the requirements of due process. Students must note that as citizens, they are subject to all federal and state laws in addition to all University regulations governing student conduct and responsibility. All complaints under this policy will be taken seriously. At the conclusion of the investigation, to the extent permitted by law, complainants and victims will be provided with appropriate information necessary to demonstrate that the complaint was taken seriously and a general understanding of the disposition of the complaint.

Student Activities/Adviser

The Student Activities Office works closely with the Student Government Association in the development and maintenance of a strong student government and a diversified activities program. The interests, skills, and participation of faculty add greatly to the viability and success of this co-curricular program, especially when faculty members take an interest in and/or take on the role of advisor for any of Eastern's student organizations.

STUDENT GOVERNANCE BODIES

Student Government Association

The Student Government Association (SGA) is a representative form of student government, which provides an opportunity for the student body to develop skills in democratic procedures. The elected members work at meeting the social, economic and curricular needs of the students. Acting as the governing body for student concerns, the SGA serves in deliberations with the faculty and the administration of the University. The budget of the SGA is generated from the student activity fee paid by every full-time day student.

The SGA is compiled of many segments of the student population and is constituency based. Officers are elected annually from within the membership of the SGA. Two standing committees and the Executive Board act as advisory bodies in the management of the SGA. Each Student Senator serves on one of the standing committees listed below.

Budget and Management (BAM)

The primary focus of this standing committee is to supervise the implementation of the SGA budget and the management of SGA funds according to State statute and procedures. The committee answers directly to the SGA Body. A major function of this process is to allocate funds to and monitor the business operations of all student organizations sanctioned by the SGA. Sanctioned organizations agree to comply with all procedures.

Vocalizing Outstanding Issues and Concerns of Eastern Students (VOICES)

This committee concerns itself with the welfare of the student body at ECSU, whether it be a concern of social, economic or educational nature. The committee is in close contact with members of the faculty, administration and the Board of Trustees. Its main concern, however, is handling students' complaints and following up to see that students' issues are duly addressed.

Executive Board

The Board consists of the SGA president, vice president, treasurer, secretary and the chairpersons from the budget and management committee and of the Vocalizing Outstanding Issues Concerning ECSU Committee, a total of six members. It develops the SGA budget, and carries out directives, mandates and enforcement of all policies established by the SGA. In addition, it coordinates existing programs and develops new ones.

Student Government Association Elections

Nominating and election procedures for the Student Government Association elections are supervised by a special election committee that is chaired by the Vice President of the SGA. The Office of Student Activities convenes the committee and monitors both the nomination process and the elections.

Election Procedures

1. Twenty five signatures of students are needed. Petitions will carry extra spaces for signatures, in case some signatures are illegible or invalid.
2. Petition period will be at least one week.
3. Once all petitions are in, they will be validated, and a roster of candidates will be posted. Campaigning may begin at this point.
4. At least five days should be allowed for campaigning between the posting of the roster and the first day of election.
5. Students will vote for senior class officers and their constituent senators. University enrollment printouts will be used to determine class standing for elections.
6. The order in which names appear on the ballots shall be determined in a random manner.
7. Ballots will be counted by the election committee in the presence of at least one SGA advisor.
8. Tentative results will be posted as soon as the ballots are counted.
9. The tentative results will be presented at the next SGA meeting, and the SGA will approve the results.
10. New senators will assume their seats at this meeting
11. SGA Executive Board Elections will be campus-wide so the student body may choose the officers.

Student Government Association Composition

The SGA is composed of

- Residence Hall Senators (1 per 100 residents)
- Commuter Student Senators (1 per 100 Commuters)
- School of Arts and Sciences Senator (1)
- School of Professional Studies Senator (1)
- Special Interest Senators (number TBA)

Election of Senior Class Committee - Elections for the Senior Class Committee are supervised by a special election committee that is chaired by the Vice President of the SGA. The Office of Student Activities convenes the committee and monitors both the nominations and the elections. Elections for Senior Class Committee take place in the spring for the following academic year.

