WELCOME
The Caldwell University C-Book is designed to encourage student awareness of student rights and responsibilities as well as campus life and activities. It functions as a handbook to guide our new students and to keep our upperclassmen/women updated on university expectations. This publication contains information about university policies and campus regulations, student government, annual traditions, and ways to be involved in campus life and maintain a sense of belonging to this community.

NOTICE
Students are advised that the information contained in this C-Book is subject to change at the sole discretion of the university which reserves the right to add, amend, or repeal any of its regulations, policies, and programs, in whole or in part, at any time. In any such case, the university will give appropriate notice as is reasonably practicable under the circumstances. Whereas the university makes every effort to ensure the information included in this handbook is accurate, there is no way to guarantee absolute accuracy. Students are expected to make note of changes as sent via Caldwell University e-mail and/or via on-campus postings.

Caldwell University
120 Bloomfield Avenue
Caldwell, NJ 07006
973-618-3000
Founded in 1939 by the Sisters of Saint Dominic, Caldwell University promotes intellectual, spiritual, and aesthetic growth to a diverse population and welcomes all cultures and faith traditions.

Inspired by St. Dominic de Guzman and our Catholic heritage, we transform students’ lives by preparing them through the liberal arts and professional studies to think critically, pursue truth, and contribute to a just society.

**OUR MISSION STATEMENT**
CORE VALUES
The CORE Values of Caldwell University emanate from the Catholic Intellectual Tradition, the life of Saint Dominic, the charism of the Sisters of St. Dominic of Caldwell, and the Four Pillars of Dominican Life.

In response to St. Dominic’s desire to pursue “truth” through education, Caldwell University commits itself to the following CORE Values:

RESPECT
Respecting the sacred dignity of all creation, we call ourselves to responsible relationship with each other and with the earth. Diversity of races, creeds, cultures, and abilities enriches the university community, in a climate of mutual respect.

INTEGRITY
Concerned for the good of individuals and the community, we commit ourselves to honesty and professional excellence in all interactions and relationships.

COMMUNITY
Valuing connectedness, collaboration and inclusivity, we extend this spirit through intentional outreach to the broader community.

EXCELLENCE
Aware that each person, singly and together with others, has a role in creating a just and compassionate global community, we promise each other commitment to developing in the whole person a love for lifelong learning and skillful collaboration in the search for knowledge, truth, and solutions to problems.
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EXPECTATIONS

1. Students are expected to read, accept, and embrace the Caldwell University Mission Statement and CORE Values.
2. Students are expected to read and comply with the policies and procedures in this handbook and of campus departments.
3. Students are expected to take pride in themselves as students, scholars and members of the Caldwell University community. Be proud of Caldwell University; show Cougar Pride.
4. Students are expected to engage in the academic and student life of the university; be involved in their education and the educational community.
5. Students are expected to conduct themselves in a manner which promotes and enhances civility and respect, both in an out of the classroom setting.
August 2015

Dear Caldwell University Student,

A warm welcome is extended to all new and returning students! A year of personal growth and opportunities awaits you on the campus of Caldwell University. I am pleased to introduce the 2015-2016 C-Book. This handbook is a valuable resource which contains information about the university, its activities, people, and places. The C-Book also includes the policies and procedures which guide our actions as a university community toward personal, professional, and global responsibility.

At Caldwell University we believe in the education of the whole person. The intellectual, physical, emotional and spiritual growth of the individual are our primary goals. Guided by our Catholic identity and the rich Dominican tradition of the Sisters of St. Dominic, we emphasize our core values of Respect, Integrity, Community, and Excellence. Here, you will be a member of a community that practices both respect for the individual and regard for the common good, one that reverences and celebrates the diversity of all its members.

In order to be a successful student at Caldwell University, it is essential that you seize the opportunities that are presented to you for intellectual and personal growth. This is applicable to all areas of academic and university life, including the classroom, your internship, student organizations, activities, opportunities for spiritual growth, athletics, and more. One of our goals is to inspire you to complement your academic instruction with an enriching out-of-classroom experience. Your semesters at Caldwell will be more rewarding if you take advantage of campus offerings that will further your sense of self and enhance your enjoyment of university life.

Please note that all students are responsible for reading and knowing the policies, procedures, and regulations in the C-Book as it will be a helpful guide throughout your time at Caldwell University. We encourage you to consult it regularly and use it wisely. Please know that we are here to champion your success as a member of the Caldwell University community. We are happy you are here with us. Have a great year!

Very truly yours,

Sister Kathleen Tuite, O.P.

Vice President for Student Life
TRADITIONS OF CALDWELL UNIVERSITY

Academic Convocation
A long-standing tradition at the beginning of each fall semester, Caldwell University formally receives and welcomes new undergraduate students into the academic community. The Academic Convocation ceremony is celebrated during new student welcome weekend. Each new student receives a pendant featuring the university seal. Monday, August 31

Mass of the Holy Spirit
Early in the fall semester, the university community gathers for the Mass of the Holy Spirit to begin the academic year anew, rededicate ourselves to our purpose as a campus, to welcome new students, staff, and faculty to the community, and to ask for God’s inspiration and spirit to fill all that we do. Special blessings of teams and/or student groups are often conducted. All are welcome to attend. Wednesday, September 9

Caldwell Day of Service
Caldwell University’s Caldwell Day of Service, celebrating the life of St. Martin de Porres, is held annually. St. Martin was a Dominican brother whose passionate love for God led him to serve the poor in Lima, Peru during the early 1600’s. On Caldwell Day, faculty, staff, students and alumni come together to serve the local Caldwell/Essex County area and to put into action our Catholic Dominican Mission as a university community. Friday, September 25

Christmas Traditions
The university commemorates the birth of Christ with a cluster of ceremonies and activities. Reminded of those who are less fortunate, the custom of a “Giving Tree” has been established, allowing members of the university community to share something of themselves with others. Members of the university community decorate a Christmas tree located in the Student Center dining hall.

An Advent Liturgy is celebrated by the university community; the outdoor Crèche and tree are blessed and illuminated amongst Christmas carols and hymns. Afterward, faculty, staff, and students gather for an evening celebration. Wednesday, December 2

Saint Thomas Aquinas Celebration
As a university community, we celebrate the Feast of Saint Thomas Aquinas, a Dominican philosopher and theologian who is the patron of Catholic education. Whereas the Feast of Saint Thomas Aquinas is January 28, we celebrate a campus-wide liturgy on the Wednesday closest to January 28 once spring semester classes are in session. Wednesday, January 27

Founder’s Day
Each year, on the Wednesday closest to March 19—the Feast of Saint Joseph—the university celebrates its founder, Mother Joseph Dunn, O.P., and the memory of the many women and men whose lives helped build the university. Following the Liturgy, years of service by faculty, staff and administration are recognized. The day is filled with spirit and pride; events also include the notable Founder’s Day Lecture and community-building activities. Wednesday, March 25
Honors Convocation
Toward the end of each spring semester, prior to commencement, the Caldwell University community gathers to recognize the outstanding academic achievements of its students. The honorees range from inductees into honor societies, to outstanding scholars in specific majors of study, to the Trustee Award. Faculty and staff are also recognized. This ceremony also highlights faculty who have newly earned a Ph.D., the Excellence in Teaching Award, the Mission in Action Award, and the Caldwell Cup.
Wednesday, April 20

Lady Lane Tree Dedication Ceremony
Each year since 1943, graduating students dedicate a tree to be planted at Lady Lane to foster the relationship between Caldwell University and its alumni. This tradition unites alumni tangibly to the institution and provides them with a physical tribute for their time spent at Caldwell.

Commencement Liturgy
Prior to Commencement, graduates and their guests, faculty, staff, and students gather for the Eucharistic liturgy celebrating our graduates and giving thanks and praise for gifts given and received as a Caldwell University student. We ask a blessing for our graduates that they may continue to follow the mission and core values of the university as they begin a new chapter in their lives. Saturday, May 14

Commencement
Bachelor’s, master’s, and doctoral recipients who participate in the commencement ceremony are individually announced to cross the stage during the conferral of degrees on Commencement Day. Sunday, May 15
ACADEMIC CALENDAR

Fall Semester — 2015

August
26-28 International Student Orientation
26 Graduate New Student Orientation
27 Adult Undergraduate Semester Orientation
28 Transfer Orientation
29-31 New Student Weekend of Welcome
31 New Student Convocation
31 Evening Classes Begin (4:15 p.m.)

September
1 Day Classes Begin (8:00 a.m.)
7 Labor Day (No Classes)
9 Last Day to Add/Drop On Campus Classes
9 Mass of the Holy Spirit
11 Incomplete Grades from Spring 2015 Due in Registrar’s Office
25 Caldwell Day (No Classes)

October
12-13 Columbus Day Break (No Classes)
21 Mid-Term Progress Report Due
30 Last Day to Withdraw from a Class with a Grade of “W”

November
2 Deadline for Applications for May 2016 Degree Completion
2 Spring/Winter Registration Material Available on the Web
16 Spring/Winter Registration Begins
20 Last Day to Withdraw from a Class with a Grade of “WP” or “WF”
23 Incomplete Grades from Summer 2015 Due in Registrar’s Office
25 Thanksgiving Recess Begins at 4:15 p.m. (No Evening Classes)
26-28 Thanksgiving Recess (No Classes)
28 No Saturday Classes
30 Classes Resume

December
2 Christmas Liturgy/Celebration
12 Last Day of Classes
14-19 Final Exams

Accelerated Program
Session A
September 12
Classes Begin
Last Day to Add/Drop a Class
September 21

Online Program
Session A
September 5
September 5
(last day to add)
September 10
(last day to drop)
September 28

Accelerated Program
Session B
October 31
Classes Begin
November 9
Last Day to Add/Drop a Class

Online Program
Session B
October 31
October 31
(last day to add)
November 5
(last day to drop)

Post Bac
Saturday Classes
September 12
September 5

Online Program
Session C
September 5
September 14

Doctoral Schedule for Education
Session A
September 11
Classes Begin
September 18
Last Day to Add/Drop a Class
September 25
Last Day to Withdraw from a Class
October 17
Last Day of Classes

Doctoral Schedule for Education
Session B
December 11
Classes Begin
December 18
Last Day to Add/Drop a Class
January 8
Last Day to Withdraw from a Class
January 30

Doctoral Schedule for Education
Winter Session
12/11-12, 1/8-9, 1/29-30
Classes Begin
December 11
Classes Begin
January 8

Graduate-Education Online
8 Week Courses
Session A
August 30
Classes Begin
September 4
Last Day to Add a Class
September 22
Last Day to Drop a Class
October 24

Session B
October 25
October 25

Post Bac
Online Program
Session C
September 12
September 5

Online Program
Session C
September 14
November 9

Online Program
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September 19
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Spring Semester — 2016

January
4  Winter Session Begins
15  Winter Session Ends
20-22  International Student Orientation
20  Graduate New Student Orientation
21  Adult Undergraduate Semester Orientation
22  Transfer Orientation
25  Evening Classes Begin (4:15 p.m.)
26  Day Classes Begin (8:00 a.m.)
27  St. Thomas Aquinas Liturgy
30  Saturday Classes Begin (8:00 a.m.)

February
1  Deadline for Applications for August 2016 Degree Completion
2  Last Day to Add/Drop a Class
15-16  President’s Break – University Closed
17  Classes Resume

March
15  Mid-Term Progress Report Due
16  Founders Day Liturgy/Celebration
20-27  Spring Break
26  No Saturday Classes
28  Classes Resume at 4:15 p.m. (No Day Classes)
30  Summer/Fall Registration Materials Available on the Web

April
1  Last Day to Withdraw from Class with a Grade of “W”
11  Summer/Fall Registration Begins
11  Incomplete Grades for Fall 2015 Due in Registrar’s Office
22  Last Day to Withdraw from Class with a Grade of “WP” or “WF”
20  Convocation

May
2  Deadline for Applications for December 2016 Degree Completion
2  Incomplete Grades for Winter 2015 Due in Registrar’s Office
5  Last Day of Classes
6-12  Final Examinations
7  Saturday Final Examinations
14  Commencement Liturgy
15  Commencement
university student code of conduct

Caldwell University Student Conduct Standards

Statement of Personal Rights and Responsibilities
Caldwell University has the right and the responsibility to set standards of conduct in order to safeguard the freedom to learn and to provide for the safety of persons on the campus. The university reserves the right to request at any time the withdrawal of a student who cannot or does not maintain the required standard of scholarship, whose conduct is not satisfactory to the authorities of the university, or whose conduct violates any of the university’s policies or rules of conduct.

These rights and standards of conduct include:

1. The right to be free from discrimination, to be treated equally and as an individual without regard to sex (including pregnancy and sexual harassment), race, color, age, national origin, disability, handicap, religion, status as a veteran, affectional or sexual orientation, gender identity or expression, marital status, domestic partnership or civil union status, or on the basis of any other characteristic protected by applicable federal, state or local law(s).

2. The freedom to express one’s views in a manner consistent with the university’s mission, to meet peacefully on the university property with other members of the university community, and to respect the person, possessions, and residences of others.

3. The right to assemble with others, to move about freely, and to join and organize associations for educational, political, social, religious, or cultural purposes.

4. The right to be treated fairly and to have access to a process through which a deprivation of rights can be resolved.

These responsibilities include:

1. The responsibility to refrain from discriminating, harassing, or treating individuals unequally on the basis of sex (including pregnancy and sexual harassment), race, color, age, national origin, disability, religion, status as a veteran, affectional or sexual orientation, gender identity or expression, marital status, domestic partnership or civil union status, or on the basis of any other such characteristic protected by applicable federal, state or local law.

2. The responsibility to permit one another to express views consistent with the university’s mission, to meet peacefully on the university property with other members of the university community, and to respect the person, possessions, and residences of others.

3. The responsibility not to interfere with others’ rights to assemble, move about freely, and to join and organize associations for educational, political, religious, social, and cultural purposes.

4. The responsibility to treat others fairly.

In the event of an emergency when it is necessary to protect the health or safety of the student or others, the university will notify parents and/or guardians, regardless of the age of the student.
Statement of General University Regulations
Students are subject, both on- and off-campus, to all federal, state, and local laws and ordinances, as well as university rules and regulations. Students are subject to such disciplinary action as deemed appropriate, including suspension and expulsion, for acts or omissions that are prohibited by federal, state, or local laws or university rules and regulations. A student is subject to disciplinary action by the university Student Conduct process whether or not civil/criminal proceedings have been initiated. University conduct proceedings and hearings are not criminal proceedings. This principle extends to conduct that is likely to have adverse effects on the university and its stated mission, on the educational process, or that indicates the individual who committed the violation is an irresponsible member of the university community.

CODE OF STUDENT CONDUCT
The following activities constitute violations of the Caldwell University Code of Student Conduct. They are punishable by sanctions that have been imposed pursuant to the student conduct procedures of the university as set forth in this handbook.

Academic Integrity
Academic Integrity, or honesty, in dealing with ideas, facts, data, interpretations, conclusions and expression of these, is essential to the very nature of any academic community. The nature and mission of Caldwell University demand a high respect for moral values, including intellectual honesty and justice. Every student who attends Caldwell University agrees to abide by this Academic Integrity Policy as long as he or she remains enrolled. Students who witness violations are strongly encouraged to report the academic dishonesty to the appropriate academic authority (instructor, department chair or Vice President for Academic Affairs.) Full policy is available in the Undergraduate Catalog and Graduate Catalog:
http://www.caldwell.edu/files/docs/grad-cat.pdf

Violations of the Academic Integrity policy include but are not limited to:
- Cheating.
- Fabricating data or other information to reach a desired conclusion.
- Plagiarism.
- Multiple Submissions.
- Interfering with another student such that the behavior prevents or impedes that student from fulfilling his or her academic responsibilities.
- Complicity.
- Other.

Violations of the Academic Integrity policy are adjudicated by the Vice President for Academic Affairs or designee.

Behavioral Code of Conduct
1. Engaging in conduct which is in violation of federal, state, or local laws.
2. Engaging in conduct which the university determines is in violation of policy, mission or value of the university.
3. Endangering the health and safety of any person.
4. Physical, written, verbal, electronic, or mental abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health, safety, or emotional well-being of others. For additional information, see the Institutional Policy Prohibiting Discrimination and Harassment [University Policies tab, page 29].
5. Conduct which is disorderly, lewd, or indecent; breach of peace; taunting; or aiding, abetting, or inciting and/or procuring another person to breach the peace on- and/or off-campus.

6. Attempted or actual hazing. See Anti-Hazing Policy for more information. [University Policies tab, page 27]

7. Community Safety Violations
   a. Starting fires and/or causing explosions.
   b. False reporting of fires, bombs, and/or emergencies.
   c. Tampering with fire or other safety equipment.
   d. Misuse of safety equipment (i.e., deployment of fire extinguishers inappropriately).
   e. Failure to report malfunctioning or deployed fire safety equipment.
   f. Failure to evacuate any building in which a fire or other emergency alarm has been sounded.
   g. Orchestrating or participating in any prank that threatens the safety of others.
   h. Ball playing, bouncing a ball, hockey, racquet sports, in-line/roller skating, throwing Frisbees, bicycling, skateboarding, etc., in campus buildings unless specifically designated for those activities.
   i. Unauthorized animal(s) in campus buildings. Service animals, when documented, are permitted in accordance with the ADA. All dogs on campus must be leashed at all times. Owners are responsible for any damage or injury caused by the dog.
   j. Crawling or climbing into or out of any window on the campus is prohibited.

8. Attempted or actual intentional disruption or obstruction of teaching, research, administration, and/or other university-sponsored activities, or inciting others to do so. Includes but is not limited to:
   a. Participating in an on-campus or off-campus demonstration, riot, or activity that disrupts the normal operation of the university and/or infringes on the rights of other members of the university community.
   b. Leading or inciting others to disrupt the scheduled and/or normal activities within any campus building or area.