Eligibility for SGA and Class Elections - All students running for Student Government Association or Senior Class Committee must be in "good academic standing."

Student Malpractice Policy

Eastern Connecticut State University carries a Student Malpractice Policy – Allied Health Policy to cover incidents that could pose liability problems that occur during the policy term. Students covered by this policy include athletic trainers, psychologists, and social workers while they are performing duties relating to their internships. This policy provides supplemental coverage only; it is not a claims-made coverage. If there is other insurance that applies to the loss resulting from the student’s professional services, the student’s primary insurance policy comes into play first, and the ECSU policy provides secondary coverage.

Student Organizations

ABIGAYLE	Intervarsity Christian Fellowship
AIDS & HIV Awareness	National Student Exchange (NSE)
Accounting Society	Native American Club
American Marketing Club	<i>New Dimensions</i> (literary booklet)
Anthropology Club	Noble Hall Council
Biology Club	Nubian Society
Bowling Club	Occum Hall Council
Budget and Management (BAM)	Organization of Latin American Students (OLAS)
Burnap Hall Council	Organization of African Family
Burr Hall Council	Outdoor Adventure Club
Business & Economics Club	Philosophy/Ideas Club
Campus Activity Board (CAB)	Physical Education Club
Campus Lantern (newspaper)	Political Science Club
Canada Club	Project Unity
C.A.R.E.	Psychology Club
Celtic Society	Repertory Dance Troupe
Chorus Club	Residence Outreach Council (ROC)
College Bowl Club	Rhythms of Unity
Communications Club	S.A.D.D. (Students Against Drunk Driving)
Commuter Association	Scuba Club
Connpirg Org. Committee	Senior Class Committee
Crandall Hall Council	Sociology Club
Cricket Club	Student Government Association (SGA)
Dance Team Club	<i>Sustinet</i> (yearbook)
Drama Club	Tae Kwon Do Club
Drill Team	Take Back the Night
Earth Science Club	V.O.I.C.E.S. (Vocalizing Outstanding Issues Concerning ECSU)
ECSU Tennis Club	W.E.C.S. Radio Club
Entrepreneur's Club	West Indian Society
Golf Club	Windham Street Apartment Council
Gospel Choir	Winthrop Hall Council
Habitat for Humanity	Women's Center Student Coalition
History Club	
Honors Club	
International Students Association	

Student Media

Campus Lantern

The *Campus Lantern*, a weekly student newspaper, is published to inform the University community of news, sports, activities and miscellaneous information. The *Campus Lantern* office is located in Room 212 of the Student Center and welcomes all interested students to join the staff.

New Dimensions

New Dimensions is a compilation of short stories, poetry, and artwork submitted by the Eastern community, and serves to showcase the talents of the students, faculty, and staff. The student organization, *New Dimensions*, located in Room 213 of the Student Center, publishes once a semester, and welcomes all submissions.

WECS 90.1 FM

WECS 90.1 FM, which has a broadcast reach of more than 500 square miles, is operated by the Communication Department as an "on-air" laboratory designed to provide students the opportunity to gain valuable experience in the field of broadcasting. Many positions are open each semester, including air personalities, news reporters, recording engineers, music directors, copywriters, sportscasters, and managers. The station has an ongoing training program and is open to all students with an interest in broadcasting. For more information, stop by the studios in the Media Center, Room 118A.

Tutoring

Peer and faculty tutors are available in many subjects. The Learning Center serves as a campus-wide clearinghouse for requests. Tutorials are offered in various formats, including individual one-on-one sessions, small study groups for a specific course, laboratory-assisted sessions and/or supplemental instruction in a specific subject. There is no charge for tutoring.

Academically capable students interested in tutoring should apply at the Learning Center. Eligible tutors can earn cash or academic credit for the experience. Training is also provided. While there is always a great need for tutors, only a limited number of positions are available each semester. Please encourage interested students to apply early.