9. Weapons
   a. Possession and/or use of firearms, fireworks, ammunition, explosives, chemicals, or any dangerous weapons or other objects.
   b. Possession of weapons or other dangerous items including but not limited to BB guns, pellet guns, paint guns, bows and arrows, brass knuckles, martial arts equipment, knives with a blade over 3” in length, and/or switchblade knives of any size.
   c. Possession of a harmless instrument designed to look like a firearm, explosive, or dangerous weapon is also prohibited.
   d. Failure to report the presence of illegal or unauthorized firearms, explosives, other weapons, or dangerous chemicals or use of any such item to an appropriate university official.
10. Alcohol and other drug policy violations (For more detail, see Alcohol and Drug Policy.) [University Policies tab, page 21]
   a. Violation of the university Drug Policy.
      1. Use, manufacture, possession, possession by consumption, sale, distribution, or intent to distribute any amount of illegal or controlled drugs or other substances and the misuse or sale/distribution of prescription drugs is prohibited. Controlled substances include, but are not limited to, illegal drugs, prescription drugs, designer drugs, bath salts, caffeinated alcoholic beverages (Four Loko, etc.), powdered alcohol (Palcohol, etc.), and other chemicals that alter the perceptions and motor abilities of an individual.
      2. Use or possession of drug paraphernalia or items that have been or can be used to smoke or ingest illegal drug substances (for example: pipes, hookahs, bowls, bongs, rolling papers, etc.) is prohibited.
      3. Anyone in the presence of any other person on campus who is possessing, consuming, or selling drugs is in violation of university policy and/or law.
   b. Violation of the university Alcohol Policy.
      1. No one under the legal age for drinking shall be served or allowed to sell, purchase, consume, or have in his/her possession alcoholic beverages.
      2. University policy permits the consumption of alcoholic beverages only by persons of legal age at approved social functions when specific permission has been obtained from the appropriate authorities.
      3. Even if there is no violation of federal, state, or local laws, students are prohibited from being intoxicated, encouraging or contributing to the intoxication of another person, participating in drinking games, or carrying open containers of alcoholic beverages outside the limits of the permitted social gathering.
   4. The use of bulk containers of alcohol (kegs, beer balls, etc.) without prior permission is prohibited.
   5. The use and possession of alcoholic beverages by persons aged 21 or older is permitted in residence halls under certain conditions. Failure to meet those conditions is equal to a violation. See Alcohol and Drug Policy for Residential Students, University Policies tab, page 25 and for more information see the Student Conduct Process in the Residence Halls [Residence Life Handbook, pages 85-87].
   6. The sale of alcoholic beverages at events on campus (outside of properly licensed premises) is prohibited unless a valid license is obtained from the Borough of Caldwell. License application is subject to the approval of the Director of Student Engagement.
   7. Students will be held accountable for any vandalism, harassment, drunk and disorderly conduct, or other violations while under the influence of alcohol or drugs, whether or not the student is of legal drinking age.
11. Identification, lying, and misrepresentation
   a. Failure or refusal to present identification upon request by any authorized personnel acting within their authority. Caldwell University ID must be carried at all times.
   b. Furnishing false information to any university official, faculty/staff member, or office.
   c. Forgery, alteration, or misuse of any document, record or instrument of identification.
   d. Impersonation of any other individual or misrepresentation in any manner whatsoever of personal identification is also prohibited.
UNIVERSITY STUDENT
CODE OF CONDUCT

Caldwell University Student
Conduct Standards

Code of Student Conduct

The Student Conduct System

e. Tampering with the election of any university recognized student organization.

f. Making commitments in the name of Caldwell University without authorization. This includes but is not limited to:
   1. Signing contracts without the proper administrative permission.
   2. Sponsoring, booking, or contracting of a service, speaker, activity, film, etc., without authorization.

g. Making use of the university seal without explicit authorization.

12. Theft or misuse of property of the university, property of a member of the university community, or other personal or public property.

13. Attempted or actual damage to property of the university, property of a member of the university community, or other public property, on or off campus, including but not limited to:
   a. Throwing or projecting any material whatsoever from a building, toward a building, or near a building or near any other person.
   b. Littering.

14. Illegal gambling at any time, in any form. All those present where gambling is in process are considered participants.

15. Smoking inside any campus building(s).

16. Failure to comply with oral or written requests or instructions of university officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself as required.

17. Unauthorized entry into, use of, or occupancy of university facilities and/or equipment. Includes unauthorized possession, duplication, or use of university keys to any facility or property.

18. Unauthorized sales, solicitation, fund raising, raffles, or advertising in any buildings or on the campus grounds.

19. Unauthorized posting of signs, flyers, or posters [See Publicity Policy in University Policies tab, page 47]
   a. Unauthorized placement of materials into student mailboxes.
   b. Failure to identify the sponsor of approved event.
   c. Failure to remove postings after the event.
   d. Posting on glass doors/windows, cars, painted surfaces, bricks.

20. Community Standards Violations
   a. Use of cell phones or other non-essential electronic devices during class or university activities (i.e. concerts, lectures, commencement, etc.)
   b. Excessive noise or behavior that disturbs others.
   c. Repeated violations of campus policies (i.e., excessive parking tickets, multiple residence hall violations).
   d. Failure to check university e-mail or assigned campus mailbox (as applicable).

21. Guest Violations
   a. Allowing a guest to violate university policy and/or federal, state, and local laws.
   b. A guest may be removed from campus at any time, for just cause, by a university official.
   c. Caldwell students are responsible for payment of any damages made by their guest(s).

22. Computer Misuse. Attempted or actual theft or other abuse of computer time, computing facilities access, and/or electronic mail accounts, to include but not limited to:
   a. Use of another person’s login name and/or password.
   b. Obtaining access to the files or communications of others without proper authorization and with no substantial university business purpose.
c. Attempting to intercept any electronic communication without proper authorization.
d. Use of computer programs to decode passwords or access control information.
e. Attempt to circumvent or subvert system security measures.
f. Intentionally engaging in any activity that might be harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, modifying or damaging files, or changing network settings.
g. Use of university systems for partisan political purposes, such as using electronic mail to circulate advertising for political candidates. However, small groups/clubs, e.g. Young Democrats or Republicans, may circulate information among themselves.
h. Use of university computing resources, including the university network, to violate state, federal, or local laws. This includes, but is not limited to, violation of the Copyright Act.
i. Use of university networks or e-mail accounts provided by the university to harass, intimidate, or otherwise interfere with the ability of others to conduct university business and academic pursuits. This includes sending unsolicited and unauthorized mass mailings.
j. Use of the university’s systems for personal gain; for example, by selling access to your login name and password or by performing work for profit in a manner not authorized by the university.

The full policy is available on the portal for those with appropriate log-in access at: https://my.caldwell.edu/ICS/Campus_Community/Information_Technology/Appropriate_Use.jnz

23. Unauthorized use of technology.
24. Abuse of the Student Conduct System. This includes, but is not limited to, the following:
a. Failure to obey the summons of a Student Conduct Board or university official.
b. Falsification, distortion or misrepresentation of information before a Student Conduct Board or university official.
c. Disruption of or interference with the orderly conduct of a student conduct proceeding.
d. Initiation of a Student Conduct Board proceeding knowingly without cause.
e. Attempting to discourage an individual’s proper participation in, or use of, the student conduct system.
f. Attempting to influence the impartiality of a member of a Student Conduct Board or university official, prior to, or during the course of a student conduct proceeding.
g. Verbal or physical harassment and/or intimidation of a member of a Student Conduct Board or university official prior to, during, or after the student conduct proceeding.
h. Failure to comply with the sanction(s) imposed under the Code of Student Conduct.
i. Influencing or attempting to influence another person to commit an abuse of the student conduct system.

25. Violation of a residence hall contract or any other contract with the university.
26. Threat of, or actual disruption of or interference with the operations of the university or the university community.
27. Failure or refusal to cooperate in an investigation conducted by or on behalf of the university.
THE STUDENT CONDUCT SYSTEM

Compliance with the Code of Student Conduct is the responsibility of every member of the university community. Student Conduct proceedings play a secondary role to counseling, example, guidance, and admonition. Students, faculty, and staff should, through their behavior, reinforce the ideals defined by the Code, and encourage every student to do likewise. Administratively, the Vice President for Student Life is entrusted with the responsibility of assuring compliance with the Code of Student Conduct. It is this office that is responsible for reviewing student conduct in general, educating students to appropriate community standards, and, as necessary, assigning sanctions for the purpose of encouraging compliance with those standards. Students are representatives of Caldwell University, and conduct away from campus can reflect upon the university as well as upon the individual. Thus there may be instances in which violation of a public law by a student may adversely affect the interests of the university. Under such circumstances, the university may take disciplinary action in addition to the sanctions proscribed by the law.

The purpose of Caldwell’s student conduct system is to promote the university’s policy of encouraging and maintaining personal and community responsibility consistent with mature citizenship.

Allegations related to prohibited forms of discrimination or harassment, including Title IX complaints, will be investigated using the procedures described in the Policy Prohibiting Discrimination and Harassment. This policy is found in the University Policies tab of the C-Book as well as Volume II of the Caldwell University Policy Manual.

Any student or group of students found violating the Code of Student Conduct shall be referred to the Vice President for Student Life, or designee. A student accused of violating the Code of Student Conduct shall be notified of the specific allegations against the student by the Vice President for Student Life or designee within a reasonable length of time after the receipt of the allegations. The accused student may be directed to meet with the Vice President for Student Life or designee at a specific place and time. The Vice President or designee may make a decision about the student’s responsibility for violating the code of conduct and any appropriate sanctions. Or it may be determined that a Student Conduct Board hearing will be convened for cases that are more serious or complex. This Board, appointed annually by the university President in consultation with the Vice President for Student Life, shall be comprised of representatives of the student body, faculty, and administration. Except in extraordinary circumstances, the accused student shall be free from sanctions pending the conclusion of the student’s meeting with the Vice President for Student Life or designee. In extraordinary cases, the Vice President for Student Life may take appropriate interim measures, including temporary suspension of the accused student pending a hearing. For more information, see the section on “Emergency Suspensions” below.

Minor Violations

After an inquiry, violations deemed not to constitute acts that could result in suspension or expulsion may be handled by an administrative hearing officer and result in one or more of the following conduct actions:

- Formal written warning (notice in writing that a continuation or repetition of poor conduct, within a period of time stated in the warning, will be cause for more severe disciplinary action).
• Educational sanction (a task that is related to the misconduct involved and designed to increase the student’s understanding of the regulation that was violated and/or the impact on the community).

• Community service hours.

• Fines.

• Disciplinary probation (a written reprimand for violations of specific regulations, stating the possibility of more severe disciplinary action in the event of the finding of a violation of any regulation within a stated period of time, and/or exclusion from participation in university activities except those directly involved with the student’s academic course of study).

• Restitution.

Any formal warning or notice of disciplinary probation will be noted in the student’s record. The outcome of any inquiry into a minor violation will be noted in a student’s record, and may be reportable. Failure to pay any fine levied will prevent a student from registering for or attending classes, and may result in the withholding of transcripts and/or diploma.

**Major Violations**

Serious violations of the Code of Student Conduct in which the sanction of suspension or expulsion could be imposed must be reviewed by the university Student Conduct Board. At the request of the Vice President for Student Life, the Student Conduct Board meets to review cases involving serious breaches of discipline that could result in a student’s long-term suspension or dismissal from the university. The Student Conduct Board is an impartial body designed to ensure that serious charges are heard and decided in a fair manner.

Certain very serious violations will automatically be heard by the Student Conduct Board. Examples include but are not limited to distribution of controlled substances, seriously endangering others, and most arrests on- and off-campus. Alleged violations of the Policy Prohibiting Discrimination and Harassment will follow the described process [University Policies tab, page 29].

The student has the following procedural rights when charged by the university with an alleged serious violation of the Code of Student Conduct:

1. Notice of the charge that a violation of the Code has allegedly taken place.
2. Notice of the allegations that form the basis for the charge.
4. Presumption of innocence.
5. Opportunity to present information to be considered during the hearing.
6. Opportunity to review any written materials that may be relied upon or used in connection with the hearing.
7. Confidentiality, to the extent possible, in the investigation and proceedings to the extent permissible by law.
8. Opportunity to appeal consistent with the policy of Caldwell University.
Possible Sanctions for Major Violations

In addition to any of the sanctions listed above under minor violations, students found responsible for major violations may also be subject to suspension or expulsion.

Suspension

Suspension of a student may be recommended when serious violations of the Code of Student Conduct occur, or when the conditions of disciplinary probation are disregarded. The Vice President for Student Life will initiate the formal process of review by requesting that the Student Conduct Board meet and conduct a hearing. The hearing will be held no later than ten (10) business days after the Vice President has initiated the process. Suspension is ordinarily carried out only upon the recommendation of the Student Conduct Board. The outcome of the hearing will be communicated in writing to the student within 48 hours of the Board making its decision. A student who is suspended forfeits all rights and privileges of student status, including the right to attend classes and university-sponsored activities. If suspension is recommended, it shall be effective immediately and imposed for a specific period of time. The actions of the Student Conduct Board will be noted in the student’s record.

Emergency Suspensions

In extraordinary or emergency situations, particularly when a student’s presence may reasonably be deemed to pose a direct threat to other persons or property, or to present a threat of seriously disrupting the academic process or university community, a student may be immediately suspended by the Vice President for Student Life, the Vice President for Academic Affairs, or their designee. An emergency suspension may be followed by student conduct proceedings. A student suspended on an emergency basis shall be given the opportunity to appear personally before the Vice President for Student Life or designee in order to discuss the following points only:

1. Reliability of the information concerning the student’s conduct, including the matter of his or her identity.
2. Whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on the university campus poses a substantial danger or threat of harm to others.
3. Whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on the university campus poses a threat to the stability and continuance of the regular, undisrupted functioning of the university or university community.

Emergency suspensions shall not exceed ten (10) business days, during which time the Student Conduct Board will convene and conduct a hearing. The Student Conduct Board will perform its review as soon as possible after being convened by the Vice President for Student Life. The Board will communicate its decision in writing to the student within 48 hours after making its decision. The actions of the Student Conduct Board will be noted in the student’s record.

A student suspended on an emergency basis may not withdraw from the university before the conclusion of his/her conduct case.

Expulsion

Expulsion may be recommended when extreme violations of the Code of Student Conduct occur or when previous suspensions have been issued to a student and there has been little or no improvement in behavior.
Expulsion involves the total permanent separation of a student from the university. No student may be expelled before a hearing is held by the Student Conduct Board. The Student Conduct Board will review the case as soon as possible after being convened by the Vice President for Student Life. The Board will communicate its decision in writing to the student within 48 hours after making its decision. The actions of the Student Conduct Board will be noted in the student’s record.

Appeals
A student may appeal the decision of the Student Conduct Board by filing a written request for review with the appeal officer designated for his/her case, usually a Vice President of the university, no later than five (5) business days after receipt of notice of the Board’s decision. Note that the appeal may be based on process related issues, not on the facts of the case or a disagreement with the outcome (see below). The appeal officer will review the matter and may confirm or reverse the decision, but may not increase any penalty imposed. Within a reasonable time of receipt of the request for review, the appeal officer will advise the student, in writing, of a decision. Please review the Policy Prohibiting Discrimination and Harassment for details of the appeals process applicable to alleged violations of that policy.

An appeal may be made for one or more of the following reasons:
1. A procedural error occurred that significantly impacted the outcome of the hearing (e.g., substantiated bias or material deviation from established procedures, etc.);
2. To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included; and/or
3. The sanctions imposed are substantially disproportionate to the severity of the violation.
university policies

This section includes many policies that pertain to students and the functions of the university. It is in no way meant to be exhaustive. Students should familiarize themselves with the appropriate catalog, departmental policies, and other sources of university information regarding student matters.

ADA GRIEVANCE POLICY

Grievance Procedure for Students with Disabilities
Caldwell University has adopted an internal grievance procedure providing for prompt and equitable resolution of complaints regarding failure to provide reasonable accommodation required by Section 504 of the Rehabilitation Act of 1973 and/or the Americans with Disabilities Amendments Act of 2008.

For students who believe that they have experienced disability discrimination, harassment or retaliation for such can seek resolution through the university’s Anti-Harassment/Discrimination Policy (please refer to Volume II of the Caldwell University Policy Manual; or the policy prohibiting Discrimination and Harassment in this volume).

Informal Procedure (Optional)
At the student’s option, a request for review of classroom accommodations in order to assist a student with a disability may be initiated by making a written request to the Director of Disability Services. The Director will initially review the request to assess whether the student has provided appropriate professional documentation evidencing the need for the accommodations requested and to assess the classroom accommodation that has been provided to the student, if any. The Director will notify the student of his/her assessment and, if an accommodation, different accommodation or additional accommodation is recommended, will also notify the appropriate faculty member of that recommendation. If the student or faculty member is not satisfied with the outcome of the Informal Procedure, either or both of them may follow the Formal Procedure, below.

Formal Procedure
1. A student or faculty member dissatisfied with a recommended classroom accommodation or a recommendation from the Director of Disability Services may file a written complaint and the basis for it, in the Office of Disability Services, within 10 calendar days after the designation of the accommodation or recommendation under the Informal Procedure, if applicable.
2. If the Director of Disability Services made a recommendation under the Informal Procedure, the written complaint should be filed (within 10 calendar days) with the Vice President for Academic Affairs.
3. The Director of Disability Services or his/her designee will investigate the allegations of the complaint. If the Director of Disability Services conducted an Informal Procedure, then, the Vice President for Academic Affairs will assign a designee to conduct the investigation.
4. All interested parties will be given the opportunity to present evidence relevant to the investigation.
UNIVERSITY POLICIES

ADA Grievance Policy
Alcohol and Other Drugs
Student-Athlete Policy
Drug-Free Schools
Student Conduct Actions Related to Alcohol and Other Drugs
Alcohol and Drug Policy for Residential Students
Alcohol and Other Drug Good Samaritan and Medical Amnesty
Anti-Hazing Policy
Athletics Attendance Policy for Student Athletes
Policies Prohibiting Discrimination and Harassment
Campus Sexual Assault Victim’s Bill of Rights
Abuse and Molestation Policy
Emergency Absence/Incident, Leave of Absence and Withdrawal Policies
Family Educational Rights and Privacy Act (FERPA)
Health Services
Publicity Policies
Recording Class Sessions
Residence Hall Policies
Smoking Policy
Student Engagement
Technology Usage Policies

5. Private medical information concerning the disability shall be kept confidential to the extent feasible and shall be disseminated only to those involved in the investigation on a “need to know” basis.

6. The designee of the investigation will issue a written decision, and distribute copies of the decision to the interested parties no later than 30 calendar days after the complaint is filed, absent extraordinary circumstances. If the decision cannot reasonably be issued within that time due to extraordinary circumstances, then the Director will alert the parties of the same.

7. The Director of Disability Services will implement all appropriate remedial steps necessary to address any findings of failure to accommodate.

8. If either the student or faculty member chooses to appeal the decision, the appeal shall be made in writing within 10 business days of receipt of the decision. The appeal must be based on either (1) the claim that there is new evidence that was not previously available or (2) the claim that the investigation itself or decision rendered exhibited bias or other unfair treatment.

9. The appeal should be submitted to the Vice President for Academic Affairs.

10. The Vice President for Academic Affairs will render a final written decision and distribute copies of the same to all interested parties, including the Director of Disability Services, within 30 calendar days of the filing of the appeal. If the decision cannot be reasonably issued within the time frame because of extraordinary circumstances, then the Vice President for Academic Affairs will alert the parties of the same.

ALCOHOL AND OTHER DRUGS

It is the responsibility of every member of the Caldwell community to know the risks associated with the use and abuse of alcohol and other drugs, and to assist Caldwell University in creating an environment that enhances health-promoting attitudes and activities.

Caldwell is dedicated to fostering and sustaining a meaningful learning environment where the highest academic and personal standards are affirmed. The campus community values and supports activities that are educationally purposeful, healthful, and safe, thus the illegal use and/or abuse of alcohol or other drugs will not be tolerated.

All students, employees, guests, organizations, and sponsoring groups, therefore, are required to abide by the federal, state, and local laws and ordinances, and Caldwell University regulations governing the consumption of alcohol and control of illicit and prescription drugs. Violators will be held accountable for their actions and are subject to the full range of available institutional sanctions and legal penalties.

Caldwell University is bound by the laws of the federal government and Title 24 of the Statutes of New Jersey, which prohibit the illegal possession, possession by consumption, use, or distribution of marijuana, cocaine, or other hallucinogens and narcotic drugs, as well as the underage use, possession, possession by consumption, or distribution of alcohol. Caldwell University follows the federal government regulations as they pertain to the use of marijuana for medical purposes. In addition, the university also prohibits the intentional misuse of over-the-counter products or prescription medication taken outside of the strict directions of the doctor prescribing the medication and/or to obtain a state of intoxication.
Guests and alumnae/i are subject to these policies while on campus or at Caldwell-sponsored events. Students who violate these laws are subject to disciplinary measures, including possible expulsion. The university may request the assistance of law enforcement officials when illegal substances are uncovered in a residence hall or anywhere on campus. The university cannot and does not protect an offender against the penalties of the law. Law enforcement officers, when armed with proper documents, have the legal right to search any and all buildings on campus without prior notice. A civil or criminal conviction in a prior year could negate future financial aid.

Students are also subject to Caldwell University’s Code of Student Conduct, as well as the Athletic Department’s Policies and Procedures if applicable, in matters concerning alcohol and other drug use. In addition, within the Residence Halls, students are subject to the Residence Halls Rules and Regulations. Note that being held accountable in one venue on or off campus does not preclude students being held accountable in the other venue(s) simultaneously.

**Campus Regulations Governing the Use of Alcohol and Other Drugs**

In accordance with the laws of the federal government, Title 24 of the Statutes of New Jersey, and New Jersey Statute 2C:33-15, the purchase and possession of alcohol or drugs and their use on the Caldwell University campus will be governed by the following regulations, violations of which are noted in number 10 of the Code of Student Conduct: Alcohol and Drug Policy Violations:

a. Violation of the university Drug Policy.

   1. Use, manufacture, possession, possession by consumption, sale, distribution, or intent to distribute any amount of illegal or controlled drugs and other substances and the misuse or sale/distribution of prescription drugs is prohibited. Controlled substances include, but are not limited to, illegal drugs, prescription drugs not prescribed to the person in possession of or using such drugs, designer drugs, bath salts, caffeinated alcoholic beverages (Four Loko, etc.), powdered alcohol (Palcohol, etc.), and other chemicals that alter the perceptions and motor abilities of an individual.

   2. Use or possession of drug paraphernalia or items that have been or can be used to smoke or ingest illegal drug substances (pipes, hookahs, bowls, bongs, rolling papers, etc.) is prohibited.

   3. Anyone in the presence of any other person on campus who is possessing, consuming, or selling drugs is in violation of university policy and/or law.

b. Violation of the university Alcohol Policy.

   1. No one under the legal age for drinking shall be served or allowed to sell, purchase, consume, or have in his/her possession alcoholic beverages.

   2. Failure to abide by the university policy permitting the consumption of alcoholic beverages only by persons of legal age at approved social functions when specific permission has been obtained from the appropriate authorities.

   3. Even if there is no violation of federal, state, or local laws, students are prohibited from being intoxicated, encouraging or contributing to the intoxication of another person, participating in drinking games, or carrying open containers of alcoholic beverages outside the limits of the permitted social gathering.

   4. Consumption of alcohol may not infringe upon the rights of others to sleep, study, or engage in appropriate activities.
5. The use of bulk containers of alcohol (kegs, beer balls, etc.) without prior permission is prohibited.
6. Failure to abide by the conditions set forth for permissible use and possession of alcoholic beverages by persons aged 21 or older. More information is available beginning on page 84 of the Residence Life Handbook under Alcohol Rules and Regulations.

- Parties involving alcohol are prohibited in the residence halls. An alcohol party is defined as any gathering of residents where alcohol is being served or consumed and one or more of the following conditions exists:
  1. there is obvious traffic in and out of the room/suite/stairwell/hallway,
  2. excessive noise exists, as determined by neighbors and/or staff, and/or
  3. the total number of persons in the room/suite reaches or exceeds the maximum occupancy assigned to the room/suite (residents and allowed guests). [MJRH/Rosary Hall Doubles = 6 persons; MJRH Quads/Dominican Hall Suite = 12 persons]

Residents found hosting parties would be subject to disciplinary action. Guests attending a party will be subject to disciplinary action.

7. The sale of alcoholic beverages at events on campus (outside of properly licensed premises) is prohibited unless a valid license is obtained from the Township of Caldwell. License application is subject to the approval of the Director of Student Engagement.

8. Students will be held accountable for any vandalism, harassment, drunk and disorderly conduct, or other violations while under the influence of alcohol or drugs, whether or not the student is of legal drinking age.

Students of legal drinking age are expected to act in a responsible manner. If the consumption of alcohol seems to be related to behavioral problems, the student, regardless of age, must participate in an intervention program based on the referral of the Vice President for Student Life.

Following are other important policies and information of which Caldwell students should be aware:

**STUDENT-ATHLETE POLICY**
The current student-athlete policy can be found on the Student-Athlete Information page located on www.caldwellathletics.com.

**DRUG FREE SCHOOLS**
These guidelines are sent to all students once each fall and spring semesters as per federal government mandate (www.caldwell.edu/substance_awareness/drugfree_guidelines.pdf).

**STUDENT CONDUCT ACTIONS RELATED TO ALCOHOL AND OTHER DRUGS**
Students are expected to comply with all federal, state, and local laws and ordinances, as well as university policy. Criminal activity by a student, whether it takes place on or off campus, may be cause for conduct action. Alcohol and other drug-related incidents on campus, at off-campus university-related activities, or off campus are reportable to the Vice President for Student Life and may qualify as criminal offenses that warrant arrest. Residence Hall incidents are also reported to the Director of Residence Life. All are referred to the Substance Awareness Counselor. Each case will be handled with the utmost care to benefit the student, university, and the campus community.
Minimum Sanctions for Sale or Distribution of Drugs, and Use or Possession of Drugs

Students involved in the use or possession of a controlled substance will be referred to the Vice President for Student Life or designee. They will face substantial sanctions, which could include suspension or expulsion from the university. Students can be required to enroll and actively participate in a drug or alcohol counseling program or a rehabilitation program as a condition of continued enrollment.

1. Students involved in any way in the distribution or sale of any amount of controlled substances will be suspended from the university as a minimum sanction, even for a first offense.
2. The university reserves the right to suspend or evict a resident student from its residence halls for use or possession of a controlled substance at any time the student is in residence.

These regulations are in addition to, not substitutes for, criminal sanctions provided for in municipal, state, and federal statutes. When required by law, violations of those statutes will be reported to the appropriate law enforcement agencies.

Minimum Sanctions for Violations of the Alcohol and Drug Policy

The hearing officer or Student Conduct Board may increase or add other sanctions depending on the circumstances of the violation.

First Offense: $140.00 fine and write-up. One (1) hour of educational and one (1) hour of personal counseling with the Substance Awareness Counselor is required, and the university will notify parents of students who are under 21 years of age about the violation.

Second Offense: $240.00 fine and write-up. Three (3) hours of educational and personal counseling with the Substance Awareness Counselor are required. The student will be placed on disciplinary probation for a minimum of two semesters and the university will notify parents of students who are under 21 years of age about the violation.

Third Offense: If a third incident involving alcohol/drugs occurs, the student will be required to meet with the Vice President for Student Life, along with the Substance Awareness Counselor, to determine whether possible suspension or expulsion from the university, a medical leave of absence, and/or probation is necessary. The university will notify parents of students who are under the age of 21.

Fines are payable to Caldwell University and are submitted to the Vice President for Student Life or designee in the Office of Student Life.

Fines must be paid by the initial meeting date with the Substance Awareness Counselor; otherwise a “hold” will be placed on the student’s account, which will affect registration and class attendance for the following semester. No transcripts are issued until all fines have been paid.

Note that after being found responsible for three alcohol offenses in an academic year, residential students’ housing contracts will be immediately revoked.

Student Recourse Option

Underage students found in a room where alcohol is present who claim that they were not drinking will be given the opportunity to voluntarily submit to a Breathalyzer screening at the time of the incident. If the screening shows a .00 (point zero)
blood alcohol content (BAC), there will be no conduct action taken for an alcohol policy violation. Denial of the Breathalyzer leaves no option but to be a recipient of a violation of substance. If the students participated in other policy violations during the incident, those charges will go forward regardless of result from the Breathalyzer.

If a student is found in a room where alcohol is present a second time and screens at .00 (point zero), he/she will be given a second written formal warning, incur a fine of $25.00, and be required to receive one (1) hour of educational/personal counseling.

If a student is found in a room where alcohol is present for a third time, an alcohol policy violation will be issued.

ALCOHOL AND DRUG POLICY FOR RESIDENTIAL STUDENTS

Policy

Controlled substances, including illegal drugs and prescription drugs used in ways that are inconsistent with the prescribing doctor’s orders, are banned from the residence halls. This includes possession, possession by consumption, use, or distribution. Students who are allegedly involved in distribution of controlled substances will have their case adjudicated by the Student Conduct Board and are in danger of immediate suspension or expulsion from Caldwell University. These cases also will be referred to the police.

The possession, consumption, or presence of alcohol is prohibited at all times in residence hall rooms if each of the residents assigned to live in the room (i.e., the total head count comprising the living space) is under the age of 21. Possession is defined as alcohol being present in any area or property for which the student is responsible and/or currently occupies. This restriction does not apply if at least one of the room’s residents is of legal age. All resident students must participate in the Substance Awareness Educational Program (SAEP).

Students of Legal Drinking Age

Caldwell University promotes responsible drinking and, as such, all students of legal drinking age who would like to be allowed to bring alcohol into the residence halls must:
1. Maintain no more than an allowed amount of alcohol at any given time (defined below), and
2. Take part in the mandatory Substance Awareness Educational Program for residential students (SAEP) offered throughout the academic year.

Alcohol is permitted to be consumed only by those of legal drinking age in the residence hall rooms in which one or more residents is 21 or over as long as the residents’ roommates/suitemates agree. Alcohol is not permitted to be in public common areas of the residence halls.

During the SAEP training, students will learn aspects of responsible drinking and hosting events and renew their agreement to uphold the rules and regulations of Caldwell University, including the housing contract. The SAEP training promotes responsible drinking and relies on the resident student to be aware of and responsible for those within his or her room/suite.

Conditions for Allowing Alcohol in the Residence Halls

1. At no time shall there be more alcohol present in a room-suite than the equivalent of any combination of two of the following:
   a. One 6-pack (12 oz. each) of either beer or wine coolers, or malt beverages; OR
   b. One 750ml bottle of wine; OR
c. One 375ml bottle of liquor. (Note: students may not have units of types of alcohol in larger amounts than listed. For example, two (2) 750ml bottles of wine are permitted; one (1) 1.5L bottle is not; see #3 in this section. If the alcohol is sold in smaller quantities than allowed, only two (2) units may be present at one time.)

2. Anyone entering the residence halls is subject to having belongings searched.

3. Kegs, beer balls, or other sources of alcohol designed to serve multiple people are not allowed in Caldwell residence halls.

4. The possession or use of “beer bongs” or other devices which dispense alcohol in a rapid manner are prohibited.

5. Drinking games are prohibited at all times.

6. Alcohol is prohibited in public common areas of all residence halls (lounges, bathrooms, hallways, staircases, etc.).

7. Commuter students may not bring alcohol into the residence halls. If commuter students who are of legal drinking age want to consume alcohol in the residence halls, they must carry and/or present their Caldwell ID and proof of age.

8. All bags, backpacks, laundry baskets and other carriers are subject to search at the reception desk before entering the building.

9. No students of legal drinking age may provide alcohol for persons who are underage. Students who are found distributing alcohol to underage individuals may have their case adjudicated by a Student Conduct Board, are in danger of immediate suspension or expulsion from Caldwell University, and may face criminal charges.

10. Students will be held accountable for any vandalism or harassment while under the influence of alcohol and drugs.

11. The university will notify parents of students under 21 years of age if found responsible for violations of the alcohol and other drug policy.

ALCOHOL AND OTHER DRUG GOOD SAMARITAN AND MEDICAL AMNESTY

Good Samaritan

A Good Samaritan is any student who assists an individual who is showing any possible signs of alcohol poisoning or a drug overdose. In order to be considered a Good Samaritan, the student must:

1. Call for help: One of the persons calls 9-1-1 and notifies a campus official that a person is in need of medical assistance, and

2. Stay with your friend: The first person making the 9-1-1 call (and, if applicable, up to two other persons acting in concert with the caller) remains on the scene with the person in need of medical assistance, and

3. Cooperate with authorities: The first person who called 9-1-1 (and if applicable, up to two other persons acting in concert with the caller) cooperates with medical assistance, law enforcement personnel, or any campus officials on the scene.

4. Meet with Vice President for Student Life within five (5) business days of incident: Comply with any recommendations set forth by the Vice President for Student Life. The Student Life Office must be contacted by the next business day to schedule that meeting.

A member of the Caldwell University community who follows the procedures stated above will not be subject to a write-up or other disciplinary measures related to the alcohol or drug violation on which he or she gives assistance.

Similarly, a member of the Caldwell University community who reports suspected sexual violence, including sexual assault, according to the procedures in the Policy Prohibiting Discrimination and Harassment, found in the University Policies
tab, page 29, of the C-Book, will not be subject to a write-up or other disciplinary measures based on an alcohol or drug violation related to the incident on which he or she gives assistance.

**Medical Amnesty**

Those who receive medical treatment or undergo successful drug and/or alcohol rehabilitation following an incident involving the use of alcohol or drugs may be granted amnesty. If granted medical amnesty, the student will not receive a write-up or fine for the alcohol or drug violation. He or she must meet with the Vice President for Student Life within five (5) business days of return to campus and comply with any recommendations set forth. The Student Life Office must be contacted by the next business day to schedule that meeting. Failure to comply with the recommendations set forth by the Vice President for Student Life may result in disciplinary actions.

In cases where a student has been transported to the hospital because of the abuse of alcohol or drugs, he or she will be required to present hospital discharge papers to the Director of Health Services on the next business day after return to campus.

Good Samaritan/Medical Amnesty refers to isolated incidents only and does not excuse or protect those who flagrantly or repeatedly violate this policy.

Parental notification will occur for all substance related medical transports regardless of whether the student is over or under 21 years of age.

**ANTI-HAZING POLICY**

At no time will any student or entity at Caldwell University engage in any action or situation which recklessly or intentionally produces mental, emotional, or physical discomfort or endangers the safety of an individual for the purpose of initiation or admission into or affiliation with any activity or group. Students, athletic teams, and student organizations will not engage in any action or situation that causes an individual to suffer indignity, embarrassment, humiliation, or ridicule at the hands of others. Caldwell University mirrors New Jersey Statutes in its hazing policy. See below.

Any student, athletic team, or student organization found allegedly violating this policy shall be brought before the Vice President for Student Life. A student conduct board or administrative hearing may be convened to determine whether or not a violation of the hazing policy occurred. If found responsible, the individual or group will be subject to conduct action by Caldwell University and/or the State of New Jersey that may result in suspension or expulsion from the university.

All students, athletic teams, and student organizations will comply with New Jersey and university regulations and policies related to alcohol, hazing, and sponsoring events.

**New Jersey Code of Criminal Justice**

Title 2C. The New Jersey Code of Criminal Justice
Subtitle 2. Definition of Specific Offenses
Part 5. Offenses Against Public Order, Health and Decency
Chapter 40. Other Offenses Relating to Public Safety

§2C:40-3. Hazing; aggravated hazing

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

§2C:40-4. Consent not available as defense to hazing
Notwithstanding any other provision of Title 2C of the New Jersey Statutes to the contrary, consent shall not be available as a defense to a prosecution under this Act.

Criminal Punishment: Disorderly Persons Offense
- Imprisonment for a definite term which shall be fixed by the court and shall not exceed 6 months. (2C:43-8)
- A fine not to exceed $1,000.00 (2C:43-3)
- Additional fine of $50.00 for each offense (2C:43-3.1. See 2C:43-3.1 for other small assessments of fines.)

Criminal Punishment: Crime in the Fourth Degree
- Imprisonment for a specific term which shall be fixed by the court and shall not exceed 18 months. (2C:43-6)
- A fine not to exceed $10,000.00 (2C:43-3)
- Additional fine of $50.00 for each offense (2C:43-3.1. See 2C:43-3.1 for other small assessments of fines.)

Campus Sanctions: Anti-Hazing Policy
The full range of sanctions described in the C-Book is applicable for violations of the hazing policy, up to and including suspension or expulsion of individuals, and disbanding or removing recognition of student organizations.

ATHLETICS ATTENDANCE POLICY FOR STUDENT ATHLETES
1. Student athletes must make it their priority to register, where possible, for classes in patterns that do not conflict with their published athletic schedules.

2. Regular and punctual attendance is an essential part of the educational program. Since it is possible that student athletes might be absent from class because of scheduled or unscheduled athletic events, it is critical that they make every reasonable effort to avoid any other absences. While some faculty members might allow for a limited number of absences as part of their attendance policy, absences due to participation in athletic events are not to be viewed by student athletes as additions to the number of absences permitted by the faculty member.

3. During the first week of classes, the Director of Academic Advisement will provide instructors with a list of in-season student athletes and copies of all scheduled athletic events for the semester.

4. Recognizing that the university must address the need to enable student athletes to participate in scheduled and unscheduled athletic competition, adjustments must be made to enable student athletes to fulfill their academic responsibilities. Therefore, when student athletes have a scheduled competition that conflicts with a class, they will obtain any assignment(s) given during that class from the professor. In the event that students will miss an assessment, i.e., quiz, test, presentation or exam, students must meet with the faculty member prior to the event to arrange for possible alternative evaluations developed with the instructor.

5. Student athletes will be responsible for providing their instructors with written confirmation from the Director of Academic Advisement of their participation in athletics events no less than 48 hours prior to the scheduled contest. In the case of rescheduled or playoff events, instructors may be contacted by e-mail by the Director of Academic Advisement in order to facilitate notification in as timely a manner as
The standard procedure for instructor notification is as follows:

a. Student athlete meets with the instructor with letter and schedule in hand.

b. Instructor completes the required form(s) and signs and dates two copies of the schedule.

c. Instructor retains one copy for his or her records.

d. Student hand-delivers second copy to the Athletic Department.

6. The departure times for all athletic contests will be established by the Athletic Department Administration, in coordination with the Director of Academic Advisement.

7. To mitigate against abuse of this policy by student athletes through intentional misrepresentation of the facts, a violation will be considered an infraction of the Academic Integrity Policy, as published in the Undergraduate Catalog.

POLICIES PROHIBITING DISCRIMINATION AND HARASSMENT

The university is committed to upholding standards that promote respect and human dignity in an environment fostering learning and professionalism. It is the policy of the university to maintain an educational and work environment free from all types of unlawful discrimination and harassment, an open environment which values and protects individual dignity and the integrity of human relationships.

The educational process at the university is based on mutual trust, freedom of inquiry, freedom of expression, and the absence of intimidation and exploitation. Such an atmosphere of respect and regard for individual dignity among members of the academic community is essential if the university is to function as a center of academic freedom and intellectual advancement. In addition, the university has a compelling interest in ensuring the provision of an environment in which learning and work may thrive. Such an environment requires free and unfettered discussion of the widest possible nature, one which encourages expression of all points of view. The university recognizes that the academic setting is distinct from the workplace in that wide latitude is required for professional judgment in determining the appropriate content and presentation of academic material. Assertions regarding any of the characteristics listed above, however, should be directly related to the exchange of ideas, ideologies, or philosophies. Any such assertions in the teaching context that are persistent, pervasive, and not germane to the subject matter may constitute sexual or another form of unlawful harassment and will not be tolerated.

Caldwell University, as a Catholic institution, has a tradition of respecting the dignity and rights of the individual; the university encourages its students and employees to be responsive to community and global concerns and to act with a sense of responsibility to self and others. In realizing this goal, every member of the campus community is responsible for ensuring that incidents of harassment do not occur and, if they occur, do not go unreported. Unlawful harassment is offensive to students, faculty, staff members, and employees of the university. Therefore, the university community will not tolerate unlawful harassment in any form.

The Caldwell University Coordinators for Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, the Age Discrimination Act of 1975, Titles VI and VII of the Civil Rights Act of 1964 and other laws and regulations
UNIVERSITY POLICIES

ADA Grievance Policy
Alcohol and Other Drugs
Student-Athlete Policy
Drug-Free Schools
Student Conduct Actions Related to Alcohol and Other Drugs
Alcohol and Drug Policy for Residential Students
Alcohol and Other Drug Good Samaritan and Medical Amnesty
Anti-Hazing Policy
Athletics Attendance Policy for Student Athletes
Policies Prohibiting Discrimination and Harassment
Campus Sexual Assault Victim’s Bill of Rights
Abuse and Molestation Policy
Emergency Absence/Incident, Leave of Absence and Withdrawal Policies
Family Educational Rights and Privacy Act (FERPA)
Health Services
Publicity Policies
Recording Class Sessions
Residence Hall Policies
Smoking Policy
Student Engagement
Technology Usage Policies

prohibiting harassment and discrimination are:

Elizabeth Elices
Caldwell University
Title IX Coordinator and Compliance Manager
120 Bloomfield Avenue
Caldwell, NJ 07006
973-618-3429; Fax 973-618-3358

Michelle Stauss
Caldwell University
Deputy Title IX Coordinator and Director, Human Resources
120 Bloomfield Avenue
Caldwell, NJ 07006
973-618-3555; Fax 973-618-3358

Questions about this non-discrimination policy and any complaints of harassment or discrimination shall be directed to the Coordinator. Students with questions or complaints related to disabilities, including the Americans with Disabilities Act, should refer to page 20 of the C-Book or contact the Office of Disability Services for more information. Confidential services may be available through the Counseling Center, Campus Ministry, or the Office of Health Services. Please contact these departments directly for information about their confidentiality policies. Requests for confidentiality in all other reporting contexts, including anonymous reporting, will be considered on a case-by-case basis. Please contact the Title IX Coordinator with any questions.

Policy Prohibiting Discrimination
Caldwell University does not discriminate on the basis of sex (including pregnancy and sexual harassment), race, color, age, national origin, disability, handicap, religion, status as a veteran, affectional or sexual orientation, gender identity or expression, marital status, domestic partnership or civil union status, or on the basis of any other characteristic protected by applicable federal, state or local law in employment or in the administration of its educational programs and policies, admissions policies, scholarship and loan programs, or athletic and other school-administered programs. Furthermore, Caldwell University prohibits retaliation against anyone who opposes unlawful discrimination, assists or participates in an investigation of a complaint of discrimination, or exercises that person’s rights under any law that forbids employment discrimination.

Policy Prohibiting Harassment
Caldwell University prohibits harassment of or by any employee(s) or student(s) on the basis of sex (including pregnancy and sexual harassment), race, color, age, national origin, disability, handicap, religion, status as a veteran, affectional or sexual orientation, gender identity or expression, marital status, domestic partnership or civil union status, or on the basis of any other such characteristic protected by applicable federal, state or local law. Harassment consists of unwelcome conduct, whether verbal, physical, or visual, in any form whether in person or through any medium, that is based on a person’s protected status. Examples of harassing conduct include, but are not limited to stalking, epithets, slurs, jokes, teasing, kidding, bullying, negative stereotyping, and threatening or hostile acts that relate to an individual’s protected status, and physical acts of aggression, assault or violence, regardless of whether these acts are being or have been investigated as criminal offenses by a law enforcement agency. Any written or graphic material, including any electronically transmitted or displayed material that likewise denigrates or shows hostility toward members of these protected groups, is also considered harassment. Any act of domestic or dating
violence in considered a form of harassment and is prohibited. A person does not have to be the direct target of harassment to make a complaint.

Caldwell will not tolerate harassing conduct that:
1. Has the purpose or effect of creating an intimidating, hostile, or offensive working environment;
2. Has the purpose or effect of unreasonably interfering with an individual's work environment or performance;
3. Adversely affects tangible employment benefits;
4. Has the purpose or effect of creating an intimidating, hostile, or offensive study or learning environment;
5. Has the purpose or effect of unreasonably interfering with an individual's study or learning experience; or
6. Adversely affects an individual's tangible educational benefits.

Sexual Harassment
Sexual harassment deserves special mention. Sexual harassment occurs in a variety of circumstances that tend to share a common element, which is the introduction of sexual conduct or comments into the work or educational setting. Often, sexual harassment involves relationships of unequal power and contains elements of coercion, as when compliance with requests for sexual favors or sexual attention becomes a condition, explicitly or implicitly, of employment, work, education, study, or benefits. Sexual harassment may also involve relationships among equals, as when repeated sexual advances or demeaning verbal or physical behavior have a detrimental effect on a person's ability to study or work at the university.

Sexual harassment is unwelcome, gender-based verbal or physical conduct that is sufficiently severe, persistent or pervasive that it has the effect of unreasonably interfering with, denying or limiting someone's ability to participate in or benefit from the university's educational program and/or activities or work environment, and is based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation.

Sexual harassment involves any one or more of unwelcome sexual advances, requests for sexual favors, and other visual, verbal or physical conduct based on sex when
1. Such conduct has the purpose or effect of creating an intimidating, hostile or offensive working or learning environment or unreasonably interfering with an individual's work or academic performance;
2. Submission to such conduct is an explicit or implicit term or condition of an individual's employment or academic activities;
3. Submission to or rejection of such conduct by an individual is used as the basis for employment or academic decisions affecting that individual; or
4. Such conduct unreasonably interferes with/limits one's ability to participate in or benefit from an educational program or activity.

Sexual harassment may include, but is not limited to, unwanted sexual advances; explicit sexual propositions; displaying sexually suggestive objects, pictures or materials; sexual innuendo; sexually-oriented verbal abuse; sexually suggestive comments; unwanted contact such as touching, patting, stroking, pinching, or brushing against another's body; sexually oriented kidding, teasing or practical jokes; jokes about gender specific traits; foul or obscene gestures or language; stalking, gender-based bullying, and physical acts of sexual aggression, assault, or violence, regardless of whether these acts are being, or have been, investigated as criminal offenses by a law enforcement agency (such as rape, sexual assault or battery, and sexual motivated stalking) made against a person's will or where a person is
Consent

Consent is clear, knowing and voluntary. It is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity. Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity. Previous relationships or prior consent cannot imply consent to future sexual acts. Consent to engage in sexual activity with one person does not imply consent to engage in sexual activity with another. Incapacity invalidates consent.

Non-consensual sexual contact is any intentional sexual touching, however slight, with any object or body part, by a person upon a person, that is without consent and/or by force. Sexual contact is intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice.

Non-consensual sexual intercourse is any sexual intercourse, however slight, with any object or body part, by a person upon a person, that is without consent and/or by force. Intercourse includes: vaginal or anal penetration by a penis, object, tongue or finger, and oral copulation, no matter how slight the penetration or contact.

Domestic Violence, Dating Violence, and Stalking

Domestic violence, dating violence, and stalking are violations of the Institutional Policy Prohibiting Discrimination and Harassment. Pursuant to the Violence Against Women Reauthorization Act of 2013, domestic violence “includes felony or misdemeanor crimes of violence committed by a current or former spouse or intimate partner of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner, by a person similarly situated to a spouse of the victim under [New Jersey laws], or by any other person against an adult or youth victim who is protected from that persons’ acts under the domestic or family violence laws of [New Jersey].” Dating violence is violence committed by someone “(A) who is or has been in a social relationship of a romantic or intimate nature with the victim; and (B) where the existence of such a relationship shall be determined based on a consideration of the following factors: (i) The length of the relationship. (ii) The type of relationship. (iii) The frequency of interaction between the persons involved in the relationship.

Stalking is “a course of conduct directed at a specific person that would cause a reasonable person to (A) fear for his or her safety or the safety of others; or (B) suffer substantial emotional distress.” Please remember that state or federal laws may have changed since the publication of this policy. NJ criminal law, N.J.S.A. 2C:12-10b, defines stalking as a crime where someone
“purposely and repeatedly follows another person and engages in a course of conduct or makes a credible threat with the intent of annoying or placing that person in reasonable fear of death or bodily injury.” Legal definitions related to domestic violence are part of the New Jersey Prevention of Domestic Violence Act, N.J.S.A. 2C:25-17 et seq.

**Sexual Exploitation**

This occurs when a student takes non-consensual or abusive sexual advantage of another for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to: invasion of sexual privacy; prostituting another student; non-consensual video or audiotaping of sexual activity; going beyond the boundaries of consent (such as letting your friends hide in the closet to watch you having consensual sex); engaging in voyeurism; knowingly transmitting an STI or HIV to another student; exposing one’s genitals in non-consensual circumstances; inducing another to expose their genitals; sexually-based stalking and/or bullying may also be forms of sexual exploitation.

**Sexual Misconduct**

Certain campus officials have a duty to report certain crimes, including sexual misconduct, domestic and dating violence, and stalking for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the annual Campus Security Report. This report helps to provide the community with a clear picture of the extent and nature of campus crime to ensure greater community safety. Mandated federal reporters include student/conduct affairs, campus safety officials, local police, coaches, athletic directors, residence life staff, student engagement staff, human resources staff, advisors to student organizations and any other official with significant responsibility for student and campus activities. The information to be shared includes the date, the location of the incident (using Clery location categories) and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously.

Victims of sexual misconduct should also be aware that university administrators must issue immediate timely warnings for incidents reported to them that are determined to pose a substantial threat of bodily harm or danger to members of the campus community. The university will make every effort to ensure that a victim’s name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The reporters for timely warning purposes are exactly the same as detailed at the end of the above paragraph.

In situations where an arrest is made by law enforcement officials, the university will work in conjunction with law enforcement to support any relevant court mandates which affect the campus or accused’s student status. However, student conduct proceedings may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus at the discretion of the university. Determinations or sanctions will not be subject to change because criminal charges arising out of the same facts giving rise to violation of university rules are later dismissed, reduced, or resolved in favor of or against the criminal law defendant.
This above is a summary of the policy, and a summary of the grievance procedures for students is below. For the complete policy, please see Volume II of the Caldwell University Policy Manual.

**Note the following in regards to sexual intimacy:**
Caldwell University professes fidelity to the teachings of Jesus Christ and the doctrines and heritage of the Roman Catholic Church. Rooted in the 800 year Catholic Dominican Tradition, the university’s CORE values of Respect, Integrity, Community, and Excellence imbibe the idea of responsible moral living. Dominican higher education promotes healthy, respectful, and mature relationships with others: making authentic connections, building community, and promoting the common good. As such, Caldwell University holds to the belief that the proper context for sexual union is within the covenant of marriage. Choosing to engage in practices of sexual intimacy without walking together through the process of values development and commitment to each other has the potential to lead to hurt, exploitation, and/or harassment. We do not condone such behavior.

**Description of the Grievance Procedures for Students**
See Volume II of the Caldwell University Policy Manual for the complete policy.

**Reporting Procedures**
All employees and students have the responsibility to ensure that Caldwell University’s non-discrimination and anti-harassment policies are effective. Any university employee or student who experiences, observes, hears or otherwise witnesses unlawful harassment or discrimination or who receives a report of unlawful harassment or discrimination by (1) university employees, (2) university students, or (3) third parties, in accordance with applicable law governing liability for third parties, must immediately notify the Director of Human Resources or Compliance Manager, identified as Coordinators above. Notwithstanding the above, reporting is not mandatory for employees of the Counseling Center, Campus Ministry, or Health Services, or where confidentiality is otherwise required by law. If a report of discrimination or harassment alleges involvement of a Coordinator, then the report of discrimination or harassment may be made to:

Sheila N. O’Rourke
Caldwell University
Vice President for Institutional Effectiveness
120 Bloomfield Avenue
Caldwell, NJ 07006
973-618-3342 Fax 973-618-3358
www.caldwell.edu

No employee or student is required to confront the alleged harasser or report his or her concern to the alleged harasser.

Individuals who believe they have been the victims of sexual assault, domestic or dating violence, stalking, or feel that their safety may be in danger have the right to contact both Campus Security and local law enforcement. Victims have the option to be assisted by campus authorities in notifying local law enforcement or may decline to notify such authorities. Both on and off campus resources, including those listed in this policy, can provide information regarding the availability of protective orders such as court-issued restraining orders. Individuals should be aware that preservation of evidence may be an important factor in obtaining protective orders. Individuals who believe they have been the victims of a sexual assault are advised not to shower, bathe, eat, drink, change clothing, or brush their teeth before seeking medical attention. Doing so could destroy evidence.
Optional Informal Resolution Process for Complaints Made by Students

For complaints involving a student, if the complainant wishes, he or she may request to first pursue an informal resolution of a complaint. The complainant must first inform the Coordinator of the existence and nature of his or her complaint. The Coordinator will determine whether the complaint is suitable and appropriate for potential resolution through an informal process. If so, and if the complainant is comfortable doing so, he or she, along with the Coordinator, may approach the accused to communicate the conduct that the complainant considers to be inappropriate. If the complainant is at all uncomfortable communicating directly with the accused, or if such communication has not resolved the situation, the standard reporting and investigation procedures in this policy will be followed.

Investigation Procedures

Caldwell University will conduct a prompt, thorough and impartial investigation of all complaints and take corrective or disciplinary action when appropriate. Likewise, the university will initiate such an investigation of incidents of harassment that come to Caldwell’s attention, regardless of whether a formal complaint is made.

Each party shall have the opportunity to identify witnesses and other evidence which he or she believes is relevant to the investigation. Caldwell University will evaluate all relevant information and documentation relating to a complaint of discrimination or harassment. All investigations shall be conducted in a sensitive manner and, to the extent possible, confidentially. The investigation will be completed no later than sixty (60) days following receipt of the complaint, absent extraordinary circumstances. The investigation and outcome will be shared only with those who have a need to know. The investigation findings will be documented. The complainant and the accused will be kept advised of the progress of the investigation, informed when the investigation has concluded and apprised in writing of the findings and recommendations of the investigator.

Hearing Board for Complaints Made by Students

With regard to complaints made by students, if the investigator determines that there is reason to believe that these policies prohibiting discrimination and harassment have been violated, a Hearing Board will be formed. If the accused is a student, the Student Conduct Board will serve as the Hearing Board. If the accused is not a student, the members of the Hearing Board will be selected by the Vice President for Institutional Effectiveness, in consultation with Human Resources, the Compliance Manager, and/or the Faculty Council, based on the status of the complainant and the accused. There shall be an odd number of members on the Hearing Board. An initial meeting of the Hearing Board will be scheduled promptly. The investigator will present his or her findings and recommendations to the Hearing Board.

Both the complainant and the accused will be invited to attend the initial meeting of the Hearing Board. The Hearing Board may accommodate any student with concerns for his or her personal safety, well-being, and/or fears of confrontation during the meeting by providing separate facilities and/or by permitting participation by other means as determined by the Hearing Board to be appropriate. Both parties will be entitled to be accompanied to any proceedings by an advisor of his or her choice. Documentation of the proceedings of the meeting will be made available to both parties.

If the Hearing Board determines, based on the available evidence, that more likely than not the accused has violated
university policies prohibiting discrimination or harassment, appropriate corrective or disciplinary action will be taken against the offending individual. Corrective or disciplinary action may include, but is not limited to, education, training, probation, suspension, termination of contract, termination of employment and/or expulsion from the university. Decisions of the Hearing Board will be made by majority vote. Both the complainant and the accused will be informed when the Hearing Board has made its decision and apprised in writing of the outcome. Such information will be sent to both parties concurrently.

If the Hearing Board determines that no violation of Caldwell’s policy prohibiting discrimination or policy prohibiting harassment occurred, it will prepare a report of its findings and notify the complainant and the accused in writing.

Appeal Procedures for Complaints Made by Students
If either party is not satisfied with the decision of the Hearing Board, he or she has the right to file a written appeal with the Vice President for Institutional Effectiveness within five (5) working days of his or her receipt of the findings. The appeal must state specific reasons why the party believes the decision was improper, based on one or more the following grounds:

1. A procedural error occurred that significantly impacted the outcome of the hearing (e.g., substantiated bias or material deviation from established procedures, etc.);
2. To consider new evidence, unavailable during the original hearing or investigation, that could substantially impact the original finding or sanction. A summary of this new evidence and its potential impact must be included; and/or
3. The sanctions imposed are substantially disproportionate to the severity of the violation.

If a formal signed appeal is filed, an Appeals Board will be formed within ten (10) working days and will promptly schedule a meeting to review the appeal. Members of the Appeals Board will be selected by the Vice President for Institutional Effectiveness. There shall be an odd number of members of the Appeals Board. The Appeals Board will make its decisions based on a majority vote. Each party may have witnesses present at the meeting and may present evidence if they so choose. The Appeals Board may accommodate any student with concerns for his or her personal safety, well-being, and/or fears of confrontation during the meeting by providing separate facilities and/or by permitting participation by other means as determined by the Appeals Board to be appropriate. Each party shall have the right to be accompanied by an advisor of his or her choice. Any party wishing to present witnesses or evidence at the meeting must give notice to the Appeals Board of such intent and provide the names of the witnesses and identify the evidence at least five (5) working days before the scheduled meeting. The Appeals Board will then make this information available to the other party involved in the appeal following its receipt. The original findings and corrective or disciplinary action, if any, are presumed to have been reasonable and appropriate.

If the Appeals Board determines that new evidence should be considered, it will return the complaint to the Hearing Board for the limited purpose of reconsidering the complaint in light of the new evidence. The findings and recommendation following reconsideration of the Hearing Board are final.
If the Appeals Board determines that a material procedural error occurred, it will return the complaint to the Hearing Board with instructions to reconvene to cure the error. The findings of the reconvened Hearing Board are final. In rare cases, where the procedural error cannot be cured by the original Hearing Board (as in cases of perceived bias), the Appeals Board may require that there be a new hearing regarding the complaint with a new Hearing Board. The findings of the new Hearing Board can be appealed, once, on the three applicable grounds for appeals.

If the Appeals Board determines that the corrective or disciplinary action imposed are disproportionate to the severity of the conduct of the accused, the Appeals Board will return the complaint to the Hearing Board, which will then modify the corrective or disciplinary action in accordance with the Appeals Board’s determination. This Hearing Board’s decision in this regard is final.

Prohibition of Retaliation
Caldwell University prohibits retaliation of any kind against any person who makes a complaint of discrimination or harassment, opposes discrimination or harassment, or testifies, assists, or participates in an investigation, proceeding or hearing related to a complaint of discrimination or harassment of a complaint. Retaliation includes, but is not limited to, any form of intimidation, coercion, reprisal, harassment or treatment based upon retaliatory motive that is reasonably likely to deter protected activity.

Initiating a complaint or participating in an investigation will not affect an individual’s employment, compensation, or work assignments or, in the case of students, grades, class selection, or any other matter pertaining to student status.

False accusations of harassment or discrimination can seriously injure innocent people. Initiating a false harassment or discrimination complaint or providing false information during the course of an investigation may result in disciplinary action. A finding that no discrimination or harassment occurred does not constitute a finding that the complaint was made in bad faith.

Potential Sanctions
Students found in violation of policies prohibiting discrimination and harassment are subject to the sanctions described on pages 16-19 of the C-Book, up to and including expulsion. Employees found in violation of the Institutional Policy Prohibiting Discrimination and Harassment are subject to a range of sanctions up to and including termination.

Interim Measures
In some circumstances, interim measures may be taken to protect the safety and well-being of students pending the final outcome of the investigation and resolution process. These include, but are not limited to, no contact orders, security escorts, room reassignments for residential students, and classroom accommodations. Potential interim measures will vary based on the circumstances.

Right to Alternative Complaint Procedures
A student’s complaint of discrimination on the basis of race, color, religion, age, gender, gender orientation, national or ethnic origin or disability, including complaints of racial, sexual or other unlawful harassment, may be filed with:
UNIVERSITY POLICIES

ADA Grievance Policy
Alcohol and Other Drugs
Student-Athlete Policy
Drug-Free Schools
Student Conduct Actions Related to Alcohol and Other Drugs
Alcohol and Drug Policy for Residential Students
Alcohol and Other Drug Good Samaritan and Medical Amnesty
Anti-Hazing Policy
Athletics Attendance Policy for Student Athletes
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Campus Sexual Assault Victim’s Bill of Rights
Abuse and Molestation Policy
Emergency Absence/Incident, Leave of Absence and Withdrawal Policies
Family Educational Rights and Privacy Act (FERPA)
Health Services
Publicity Policies
Recording Class Sessions
Residence Hall Policies
Smoking Policy
Student Engagement
Technology Usage Policies

Office for Civil Rights, New York Office
U.S. Department of Education
75 Park Place, 14th Floor
New York, NY 10007-2146
212-637-6466
Fax: 212-264-3803
TDD: 212-637-0478
E-mail: OCR_NewYork@ed.gov

Counseling Services for Students
Students who have experienced or witnessed harassment or discrimination and wish to seek confidential counseling services, including individual and/or group sessions, should contact the Counseling Center or Campus Ministry. Individuals who wish to anonymously report concerns regarding the emotional health of a student can contact the Campus Concern Line at 973-618-3333. The Counseling Center and Campus Ministry can be reached at:

Wellness Center
Caldwell University
120 Bloomfield Avenue
Caldwell, NJ 07006
973-618-3307

The Counseling Center can provide a current list of additional resources available both on and off campus. The Counseling Center can also provide a current copy of the “Campus Sexual Assault Victim’s Bill of Rights.”

Additional Community Resources
Additional resources for victims of sexual assault, domestic violence, dating violence, and stalking include:

The Essex County Rape Care Center: 877-733-2273
The National Sexual Assault 24-Hour Hotline: 800-656-4673
800-601-7200
Jersey Battered Women’s Services: 973-267-2763
Caldwell Police: 973-226-2600 (non-emergencies) or 911 (emergencies)

CAMPUS SEXUAL ASSAULT VICTIM’S BILL OF RIGHTS

The State of New Jersey has developed the Bill of Rights for Universities and Colleges to adopt.

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.

The boundaries of personal freedom are limited by applicable state and federal laws and institutional rules and regulations governing interpersonal behavior. In creating a community free from violence, sexual assault and 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.

**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:
  - report crimes if the victim does not wish to do so;
  - report crimes as lesser offenses than the victim perceives the crime to be;
- refrain from reporting crimes;
- 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 of and assisted in exercising:
  - any rights to confidential or anonymous testing for sexually transmitted diseases, human immuno-deficiency virus, and/or pregnancy;
  - 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 the accused;
- to be notified of the outcome of the sexual assault disciplinary proceeding against the accused.

**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;
UNIVERSITY POLICIES

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Alcohol and Other Drug Good Samaritan and Medical Amnesty
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Athletics Attendance Policy for Student Athletes
Policies Prohibiting Discrimination and Harassment
Campus Sexual Assault Victim’s Bill of Rights
Abuse and Molestation Policy
Emergency Absence/Incident, Leave of Absence and Withdrawal Policies
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• to receive full, prompt, and victim-sensitive cooperation of campus personnel with regard to obtaining, securing, and maintaining evidence, including a medical examination when it is necessary to preserve evidence of the assault.

Campus Intervention Rights:
• to require campus personnel to take reasonable and necessary action 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 that institution receives a copy of this document;
• Nothing in this act or in any “Campus Assault Victim’s Bill of Rights” developed in accordance with the provisions of this act, shall be construed to preclude or in any way restrict any public or independent institution of higher education in the State from reporting any suspected crime or offense to the appropriate law enforcement authorities.

Required Notification:
Under the laws of the United States Department of Justice and the State of New Jersey, all institutions of Higher Education must now notify their campuses on how to obtain or access State Sex Offender Registry Data. The Act, known as the Campus Sex Crimes Prevention Act (CSCPA) requires that all offenders submit and register the name of the Higher Education Institution where they have enrolled as a student, or where they work as an employee. It also requires that this information be promptly made available to law enforcement agencies in the jurisdictions where the Institutions of Higher Education are located.

If you are a registered sex offender and are enrolled as a student, or work as an employee, at Caldwell University, you are required by Federal and State law to contact the Caldwell University Department of Campus Safety and the Caldwell Police Department. Information about the Offender Registry can be obtained by calling New Jersey State Police Headquarters at 609-882-2000, or by accessing the Web site address at www.njsp.org/info/reg_sexoffend.html.

Should you have any questions, please contact the Caldwell University Department of Campus Safety at 973-618-3259.

ABUSE AND MOLESTATION POLICY
Pursuant to New Jersey law, all persons who have reasonable cause to believe that a minor has been subject to abuse or neglect must report it to the New Jersey Division of Child Protection and Permanency, formerly the Division of Youth and Family Services, at 1-877-NJABUSE. New Jersey law provides immunity from civil and criminal liability in any resulting action to anyone who makes a report in good faith. If the Division of Child Protection and Permanency determines that a child may be at risk, it will begin an investigation within 24 hours. If any individual appears to be in danger of immediate harm, please call 911 and Campus Safety at 973-618-3259.
All members of the campus community who interact with minors or developmentally disabled adults will be alert to signs of abuse and neglect. Physical signs of abuse, including but not limited to unexplainable bruises, lacerations or burns; bruises on the head, back and shoulders in various stages of healing; and repeated fractures, will be investigated. Any suspected incident of abuse or neglect must be immediately reported to a supervisor. Such reports must be documented. Abuse is not limited to physical harm. Signs of financial exploitation of developmentally disabled adults or emotional abuse also need to be reported to a supervisor.

Any suspected abuse, neglect or missing children will be reported to the appropriate legal authorities. Any accusations of sexual abuse or molestation made against any member of the campus community will be investigated under the procedures outlined in the Institutional Policy Against Discrimination and Harassment found in Section 2.1 of Volume II of the Caldwell University Policy Manual and Section III of the C-Book. Upon confirming a report of suspected abuse or neglect, the university will immediately notify the appropriate legal authorities.

Caldwell University is committed to the protection of vulnerable populations, including minors and developmentally disabled adults. Retaliation against any individual who reports a reasonable belief that abuse or neglect of a minor or a developmentally disabled adult has occurred is strictly prohibited. Reports of suspected abuse or neglect will be kept confidential from other staff members to the extent feasible and permitted by law.

Any campus program that is known to include minors is expected to take reasonable and appropriate measures to ensure the safety of minors. Such programs should have their own notification procedures to contact parents or guardians in case of emergency. All such programs must obtain an authorization for emergency medical treatment signed by a parent or guardian of each minor. When feasible, there should be two or more adults present during activities when known minors are present. However, if the activity includes private instruction as part of the standard educational setting, such as a music lesson or counseling session, it is acceptable for only one adult to be present.

Please see the Sex Offender Registration Policy in Section 2.4.2 of Volume II for more information regarding students or employees who are required to register as sex offenders under New Jersey law.

**EMERGENCY ABSENCE/INCIDENT, LEAVE OF ABSENCE, AND WITHDRAWAL POLICIES**

The university understands that situations may occur that require a student to interrupt his or her academic studies. In the event that a student requires an emergency absence or an extended leave from the university, it is important that he/she follow the appropriate process outlined below upon leaving and upon returning, if applicable. Note the student will be responsible for complying with certain conditions that may be identified by the university in order to remain in classes, on campus, or in the residence halls, if applicable. To determine whether you are eligible to a refund, please refer to the university’s Tuition Refund Policy found in the University Catalog.

**Emergency Absence/Incident Interruption**

In cases where a student is involved in an incident or must be absent from class(es) for a personal emergency in excess of two days, when the university is in session, the Office of the Vice President for Student Life should be notified. The student’s instructor(s) and advisor will then receive electronic notification stating that we have been alerted that an emergency is requiring an absence.
Leave of Absence (LOA) Procedure

Students who need to interrupt their semester for any reason with no intention of completing the semester should contact Advisement Services or the Office of Graduate Studies, as applicable.

For Undergraduate Students
Undergraduate students will be required to submit a written request to take a leave of absence for a maximum of two semesters. They must officially withdraw from their current semester classes with W/WF/WP notations, as outlined in the academic calendar, or receive a final grade. They are eligible to continue their LOA for a maximum of two consecutive semesters; extensions may be granted with a written request to Advisement Services; otherwise they will be administratively withdrawn from the university. Students should be aware that their financial aid package and their status in particular programs are not guaranteed. Students should therefore consult with the appropriate offices regarding their intentions to take a leave of absence.

For Graduate Students
Graduate students enrolled in a graduate program at Caldwell University are expected to maintain continuous enrollment until requirements are completed. Students who must interrupt their studies for two or more consecutive semesters, excluding summers, must request a leave of absence from their Program Coordinator in order to remain in good standing in the program. Students who do not register within four semesters of the onset of the leave of absence will be dropped from the program.

Withdrawal Procedure

For Undergraduate and Graduate Students
• Students wishing to withdraw from the university with no intention of returning to the university must contact Advisement Services or the Office of Graduate Studies, as applicable, to schedule and participate in an exit interview.
• Students withdrawing with the intention to return to the university should follow the procedure for taking a Leave of Absence (above).
Students withdrawing in the middle of the semester must officially withdraw from their current semester classes with W/WF/WP notations, as outlined in the academic calendar, or receive a final grade. Failure to follow this procedure may result in a grade of F in every course in which the student is registered.

Students withdrawing prior to the first day of the semester will be administratively dropped from their classes after they have contacted Advisement Services or the Office of Graduate Studies, as applicable.

Procedure to Resume Classes Following an Emergency Absence/Incident

For Undergraduate and Graduate Students

Prior to returning to classes, campus life, or the residence halls following an emergency absence or incident, a student may be required to provide information and documentation demonstrating that he or she is qualified to return to the university as a student and, if applicable, qualified to return to live in the residence halls.

Following the university’s receipt of the information and documentation noted above, and also prior to reinstatement, the student may be required to meet with the Vice President for Student Life (or his or her designee), depending on the nature and severity of the incident or the personal emergency. The purpose of this meeting is so that the university can conduct an individualized assessment and make a determination regarding whether the student is qualified to return to classes, campus life, and/or the residence halls, if applicable. The university reserves the right to request additional information and/or appropriate documentation prior to making a determination about whether the student may return. The student may also be required to meet with additional appropriate office(s).

Once it has been determined that the student can return to classes, campus life, and the residence halls, if applicable, the student may be required to continue meeting with certain office(s) as the university deems necessary and appropriate under the circumstances. The student will be responsible for complying with certain conditions that may be identified by the university in order to remain in classes, on campus, or in the residence halls, if applicable. It is also the student’s responsibility to contact each instructor directly to discuss options for making up work based on what the instructor deems appropriate.

Reinstatement/Readmission Procedure Following an Approved Leave of Absence or Withdrawal

For Undergraduate Students

Prior to returning to classes, campus life, or the residence halls following an approved leave of absence or withdrawal, a student must notify Advisement Services, prior to the first day of classes, as outlined in the academic calendar, as well as provide supporting documentation, if appropriate.

Students are advised to begin the reinstatement process with Advisement Services a minimum of two weeks prior to the start of the semester to allow time for supporting documentation to be reviewed by the appropriate office(s). Following the university’s receipt of the notification of return and supporting documentation (where necessary), the student may be required to meet with the appropriate office(s) to determine eligibility for return to classes, campus life, and the residence halls, if applicable. The university reserves the right to request additional information and/or appropriate documentation prior to making a determination about whether the student may return.
Upon reinstatement to the university, the student’s registration hold will be removed and he/she will then be able to register for classes based on the academic deadlines, as outlined in the academic calendar. The student may be required to continue meeting with appropriate office(s) as the university deems necessary and appropriate under the circumstances. The student will be responsible for complying with certain conditions that may be identified by the university in order to remain in classes, on campus, or in the residence halls, if applicable.

For Graduate Students

- Students wishing to reenter the program following an approved leave of absence of two years or more must notify the Director of Graduate Studies. Students will be responsible for degree requirements in force at the time of reinstatement.
- Graduate students who withdrew from the university and who may wish to return to their program of study are required to report to the Director of Graduate Studies for an interview and to follow established procedures for remaining in good academic standing.
- Students wishing to reapply for admission to graduate studies following withdrawal must submit an application for admission along with the application fee and supporting admission credentials and requirements, as requested. Applicants readmitted must meet the program requirements in force at the time of readmission. All credits, whether transfer or Caldwell University graduate credits, applied to the student’s transcript during the initial sequence of study, will be valid for a period not to exceed five years.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

Notification of Rights Under Ferpa

The Family Educational Rights and Privacy Act (FERPA) afford eligible students certain rights with respect to their education records. (An “eligible student” under FERPA is a student who is enrolls at a postsecondary institution regardless of age.) These rights include:

1. The right to inspect and review the student’s education records within 45 days after the day Caldwell University receives a request for access. A student should submit to the registrar a written request that identifies the record(s) the student wishes to inspect. The registrar will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the registrar, the registrar shall coordinate access to inspect those records.

2. The right to request the amendment of the student’s education records that the student believes is inaccurate, misleading, or otherwise in violation of the student’s privacy rights under FERPA. A student who wishes to ask Caldwell University to amend a record should write the registrar, clearly identify the part of the record the student wants changed, and specify why it should be changed.

If Caldwell University decides not to amend the record as requested, Caldwell University will notify the student in writing of the decision and the student’s right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.
3. The right to provide written consent before Caldwell University discloses personally identifiable information (PII) from the student’s education records, except to the extent that FERPA authorizes disclosure without consent. See “Additional Disclosure Information” below.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by the Caldwell University to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Caldwell University may disclose directory information without the written consent of the student. Directory information includes the following: name, address, telephone number, e-mail address, dates of attendance, enrollment status, class, previous institutions attended, major and minor field of study, awards, honors (including Dean’s list), degrees conferred including date, past and present participation in officially recognized activities, student’s photograph, height and weight (for athletes only), and date and place of birth.

Students may request to withhold disclosure of directory information. To ensure that a request is properly processed, it must be submitted on the official ‘Request to Prevent Disclosure of Directory Information Form’, which is available in the Office of the Registrar. The request will remain in effect until the student submits signed authorization to allow disclosure of directory information. Caldwell University assumes that failure on the part of any student to specifically request on the official form the withholding of release of directory information indicates individual approval of disclosure.

Additional FERPA Disclosure Information
FERPA permits the disclosure of PII from students’ education records, without consent of the student, if the disclosure meets certain conditions found in §99.31 of the FERPA regulations. Except for disclosures to school officials, disclosures related to some judicial orders or lawfully issued subpoenas, disclosures of directory information, and disclosures to the student, §99.32 of FERPA regulations requires the institution to record the disclosure. Eligible students have a right to inspect and review the record of disclosures. A postsecondary institution may disclose PII from the education records without obtaining prior written consent of the student –

- To other school officials within Caldwell University whom Caldwell University has determined to have legitimate educational interests. A school official is a person employed by Caldwell University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the board of trustees; or a student serving on an official committee, such as a disciplinary or grievance committee. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for Caldwell University. This includes contractors, consultants, volunteers, or other parties to whom the school has outsourced institutional services or functions, provided that the conditions listed in §99.31(a)(1)(i)(B)(1) - (a)(1)(i)(B)(2) are met. (§99.31(a)(1))

- To officials of another school where the student seeks or intends to enroll, or where the student is already enrolled if the disclosure is for purposes related to the student’s enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2))
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To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university’s State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§§99.31(a)(3) and 99.35)

In connection with financial aid for which the student has applied or for which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))

To organizations conducting studies for, or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))

To accrediting organizations to carry out their accrediting functions. ((§99.31(a)(7))

To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))

To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))

To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))

Information the school has designated as “directory information” under §99.37. (§99.31(a)(11))

To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))

To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school’s rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))

To parents of a student regarding the student’s violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

As of January 3, 2012, the U.S. Department of Education’s FERPA regulations expand the circumstances under which education records and personally identifiable information (PII) contained in such records—including Social Security Number, grades, or other private information—may be accessed without consent. First, the U.S. Comptroller General, the U.S. Attorney General, the U.S. Secretary of Education, or state and local education authorities (“Federal and State Authorities”) may allow access to records and PII without consent to any third party designated by a Federal or State Authority to evaluate a federal- or state-supported education program. The evaluation may relate to any program that is “principally engaged in the provision of education,” such as early
childhood education and job training, as well as any program that is administered by an education agency or institution. Second, Federal and State Authorities may allow access to education records and PII without consent to researchers performing certain types of studies, in certain cases even when Caldwell University objects to or does not request such research. Federal and State Authorities must obtain certain use-restriction and data security promises from the entities that they authorize to receive PII, but the Authorities need not maintain direct control over such entities. In addition, in connection with Statewide Longitudinal Data Systems, State Authorities may collect, compile, permanently retain, and share without consent PII from education records, and they may track participation in education and other programs by linking such PII to other personal information that they obtain from other Federal or State data sources, including workforce development, unemployment insurance, child welfare, juvenile justice, military service, and migrant student records systems.

HEALTH SERVICES

Immunization. Health Services is responsible for the university’s compliance with the state laws concerning immunizations. All required health documentation must be received and approved by the Health Services staff. Failure to comply will affect a student’s enrollment status. Please visit http://www.caldwell.edu/current-students/health for additional information on requirements.

Absenteeism and Notification of Illness. Health Services does not routinely provide class absence excuses. Excuses from class are an academic policy and conveying information to a professor is the responsibility of the student. In the event that an illness is prolonged and lasts more than three days, the student is required to notify the Student Life Office.

All health records and visits to Health Services are confidential and are not part of academic records. For more information regarding the services available, please call 973-618-3319 or visit http://www.caldwell.edu/current-students/health.

PUBLICITY POLICIES

1. All flyers and posters must be approved and stamped by the Director of Student Engagement.
2. All publicity must bear the name of the sponsoring group, admission policy, date, time and location of the event.
3. Publicity may not promote the use of alcohol or advertise drink specials.
4. Advertising off-campus is not permitted unless it is approved by the Director of Student Engagement.
5. Posters/flyers may be displayed on designated bulletin boards only. They may not be posted on doors, painted surfaces, bricks, glass windows or other surfaces.
6. All flyers for clubs must be brought to the Office of Student Engagement to be stamped with approval. The Office of Student Engagement will post and remove the club flyers.
7. To have copies made of flyers, students must complete the appropriate event forms with the Director of Student Engagement prior to requesting copies. Club budgets will be charged for copies made.

RECORDING CLASS SESSIONS

Caldwell University promotes a mutually respectful learning environment where students and faculty engage freely in open discussion on topics of intellectual, academic, and personal interest. The university strives to provide an environment where students and faculty alike are free to express their opinions, to protect their intellectual property rights and explore controversial
topics without derision or offense. To that end, any attempt by students to record, transcribe, or in any way memorialize class activities or student/faculty interactions would be likely to squelch the atmosphere for free and open discussion.

Students are prohibited from using video or audio recording devices to record lectures, class discussions, conversations, or interactions between and among faculty or between faculty and students, unless prior written approval to record is obtained from the faculty member or, if appropriate, from the Office of Disability Services. Students with documented disabilities who are permitted to record lectures as a reasonable academic accommodation must sign the “Agreement for Recording of Lectures” provided by the Office of Disability Services. Students without documented disabilities who desire to use recording devices must obtain prior written permission from the instructor and sign the general “Agreement for Recording of Lectures” form.

Students permitted to record lectures or class discussions acknowledge that the recording is for individual use and solely to assist in studying for the course. The recordings may not be shared, released, publicly or electronically posted or distributed. Students who violate this policy will be exposed to academic integrity sanctions and/or other legal recourse available to the faculty and university.

1. Housing will be limited to full-time undergraduate, graduate, and continuing education students.
2. All students currently residing on campus must participate in room draw if they wish to reserve a room for the new academic year. The deposit for room draw is non-refundable. Students who miss room draw but submit a request for on-campus housing at a later date will be placed on a wait list for housing, and will only be housed if space is available after all incoming freshmen and transfers have been housed.
3. Occupancy, as defined by Caldwell University Residence Life Department, is upon issuance of the room/suite key.
4. Traditional and adult undergraduates must maintain full-time status, or carry a minimum of 12 credits to maintain housing on-campus. Graduate students must maintain 9 credits.

Non-Resident Visitation Policy
All non-resident visitors must sign in at the front/security desk, and leave a valid, signed photo ID with date of birth (i.e., license, college ID, etc.). These visitation privileges are not intended for anyone under the age of 18. The visitor is required to wear the “Visitor” badge provided at all times during the visit. Designated visitation hours must be observed (Sunday – Thursday 9:00 a.m. to 1:00 a.m.; Friday and Saturday 9:00 a.m. to 2:00 a.m.). Students are responsible for the behavior of their guests.

The resident student receiving the guest must meet the visitor at the front desk and sign the visitor in with the front desk personnel. The resident host or guest must provide the front desk personnel with a contact number in case the guest has not signed out by the end of visitation hours. Resident students may not have more than three guests signed in at once during daytime visitation hours. No visitor may wander through the residence halls unless
accompanied by the Caldwell University resident student host. All IDs retained at the security desk are to be retrieved by the guest upon departure. All unclaimed identification documents will be handled in the following manner:

1. At the end of visitation hours, the Security Personnel at the front/security desk will contact either the resident host or guest via the contact information given of all unclaimed IDs. If the resident host or guest is unable to be contacted, a message will be left.

2. The guest will have 15 minutes to claim their ID and exit the residence hall.

3. If after 15 minutes the guest does not claim their ID and exit the residence hall, the Security Personnel on duty will be contacted. The Security Personnel will search for the guest and escort the guest out of the residence hall. The resident host will be issued a formal warning.

Use of Lounges
The lounges are comfortable and convenient places to study and meet with friends and guests. Students may also reserve the lounges for campus or club meetings. Lounge reservations must be made in advance with the Residence Life Office. Any group utilizing the lounge is responsible for cleaning that lounge before leaving.

SMOKING POLICY
In order to promote wellness of body, mind and spirit, and in accordance with the national no-smoking trend and State laws: Smoking is prohibited in all campus buildings.

Please cooperate by observing these smoking rules and making use of receptacles for disposal of cigarettes before entering all buildings.

ROOM AND BOARD REFUND POLICY
With the exception of graduating seniors, the Residence Life Office will assess a $150 cancellation fee for all those who are approved to cancel their housing contract. Resident students must submit a cancellation request form prior to the deadline date. If a cancellation form is approved, room and board payments already made to the university shall be refunded to the student according to the Caldwell University Refund Schedule.

Through the first week of occupancy 80%
Within the second week of occupancy 60%
Within the third week of occupancy 40%
Within the fourth week of occupancy 25%
After four weeks of occupancy NO REFUND
be checked against the university directory. A valid Photo ID w/proof of age is required for anyone not attending Caldwell University. Individuals will be proofed by Faculty and/or Staff only. All Caldwell University students must have valid Caldwell University identification. In addition, the proofers will have an alphabetized list of those of legal age. If not on a list, a Caldwell University student will not be admitted regardless of proof, to the designated alcohol consumption area, but will be admitted to the event only.

2. Drink Limit. There is a limit of one drink per person per one hour period. Individuals of legal age will be given a wristband with drink tickets attached. The number of tickets will be reflective of the length of the event (Example: 3 hour event=3 drink tickets). Each numbered ticket will be valid for a specific time frame during the event reflecting one drink per hour. Drink ticket times will be posted at the check in location at drink service location. Tickets may be removed from the wristband dependent on arrival time to reflect the proper number of drinks allowed.

3. Guest List. Non-Caldwell University students must present a valid government or college/university issued photo id with proof of age. If validity of proof is questionable, a signature will be required for comparison. Students are limited to one guest per event.

4. Violations of Policy. Any individual under the age of 21 years found in the possession of an alcoholic beverage or drinking will be dismissed from the event. Anyone passing a drink to an individual who is under the legal drinking age or without proper ID will be dismissed from the event. Any student or guest causing problems will be barred from attendance at future events, and students may face student conduct sanctions.

5. There is a no Re-entry Policy. Once you leave the event, you may not return.

TECHNOLOGY USAGE POLICIES

Access to computing resources and networks that are owned or operated by the university imposes certain responsibilities and obligations, and is granted subject to university policies and applicable laws.

Appropriate use is always ethical, reflects academic honesty, and shows restraint in the consumption of shared resources. It demonstrates respect for intellectual property, ownership of data, system security mechanisms, and individuals’ rights to privacy and to freedom from intimidation and harassment.

Users are responsible for taking appropriate precautions to reduce their risk of downloading viruses or other potentially harmful software. The university is not responsible for any virus infection that is the result of accessing the Internet using university networks.

Users who access the university network using a privately-owned computer system or mobile device are responsible for adhering to the university Technology Usage Policies. This applies whether the user connects to the network directly, via a virtual private network, and/or through cloud services.

Any individual who violates the Technology Usage Policies will be subject to disciplinary action. Disciplinary procedures applicable to students are found in Volume VI. Disciplinary procedures applicable to faculty are found in Volume IV. Disciplinary procedures applicable to administrators and staff are found in Volume V.
Appropriate Uses of Computing Resources

Users of the university network or computing resources must comply with all university policies including but not limited to any ethical standards or Code of Conduct that applies to that user. Unauthorized use of university resources, unauthorized access to files and data, violation of the Copyright Act, and violation of the laws of the applicable jurisdiction are strictly forbidden. Users should avoid monopolizing university resources. The bandwidth of the university network is limited and users should avoid transmitting or receiving unnecessarily large amounts of data. Users may not run servers or daemons or build their own private network on shared systems without prior permission.

The primary use of e-mail accounts provided by the university should be related to university business and academic pursuits. Secondary uses may include personal and recreational uses that will be curtailed if they interfere with the primary function. Personal messages will be treated no differently than other messages.

Prohibited Uses of Computing Resources

In addition to adherence with the above and with all applicable university Policies, users of the university network or university computing resources are explicitly forbidden from the following activities. This policy does not restrict your right to engage in actions protected by the National Labor Relations Act, including your right to discuss wages and terms and conditions of employment with co-workers and others and to take actions to protect these rights.

1. Use of another person’s login name and/or password.
2. Obtaining access to the files or communications of others without proper authorization and with no substantial university business purpose.
3. Attempting to intercept any electronic communication without proper authorization.
4. Use of computer programs to decode passwords or access control information.
5. Attempt to circumvent or subvert system security measures.
6. Intentionally engaging in any activity that might be harmful to systems or to any information stored thereon, such as creating or propagating viruses, disrupting services, modifying or damaging files, or changing network settings.
7. Use of university systems for partisan political purposes, such as using electronic mail to circulate advertising for political candidates. However, small groups/clubs, e.g. Young Democrats or Republicans, may circulate information among themselves.
8. Use of university computing resources, including the university network, to violate state, federal, or local laws. This includes, but is not limited to, violation of the Copyright Act.
9. Use of university networks or e-mail accounts provided by the university to harass, intimidate, or otherwise interfere with the ability of others to conduct university business and academic pursuits. This includes sending unsolicited and unauthorized mass mailings.
10. Use of the university’s systems for personal gain; for example, by selling access to your login name and password or by performing work for profit in a manner not authorized by the university.
Copyright Policy
The university expects all users to comply with the applicable laws governing copyrighted digital material. It is the intent of Caldwell University to inform students about copyright law and campus policies related to violating copyright law as well as civil and criminal penalties for unauthorized distribution of copyrighted materials. Violators of the Copyright Policy are subject to disciplinary action. Sanctions may include suspension of access to university networks. The university will periodically review this policy to ensure effectiveness.

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes infringement. Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or “statutory” damages affixed at not less than $750 and not more than $30,000 per work infringed. For “Willful infringement,” a court may award up to $150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys’ fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to $250,000 per offense. For more information, please see the Web site of the U.S. Copyright Office at www.copyright.gov.

EDUCAUSE provides a comprehensive list of legal downloading resources on its Web site at http://www.educause.edu/legalcontent. Users are directed to this Web site for links to appropriate sites.

The university employs technology based deterrents in compliance with the Higher Education Opportunity Act of 2008. This includes accepting and responding to DMCA notices. To report any suspected electronic copyright infringement originating at Caldwell University, please contact the designated agent (per the DMCA) listed below:

Donald O’Hagan
Chief Information Officer
Caldwell University
120 Bloomfield Avenue
Caldwell, NJ 07006
973-618-3759
DOHagan@caldwell.edu

The Electronic Communications Privacy Act
In 1986, Congress passed the Electronic Communications Privacy Act (ECPA) that made it illegal to intercept electronic communications on a public or private network without proper authorization. The ECPA provides electronic transmission of messages the same privacy protection as telephone calls over the public telephone systems. System operators are not permitted to divulge the contents of messages except under a narrow set of circumstances.

The ECPA also protects internal systems, such as those at Caldwell University, from unauthorized interception of messages by outside sources. However, the ECPA permits messages that are stored on internal systems to be accessed by authorized personnel without violating the Act.
This statement sets forth the university’s policy with regard to the use of, access to, and disclosure of electronic communications. For purposes of this policy statement, electronic communications includes but is not limited to electronic mail, Internet services, voice mail, audio and video conferencing, and facsimile messages that are sent or received by faculty, staff, students, and other authorized users of university resources.

**Monitoring Network Use**

The university will not monitor the contents of electronic communications as a routine matter. However, under certain circumstances the university reserves the right to access such information to the extent permissible by law. This includes, but is not limited to, when such access is required by law or court order, necessary to identify or diagnose security vulnerabilities, to preserve public health and safety, to carry out essential business functions of the university, or when there are reasonable grounds to believe that a violation of law or a significant breach of university policy may have taken place. Such monitoring is a serious matter, and university will only do so with explicit authorization. For the faculty, appropriate authorization is the Vice President of Academic Affairs and the President of the Faculty Council. For the staff, appropriate authorization is the President. For the students, appropriate authorization is the Vice President of Student Life. This policy applies to all use of university networks, including Internet access and use of e-mail.

The university retains the right to employ appropriate network traffic and bandwidth analysis methods.
university offices and resources

During the course of your enrollment at Caldwell University, questions will arise from time to time about what is the appropriate procedure to follow. This section is designed to help you find what to do, where to go, and whom to see to get things done quickly and efficiently.

On course schedules, campus buildings are abbreviated in codes which are:
ALB – Albertus Magnus Hall
ALU – Alumni Theatre
AQU – Aquinas Hall
JEN – Jennings Hall
STU – Student Center
VIS – Visceglia Arts Center
WER – Werner Hall
EXT – External Course

Rooms are shown as a three-digit number. The first digit indicates the floor on which the room is located.

President’s Cabinet
President …………………………… Nancy H. Blattner, Ph.D., OPA
Vice President for
Academic Affairs ………………………………Barbara J. Chesler, Ed.D.
Vice President for
Student Life ………………………… Sister Kathleen Tuite, O.P., M.A.
Vice President for
Finance and Administration ………………John T. Rainey, C.P.A.
Vice President for
Development and Alumni Affairs …………Kevin Boyle, M.B.A.
Vice President for Enrollment Management and Communications …………Joseph J. Posillico, C.P.A., M.B.A.
Vice President for
Institutional Effectiveness …………………Sheila N. O’Rourke, M.S.
Office of the President (WER 312)
The President is the Chief Executive Officer of Caldwell University and serves as the educational and administrative head of the university. The President is available, by appointment, to all faculty, staff, and students.

Vice President for Academic Affairs (WER 103)
The Vice President for Academic Affairs (VPAA) represents the academic concerns of both faculty and students to the President’s Cabinet. The Vice President is available by appointment to all faculty, staff, and students. In addition the Vice President supervises the following:
- Academic Success Center
- Advisement Services
- Career Planning and Development
- Disability Services
- Educational Opportunity Fund (EOF) Program
- Study Abroad

Vice President for Student Life (ALU, 2nd Floor)
In support of the mission, vision, and CORE values of Caldwell University, the Student Life Office provides services and resources to challenge, support, and meet the needs of students enrolled at the university. The Vice President for Student Life oversees student...
life staff and programs on campus and serves as student advocate in partnership with faculty, staff, and departments to continuously enrich the student experience. The Vice President is also charged with overseeing the Student Conduct process. The following departments are under the administration of this office:

- Campus Ministry
- Counseling Services
- Health Services
- International Student Services
- Residence Life
- Student Engagement

**Vice President for Finance and Administration**

(Rosary Hall, 1st Floor)

Various offices within the Vice President for Finance and Administration’s department handle the university’s financial affairs. The following departments fall under the administration of this office:

- Finance and Accounting
- Budget
- Accounts Payable
- Bursar’s Office
- Campus Bookstore
- Facilities Maintenance
- Food Service

**Vice President for Development and Alumni Affairs**

(Rosary Hall, 2nd Floor)

The Vice President for Development and Alumni Affairs is responsible for the development and execution of the university’s fundraising and alumni relations initiatives. The Vice President for Development and Alumni Affairs oversees the institution’s strategic fundraising plan, including the annual giving program, grant opportunities, gift planning and major gifts initiatives; the planning and management of an alumni relations program which seeks to increase alumni involvement and build a culture of alumni support for Caldwell University; and responsibility for the identification, cultivation, solicitation, and stewardship of an ever-increasing group of current and potential major donors consisting of individuals, corporations, foundations, and government agencies. Additionally, the Vice President for Development and Alumni Affairs works directly with the President on Trustee relations as well as the development of community relations initiatives. The following departments fall under the administration of this office:

- Alumni Affairs
- Annual Giving
- Corporate, Foundations & Government Relations
- Donor Relations and Stewardship
- Gift Planning
- Major Gifts

**Vice President for Enrollment Management and Communications**

(Newman Center, 2nd floor)

The Vice President for Enrollment Management and Communications is responsible for the university’s plans and programs for student admission, enrollment, and retention. The following departments fall under the administration of this office:

- Admissions
- Athletics
- Financial Aid
- Media Relations
- Publications/Marketing
- Registrar and Institutional Research
- Web Development and Social Media
Vice President for Institutional Effectiveness  
(Rosary Hall, 2nd Floor)  
The Vice President for Institutional Effectiveness serves as chair of the Strategic Planning Committee, is the chief Human Resources Officer of the university, and is responsible for Enterprise Risk Management and Compliance, Information Technology, and assessment of administrative departments. The following departments fall under the administration of this office:  
- Campus Safety and Security  
- Human Resources  
- Information Technology  
- Payroll  
- Compliance  
- Assessment

ACADEMIC SUCCESS CENTER  (Student Center, 1st Floor)  
The Academic Success Center is a place for students of all abilities to develop and practice the skills necessary to succeed with academics. Located on the first floor of the Student Center, the Academic Success Center provides a supportive environment in which students’ short- and long-term learning needs can be met. Individual tutoring in most academic subjects, as well as workshops in such areas as time management, note taking, and research papers, are available to any student attending the university. Students who excel in a particular subject may be eligible to work as peer tutors. The Academic Success Center is open Monday through Friday from 8:30 a.m. – 4:30 p.m. Additional evening hours for tutoring supports are posted each semester. Summer hours are Monday through Friday from 8:30 a.m. – 4:30 p.m.; students are advised to make an appointment.  
The Writing Center, part of the Academic Success Center, assists in the planning stages of a writing assignment, enables students to refine their writing skills, and provides strategies for effective revision. Hours for the Writing Center are Monday through Friday from 8:30 a.m. – 4:30 p.m. Evening hours are Monday through Thursday from 5:00 p.m. – 8:00 p.m. Appointments are also available.  

The Office of Disability Services (ODS), also housed in the Academic Success Center, provides a full range of reasonable and appropriate accommodations and support services to students with documented disabilities in order to ensure compliance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (1990). The Office of Disability Services seeks to foster independence and to develop the self-advocacy of students with disabilities. In addition, the Office of Disability Services serves as a liaison and resource to members of the Caldwell University community. Hours of Operation are Monday through Friday from 8:30 a.m. – 4:30 p.m.

ATHLETIC DEPARTMENT  (Newman Center, 1st floor)  
The Athletic Department provides both intercollegiate and recreational sports programs. Caldwell University is a member of the National Collegiate Athletic Association (NCAA) Division II, and the Eastern College Athletic Conference (ECAC). The Cougars compete in the Central Atlantic Collegiate Conference (CACC), considered one of the most competitive small college conferences in the East Region. The men’s intercollegiate programs include cross country, soccer, basketball, tennis, baseball and track and field. Women’s programs consist of cross country, soccer, tennis, volleyball, bowling, basketball, lacrosse, softball, and track and field. Caldwell University offers athletic scholarships for all of its intercollegiate programs.
The recreational sports program at Caldwell University provides an opportunity for all Caldwell students, faculty, and staff to participate in sports at a recreational level and to maintain a healthy lifestyle. Recreational sports events include basketball, soccer, volleyball, dodgeball, tennis, ultimate Frisbee, wiffle ball and flag football tournaments and leagues. Fitness classes such as kickboxing, Pilates, yoga and Zumba are also offered.

Enhancing both the intercollegiate and recreational sports programs is the George R. Newman Recreation and Athletic Center. Officially opened in August of 2002, this 60,000-square foot facility features an 1,800-seat arena, locker rooms, suspended track, bookstore, meeting rooms, Athletic Department offices and the Athletics Hall of Fame and Welcome Center. The Newman Center also features an aerobics room and fitness center, featuring a full line of cardiovascular and strength training equipment.

The campus includes athletic fields for all types of sports and recreation, a second gymnasium and three tennis courts. The intercollegiate baseball team plays its home games at the Kiwanis Oval, located a few blocks west of campus. The intercollegiate women’s lacrosse team plays its home games at Centennial Field, located a few blocks east of campus.

A highly-qualified coaching staff is committed to the development of the total student-athlete through a balance of excellence in both academics and athletics. Consequently, success has reached the Caldwell University teams in the classroom, as well as on the courts and fields. A departmental academic advisement and monitoring program helps Caldwell University student-athletes earn recognition for academic and athletic achievement from regional and national organizations.

Along with academic and athletic success, Caldwell University student-athletes are committed to community engagement activities on campus and in the surrounding communities. All information regarding the intercollegiate and recreational sports programs at Caldwell University can be found on the athletics Web site: www.caldwellathletics.com.

BEHAVIORAL INTERVENTION TEAM (BIT)

Caldwell University has a Behavioral Intervention Team (BIT) that consists of a small group of faculty and administrators who work collaboratively to offer services to students who may be acting in ways that cause concern. The following are examples of behavior that would be appropriate to report to the team:

- students exhibiting changes in appearance
- substance use or abuse
- inappropriate language or behaviors
- statements indicating hopelessness
- social isolation
- threatening behaviors
- any other concerning behavior.

The Behavioral Intervention Team aims to maintain a safe campus environment in which all students can be academically successful, as well as to provide assistance to students in need. If you become concerned about a fellow student, you are encouraged to email the Behavioral Intervention Team with your concerns at: BIT@caldwell.edu. The Team will work to ensure that identified students are provided with appropriate services.

Please note that all information is strictly confidential. Immediate emergencies should be directed to the Police by dialing 911 and Campus Security at 973-618-3289.
CAMPUS SAFETY AND SECURITY OFFICES
Caldwell University understands the importance of a safe and secure campus environment and strives to maintain a campus security system that provides protection for students, faculty and administrative employees. The Vice President for Institutional Effectiveness is primarily responsible for providing a program of campus security. This responsibility is carried out with the assistance and cooperation of The Campus Safety Department, the Vice President for Student Life, the Director of Residence Life, and the Director of Facilities. Campus security staff is provided through a contract with G4S Security, which assigns unarmed security officers to the campus nightly and on weekends for Residence Hall access control, general campus foot patrol, and enforcement of parking regulations. Radio contact with security officers is controlled through the Campus Switchboard at all times.

The Campus Safety Office and ID Room are located in room 119 of the Student Center. The Safety Office is typically open Monday through Friday from 8:00 a.m. – 4:00 p.m. Security is present 24 hours a day during the school year and can fulfill most basic parking permit and ID card needs up until 10:00 p.m.

The university Security Office is located adjacent to the main parking lot along the Loop Road. The officer on duty is frequently on patrol and may not be found within. Security guards are connected by walkie-talkie with the university switchboard. Emergency phones on campus, including the one attached to the Security Office, will ring the switchboard which is staffed by an operator 24/7.

Emergency University Closings
Emergency university closings, due to weather or other crisis, will be broadcast on extension 3100 and the university Web site, and to those signed up for the emergency notification system.

Emergency Notification
The university maintains an emergency notification network that can warn students, staff and faculty of an emergency situation on campus. This system will generate voice, text, or e-mail notifications to emergency numbers provided. Students can register for the University’s Blackboard Connect Emergency Notification System directly by going to the University website, then clicking Current Students. Students then click on the following button for self-registration and account management.

ID Cards
Caldwell University students are issued picture identification cards and are expected to carry their university ID cards with them at all times. The ID card helps to maintain access control in residence halls, regulate meal plans and ensure that university facilities are being used by students only. A bar code strip on the back is upgradable, and an increasing amount of university services (Fitness Center, Library, Bookstore, Computer Lab access) will require the presentation or “swiping” of the card to use the service. Any individual approached by university security,
faculty, or staff, who cannot produce an ID card may be barred from utilizing a university service or be asked to leave university property. ID cards are issued in the Safety/ID Office, located in Room 119 of the Student Center. Hours are Monday through Friday 8:00 a.m. – 4:00 p.m. ID cards can also be obtained after hours by appointment with the university Safety Office (ext. 3259). Special exceptions are made to create or replace resident student IDs at almost any hour. Initially, Caldwell University ID cards are covered by tuition; lost ID cards will incur a $5 replacement fee. Broken or damaged cards will be replaced free of charge.

Lost and Found
For a lost item or found item, please see the Safety Office, located in Room 119 of the Student Center, or call extension 3259. After hours, found items can be turned in to the Security building located across from the main parking lot.

Parking
Permission to drive or park a motor vehicle on campus is considered to be a privilege and not a right that one is entitled to by reason of enrollment in Caldwell University. The university assumes no responsibility for the vehicle or contents as to fire, theft or other damage. The university assumes no responsibility for damage incurred if a vehicle is moved after the vehicle immobilizer has been installed as a result of repeated parking rule violations.

DISCIPLINARY ACTION WILL BE AS FOLLOWS:
• Permit Violations: $10.00 fine
• Prohibited Parking Violations: $20.00 fine

• All vehicles must observe a 10 M.P.H. speed limit on campus.
• Only cars displaying a handicap license plate or permit may park in handicap spaces. You can obtain a handicap permit from your local police station, if you qualify for one. The handicap permit must be issued to the driver of the car!
• All students must park in the main parking lot unless they have reserved status at one of the Residence Halls. Parking in roadways, grassy areas, reserved spaces, the president’s spot or designated fire lanes are prohibited. Vehicles found in these areas may be towed away or immobilized with “the boot” without previous warnings and summonses. No parking in Staff or Faculty Parking Spaces. Parking is allowed after 4:00 p.m. in the Staff parking spaces. Not Faculty!
• Only cars displaying both a Resident Permit and a reserved status permit may park in the MJRH lots or the red spaces to the left of Dominican Hall. These lots are off limits to commuter students. All reserved spaces are assigned by the Campus Safety Department. If you receive reserved parking status, you will be given a sticker indicating that status. All other residents must park in the main parking lot. Violators will receive a Summons, a boot or be towed away.
• Overnight visitors should park in the main lot, and NOT behind MJRH, in red spaces, or in any “Visitors” spaces. “Visitors” spaces are for prospective students or people doing business with the university.
EXCESS OF 3 TICKETS OR SPECIAL CIRCUMSTANCES: Vehicle will be booted (immobilized by a device adhered to the tire) and receive a $25 fine. If your vehicle has been booted you must call Security (3286) or the university switchboard (3289), to have it removed. Do not attempt to move the vehicle or damage will occur. Additional violations may result in the vehicle being towed off campus at the owner’s expense. Serious and/or persistent parking infractions may result in a student’s loss of parking privileges on campus.

ACCEPTANCE AND USE OF THE PERMIT SHALL CONSTITUTE AGREEMENT ON THE PART OF THE PERSON TO WHOM THE PERMIT IS ISSUED TO OBEY ALL OF THE ABOVE REGULATIONS.

Additional information about parking rules can be found on the Campus Safety web page http://www.caldwell.edu/safety.

CENTER FOR ADVISEMENT, REGISTRATION, AND ENROLLMENT SERVICES (CARES) (AQU 104)
The Center for Advising, Records and Enrollment Services (CARES) is dedicated to the success of Caldwell University students. CARES is comprised of Academic Advising, the Bursar’s Office, the Office of Financial Aid and the University Registrar’s Office. These services exist in a single office space in Aquinas Hall to facilitate the student experience. The Center aspires to support and empower students from matriculation to graduation and beyond. The CARES Center is open Monday through Thursday from 8:30 a.m. until 7:00 p.m., and on Friday 8:30 a.m. to 4:30 p.m. Telephone inquiries can be directed to 973-618-3800.

Academic Advising
Academic advising is an integral part of a student’s success and connection to the University. Professional advisors are available to help our traditional and adult undergraduates select courses, declare a major, understand the core curriculum, and connect them with opportunities and resources to enhance their academic experience.

Academic advisors work in concert with the University faculty and advisors in the Educational Opportunity Fund (EOF), Career Planning and Development, Academic Success Center, and other campus partners such as Financial Aid, Registrar, Bursar, Disability Support Services and the Counseling Center. Together, we help connect students to the multitude of resources and services available at their fingertips. Being a part of the CARES Center allows for a one-stop location to address many academic needs.

Bursar’s Office
The Office of the Bursar serves the student population of Caldwell University by billing student tuition, fees, room and board as well as processing refunds and accepting payments. The Bursar’s office is located within the new CARES Center, Room 104 in Aquinas Hall.

Financial Aid
The Office of Financial Aid is located in the new CARES Center, Suite 104 of Aquinas Hall. The Office of Financial Aid administers federal, state, and University financial aid programs. The staff assists students and their families with the financial aid application process and procedures. There are outside scholarship opportunities, which are maintained by a scholarship coordinator; funding is limited, but the coordinator will reach out to qualified students.
UNIVERSITY OFFICES AND RESOURCES

President’s Cabinet
Academic Success Center
Athletic Department
Behavioral Intervention Team (BIT)
Campus Safety and Security Offices
Center for Advisement, Registration, and Enrollment Services (CARES)
Gourmet Dining Services
Human Resources/Payroll Office
Information Technology Resources
International Student Services
Jennings Library
Manning Campus Store
Office of Graduate Studies
Part-time Student Employment
Residence Life
Student Engagement
Student Government Association
Veteran and Military Services
Wellness Center

University Registrar’s Office
The Office of the University Registrar provides services related to web and in-person registration. The Registrar’s Office is also responsible for the maintenance of Student Academic Records, including the posting of prior learning credit, grade processing, GPA calculation, issuance of official transcripts and conducting the audit of graduate applicants to determine eligibility.

Additionally, we offer a variety of Student Services, including providing verification of enrollment and personal information changes. Visit the Registrar’s home page at www.caldwell.edu/registrar for more information.

GOURMET DINING SERVICES (Student Center, 1st Floor)
Continuous Dining Plan: Meal plan participants have the freedom with a meal swipe to have whatever foods and beverages they desire from a wide variety of stations. Any participant on a meal plan will now have full access to the dining hall stations for unlimited helpings during a meal period. Commuter meal plans: Commuter students or members of the University community may also purchase a commuter meal plan that reduces the cost per meal by buying the meals in bulk.

Those members of the Caldwell University community that are non-meal plan participants can enter the residence dining area by paying a casual meal rate. Paying for entry allows customers to have unlimited helpings and returns at every station.

If a commuter student or member of the university community does not want to have a full meal, A la Carte items are available for purchase in our Gourmet marketplace which offers a full menu of “Aiello’s Famous home-made pizzas,” grab & go, cold subs, salads, soups, beverages, snacks and desserts. Patrons may utilize the Cougar Den as their seating area or take their meals to go.

Gourmet Dining Services hours are Monday through Thursday from 7:30 a.m. – 9:30 p.m.; Friday through Sunday from 8:00 a.m. – 7:30 p.m.

HUMAN RESOURCES/PAYROLL OFFICE (Rosary Hall, 2nd Floor)
The Office of Human Resources handles personnel and payroll-related issues for employees of the university and is responsible for all employment-related paperwork and payroll for students and employees. It also handles the initial paperwork and collects time sheets for students employed through the Federal Work-Study program.

The Payroll Office is part of Human Resources and is responsible for payroll processing. Paychecks for all students, including Federal Work-Study students, are distributed by Human Resources, according to the published schedule. Students may elect to have their paychecks deposited electronically — directly into their bank accounts — by completing a simple form. The Offices of Human Resources and Payroll are located on the second floor of Rosary and Aquinas Hall.

INFORMATION TECHNOLOGY RESOURCES
There are various computer resources on campus. Computer Labs consist of up-to-date hardware and software. All computers are connected to the campus network and allow for access to the Internet, e-mail and various software applications. Aquos Technology and printing capabilities are also available.

The main computer lab is the located in the Student Center/Visceglia building, Room 205. This lab is open to all registered students. A valid net ID is required to access computers on campus. The main lab hours during fall and spring semesters are Monday
through Thursday from 8:00 a.m. – 10:00 p.m., Friday from 9:00 a.m. – 4:30 p.m., Saturday from 10:00 a.m. – 5:00 p.m. and Sunday from 2:00 p.m. – 8:00 p.m. Hours are subject to change. Phone: 973-618-3267. Computer classrooms are available for specific disciplines.

Wireless network connections and personal computer support are available to all students. Contact Caldwell Connect at 973-618-3000 x4444 for details.

INTERNATIONAL STUDENT SERVICES
(Alumni Theatre, 2nd Floor)
The Mission of the Office of International Student Services is to advance Caldwell University’s commitment to a holistic education by providing immigration expertise and services to the international community at Caldwell. The OISS advises international students on compliance with immigration laws and regulations, provides support to international students in cultural and social adjustments, and assists student, administrative, and academic groups in their initiatives to nurture and grow international programs.

The Director of International Student Services is Maulin Joshi, and you can contact the Office of International Student Services at 973-618-3519 or by e-mailing international@caldwell.edu.

JENNINGS LIBRARY
The Jennings Library is a vibrant and dynamic space where students can study independently, work collaboratively with colleagues or just take time for reflection. From early in the morning until late at night, welcoming work spaces are available including technology-enhanced group study rooms, individual study carrels, computer workstations and a teaching and computer lab.

The Library collection includes over 143,000 print sources and a wide array of scholarly databases that support research across disciplines. An extensive DVD and streaming media collection is available, including more than 44,000 streaming videos and 1,664,400 tracks of streaming music. The library also provides access to more than 128,000 electronic books as well as 101 print periodicals and more than 48,187 electronic journals. A large collection of children’s literature and a variety of teaching-related materials are available in the Curriculum Center.

When locally held materials do not suffice, students can obtain needed materials from libraries across the United States through the interlibrary loan service. The university’s collections are also augmented by consortial agreements with other New Jersey libraries. The VALE (Virtual Academic Library Environment) Reciprocal Borrowing Program enables faculty and students to borrow materials from participating academic libraries in New Jersey, including Rutgers and Montclair State Universities, while Reciprocal Essex Borrowing Libraries (ReBL) card holders have access to 25 member libraries in Essex County.

Reserve, audiovisual, and circulation services are provided by the circulation staff and friendly, professional librarians provide research assistance in person or by phone or e-mail. Point of need reference assistance is available throughout much of the day and evening and individual consultations can be scheduled to obtain help with planning research strategies and finding the best resources for class projects and assignments. The “My Librarian” program partners incoming students with librarians, providing a more personalized connection. Throughout the year, the library celebrates the research and scholarly activities of the campus community through exhibits of student and faculty work.
The library is wireless and students can log onto the Web with their own laptops or borrow an iPad from the Information Desk to do so. With a university Net ID, full access to all library resources is available from on or off-campus locations. Printing is free in the library and there is a self-service beverage area in the main lobby where coffee, tea, lattes, and hot chocolate are available for purchase. During exam periods, the library sponsors free massages and beverages as well as fun contests to help students reduce stress as they study for finals. The library’s Web site [www.caldwell.edu/library] provides current information about hours and services as well as full access to the library’s resources.

**MANNING CAMPUS STORE** (Newman Center, 1st Floor)
The Campus Store, located in the George R. Newman Center, offers one-stop shopping for students. New, used, rental, and digital textbooks for all classes are available, as are laptops, tablets, digital cameras, computer accessories, printers, and school supplies. Caldwell University gear, convenience goods, a variety of resident essentials, greeting cards and gifts can be purchased, keeping off-campus shopping trips to a minimum.

For the pending graduate, commencement regalia, rings, announcements, and diploma frames are ordered through the Campus Store.

The Campus Store buys back books each December and late April.

Store hours: Monday through Thursday from 8:30 a.m. – 6:00 p.m.; Friday from 8:30 a.m. – 4:30 p.m.; and Saturday from 10:00 a.m. – 2:00 p.m. Please note that the campus store accepts major credit and debit cards, cash, a variety of gift cards and student account charges (for allowable purchases). However, we are unable to accept personal or company checks.

Please visit the Campus Store’s Web site at www.caldwell.bncollege.com for 24/7 shopping.

**OFFICE OF GRADUATE STUDIES** (Newman Center, 1st Floor)
The Office of Graduate Studies serves current students as well as those who apply for admission to the nearly thirty graduate degree and certificate programs in Applied Behavior Analysis, Business, Counseling, and Education. The Office offers graduate information sessions throughout each year and works closely with the graduate Program Coordinators, who act as advisors to the university’s approximate six hundred graduate students. The Office is open Monday through Thursday from 8:30 a.m. – 7:00 p.m. and Fridays, from 8:30 a.m. – 4:30 p.m. The Office of Graduate Studies is located on the first floor of the Newman Center and can be reached at 973-618-3408 or graduate@caldwell.edu.

**PART-TIME STUDENT EMPLOYMENT**
On-campus and off-campus employment opportunities are posted on CJOBS, the College Central Network site (www.collegecentral.com/caldwell) maintained by the Office of Career Planning and Development. Part-time openings are posted by various supervisors, campus departments and local businesses. Each listing will have specific directions on who to contact for interviews.
There are three types of part-time employment opportunities:

**Federal Work-Study (FWS)**
FWS is a federally-funded program which may be awarded to eligible students who file a FAFSA. The specific positions are posted by departmental supervisors on the College Central Network (C-JOBS) and students are paid on a bi-weekly basis.

**Direct Hire (DH)**
DH is an on-campus employment opportunity for those that do not qualify for the federal work-study program. These positions are also posted on the College Central Network (C-Jobs) and students are paid on a bi-weekly basis.

**Local Off-Campus Positions**
Part-time employment opportunities in the local community are available to students and are also posted on the College Central Network (C-JOBS). These positions are not administered by the university and hours, payroll and requirements are managed by the specific business or organization. Students may need a car or access to public transportation for certain positions.

For additional information on part-time jobs, please contact Career Planning and Development at 973-618-3290, e-mail us at careers@caldwell.edu, visit our Web site at http://www.caldwell.edu/career/workstudy-direct-hire or stop by Aquinas 109 for assistance.

**RESIDENCE LIFE** (Mother Joseph Residence Hall/Dominican Hall/ Rosary Hall)
Residence Life is comprised of professional and para-professional staff who oversee the residential program on campus. With over 600 resident students, residence life is vibrant with updated facilities and lounges, programs and activities during the week and on weekends, and a central office staff that cares about the safety and development of all residents. Residence Life works closely with Student Life and Campus Safety with regard to safety and conduct matters. The Director and Assistant Director offices are located in Dominican Hall and the Graduate Resident Directors’ office is located in Mother Joseph Residence Hall. Resident Assistants live in each of the residence halls and are a great resource for students living in community. Much more information about Residence Life can be found in the Residence Life Handbook located at the end of the C-Book.

**STUDENT ENGAGEMENT** (Alumni Theatre, 2nd Floor)
The Office of Student Engagement plans educational, social, and cultural events on- and off-campus, including performers, game shows, guest speakers, and professional sports games. The office also oversees the Student Government Association, fraternities and sororities, and on-campus clubs. Office hours are from 8:30 a.m. – 4:30 p.m. and by appointment. The office is located on the second floor of the Alumni Theatre.

**STUDENT GOVERNMENT ASSOCIATION**
(Alumni Theatre, 2nd Floor)
The student government association (SGA), located in the Alumni Theatre, is the representative body that speaks for all registered, full-time, traditional undergraduate students. The association is governed by the executive board. Suggestions for improving student life may be brought to an executive board officer. To keep students informed of upcoming activities, events and their dates are posted online at www.caldwellsga.org/calendar. The office is open weekdays from 8:30 a.m. – 4:30 p.m.
Agreement between the administration and the student government association: The administration of Caldwell University believes that the institution of the student government association, by maintaining a high level of spirit and loyalty among the students through the student government and by aiding the growth of character and unity among the student body, works for the best interests of the university. The students of Caldwell University, understanding the needs of the institution, desire to assume the responsibility for the conduct of the students in their extracurricular activities. The administration of Caldwell University delegates to the Student Government Association the management of all non-academic extracurricular activities. The Student Government Association understands that the powers granted to it in this contract may be revoked at any time by the administration and therefore will uphold this contract to the best of its abilities.

President, Caldwell University – Nancy H. Blattner, Ph.D., OPA
President, Student Government Association – Shyam Sharma

Preamble, SGA Constitution
We, the students of Caldwell University, realizing the need for unified efforts and actions between students, faculty, and administration, have created a democratic organization to represent the student voice, facilitate positive interactions, and create a venue for student driven change. Therefore, we the undergraduate students of Caldwell University hereby ordain and establish this Constitution for the Student Government Association of Caldwell University, hereafter referred to as the SGA.

VETERAN AND MILITARY SERVICES
(Newman Center, 1st Floor)
Caldwell University provides a military Veterans Certifying Official (VCO) to serve student veterans in determining their Veterans Administration (VA) eligibility and the initiation of veteran’s educational benefits. Veterans and their dependents are encouraged to contact Lauren Damiano (VCO) in the Office of Financial Aid at 973-618-3228 or ldamiano@caldwell.edu to learn more about their eligibility for the Post 9/11 GI Bill and other Veteran programs. More information can be found also at http://www.caldwell.edu/financial-aid/veterans-program.

Caldwell University is a consortium member of Servicemembers Opportunity Colleges (SOC) and participants in a variety of US Department of Veterans Affairs education benefits programs, including the Post 9/11 yellow ribbon program.

All Caldwell University students interested in becoming involved in the Caldwell University Student Veterans Club should contact Tom Disch in the Office of Graduate Studies at tdisch@caldwell.edu, 973-618-3216, or visit the Office of Graduate Studies on the first floor of the Newman Center building. Military veteran-related events are periodically held on campus in honor of those who sacrificed and served our country.

WELLNESS CENTER (Newman Center, 2nd floor)
The Wellness Center is devoted to the mission of the university by joining the mind, body, and spirit in promoting the well-being of our students. The Offices of Campus Ministry, Counseling, and Health Services are housed within the Wellness Center in an effort to provide comprehensive, holistic care to students. The Center is located in the George R. Newman Center on the second floor. After-hour emergencies should be evaluated by the local hospital.
emergency room. There are two local hospitals: Mountainside Hospital, Montclair (973-429-6000); St. Barnabas Medical Center, Livingston (973-322-5000).

Campus Ministry
The Campus Ministry Office serves all members of the university community; one does not have to be a Catholic or a Christian in order to benefit from or participate in the programs this office sponsors. Campus Ministry promotes the Catholic and Dominican identity of all aspects of life on campus. All are invited to join Campus Ministry in the planning and celebrating of occasions that enrich the religious and spiritual life of the entire university. Campus Ministry encourages young people to talk about their faith openly and practice it with enthusiasm. Therefore, we provide opportunities for all students to come together as a community and live the Gospel command “Whatsoever you do to the least of my people, that you do unto me.” (Matt. 25:40) We are called to respond to those in need with love and compassion. The Office of Campus Ministry gives students, faculty, and staff an opportunity to put their faith into action while deepening their relationship with Jesus through prayer and service. All students are encouraged to preach in action by volunteering their time and talents to our brothers and sisters most in need. The Office of Campus Ministry serves as a resource to students, faculty and staff seeking to deepen their spiritual lives through programming that enables the spiritual growth and well-being of the individual.

Counseling Services
Counseling Services supports the academic mission of the university by providing services and programs that help students maintain their emotional well-being in order to achieve their academic goals. Professional counselors assist students in understanding their abilities and potential, guide students through changing circumstances, and help students grow in the midst of personal difficulty. This office sponsors special programs and workshops and offers short term individual and group counseling by appointment and on a drop-in basis.

The office also offers counseling, education, and referrals to anyone experiencing problems with alcohol or other drugs, or to those who may be concerned about a friend or family member’s substance use. Programs are designed to assist students in making safe and informed choices concerning alcohol and other drugs.

Counseling Services also houses a self-help library that contains a wide selection of books, audio-visual materials, and pamphlets on topics that are relevant to students’ emotional and personal needs. The office also sponsors C.A.T.S. (Caldwell Advocates Teaching Students), a peer-led group that provides education and outreach to students about wellness issues.

All counseling services are free and confidential. For further information about Counseling Services, log onto our Web site at www.caldwell.edu/counseling.

Health Services
The Office of Health Services is dedicated to supporting the educational process by modifying or removing health-related barriers to learning and promoting optimal wellness. The goal is to educate students to make informed decisions about health-related concerns and empower students to be self-directed and well-informed consumers of healthcare.

A wide range of primary care and referral services are available to all Caldwell University students. The office is staffed with a full-time registered nurse and a part-time physician. There are no fees for the services provided at the Office of Health Services. Students
are encouraged to schedule appointments, however, walk-ins are welcome and accommodated as the schedule allows.

Health Services is responsible for the public health of the campus community and the university’s compliance with New Jersey laws concerning immunizations. All required health documentation must be received and verified. Failure to comply with the requirements will affect a student’s registration status.

Health Services is responsible for the health clearance of all students prior to clinical rotations in health profession majors.

All records and visits to the Office of Health Services are confidential. For more information please visit http://www.caldwell.edu/current-students/health.
These guidelines, policies and procedures assist student organizations in planning and implementing activities and special events on campus. A copy is available to all students in the Office of Student Engagement. Leaders of student clubs and organizations are responsible for participating in training and development in conjunction with the Office of Student Engagement to ensure understanding and compliance with policies and procedures pertaining to student groups. This section is not inclusive of all policies related to student groups.

POLICIES AND PROCEDURES OF REGISTERED STUDENT CLUBS AND ORGANIZATIONS

Club and Organization Guidelines

- Each organization must submit an updated constitution, membership list, Advisor Consent Form and executive board list at the beginning of each academic year. Any midyear updates must be submitted to the Office of Student Engagement within one week of it taking effect.
- Each organization must hold executive board elections prior to the beginning of the new academic year. Elections should be held with AT LEAST ¾ of active members present.
- Each organization will be required to complete a minimum of two (2) programs/events per semester.

*Note: Co-sponsored events will count as fulfilling an event requirement for all sponsoring organizations.

- Each organization must hold meetings AT LEAST on a bi-weekly basis. Meetings should have a majority of the membership in attendance.
- At least one member from each organization must attend all SGA Legislative Board (L-Board meetings). L-Board meetings are held on a weekly basis.
- Organization must fill out a Financial Transaction Form for all financial transactions. These include, but are not limited to cash advances, deposits, check requests, and fund transfers.

Guest Policy

1. Any organization wishing to allow outside guests at an event must get permission from the Director of Student Engagement and Director of Campus Safety at least a month in advance.
2. All guests must present a valid photo ID and must be signed in by a Caldwell University student with valid ID.
3. All guests are held to the Caldwell University C-Book, all Office of Student Engagement Policies and Procedures, all federal, state, and local laws and ordinances.
4. Any guest found in violation of any policies will be escorted out of the event and will be subject to legal and/or judicial action.

Alcohol Policies for Caldwell University Licensed Events

1. Proof of Age

An individual must be 21 years of age or older to purchase alcohol. A valid driver’s license or passport must be presented at
the entrance. All university ID cards will be checked against the university computer list. More than one form of picture ID may be required for anyone outside Caldwell University.

Individuals will be proofed by Faculty and/or Staff only. All Caldwell University students must have valid Caldwell University identification. In addition, the proofers will have an alphabetized list of those of legal age. If a Caldwell University student is not on the official list, that student will not be admitted, regardless of identification, to the room where alcohol is being served, but will be admitted to the event only.

2. Wrist Band
Each individual who has provided valid proof of age will be given a wristband with numbered drink tickets attached. The number of tickets on the wristband will reflect the number of drinks individuals are permitted to consume during the event (one drink per hour). Tickets are to be removed in front of/by the bartender at the time when the individual wishes to obtain a drink. Loose drink tickets will not be honored.

3. Drink Limit
Only beer will be served at Student Engagement’s events (wine may be served on a case by case basis upon approval from the Office of Student Engagement). There is a limit of one drink per person per hour. Each ticket will be valid during a designated time period. Drink times will be indicated at the check in location and drink service location. Tickets may be removed based on arrival time to reflect the number of valid drink tickets remaining. The Office of Student Engagement reserves the right to refuse service to anyone appearing to be drunk.

4. Sponsoring Organization’s Responsibility
- Members of the sponsoring organization(s) are responsible for communicating all pertinent Student Center policy information to all guests.
- Members of the sponsoring organization(s) must be present at the event.
- Members of the sponsoring organization(s) are responsible for cleaning up any excess litter that collects during the event.
- Members of sponsoring organization(s) must have at least three moderators for the event.

5. Guest List
Non-Caldwell University students must present a government photo ID with proof of age. If validity of proof is questionable, a signature will be required for comparison. Once proofed, students of legal drinking age will be given a wristband when seeking admission to the designated area in which beer/wine is being dispensed. All moderators for the event will be provided with directions regarding the proofing procedure that will clearly specify the dates to be aware of in determining legal age and the process by which drinks are obtained. For all events, each Caldwell University student is allowed to sign in one guest. All guests must be signed in. Failure to sign a guest in will result in removal of both the student and guest and may result in conduct action.

6. Violations of Policy
Any individual under the age of 21 years found in the possession of alcoholic beverage or drinking without a wrist band will be ejected (removed) from the event. Anyone with a wrist band passing a drink to a non wrist banded individual will be ejected (removed) from the event. Any student causing any problems will
be barred from attendance at future events and will be subject to legal and/or conduct action – likewise with any guest.

7. Moderators
Only university professionals can be moderators. In addition to faculty/staff moderators, all events with alcohol require the presence of two Caldwell police officers and one dedicated Security Guard who will be present during and one hour after the end of the event in order to facilitate orderly departure from the grounds.

How to Form a Club
Students forming a new club are encouraged to come to the Office of Student Engagement to pick up the necessary forms.

1. Registering a Club.
   a. Club Constitution – the club’s objectives and goals
   b. Registration form
   c. A club members list (At least five)
   d. Four student officers:
      1. President
      2. Vice President
      3. Secretary
      4. Treasurer

2. Recruiting members.
   a. You must have at least five Caldwell University students as members to be recognized as a club.
   b. Develop a membership list with names, addresses, student ID numbers and phone numbers.
   c. Students are eligible for leadership positions if they meet the following criteria:
      1. Minimum G.P.A. of 2.0;
      2. Must be registered for 12 credits; and
      3. No disciplinary record during current and previous semesters.

3. It is mandatory that each club has an advisor. Advisors can provide significant contributions to your club or organization. The organization must agree on two or three choices for advisor. Bring this list to the Director of Student Engagement who will assist in making the decision.

4. If there is a change in officers you must submit a new registration form as soon as the change occurs to the Director of Student Engagement.

5. The proposed club should not share a mission with a club already in existence.

6. Registration can be withheld if a new organization refuses to comply with the policies governing student groups or if the creation of a new student organization duplicates the purpose of another group already registered on campus.

7. Obtain all Registration forms from the Director of Student Engagement.

CLUBS AND ORGANIZATIONS
The active clubs and organizations on campus are quite diverse and are open to all students to explore. With more than 30 clubs and organizations, there is certainly something available for everyone. The following lists identify some of the ways to be involved on campus.

Accounting Club gives accounting majors, and anyone who appreciates the field, opportunities to learn more through on-campus speakers as well as sponsored trips to trade shows and seminars.

Anime Club is a student organization dedicated to bringing people together with a common interest in Anime and/or Japanese Animation.
Art Club is open to anyone who wishes to explore his or her interest in art and culture. All that’s needed is a spirit of fun and a taste for adventure and new things.

Black Student Union (BSU) was established to promote awareness and appreciation of the different cultures of the Black community as well as their numerous achievements.

Caldwell Advocates Teaching Students (CATS) is an organization of peer leaders whose function is to educate and provide resources for students concerning various topics ranging from self-esteem to depression to drug abuse and so many more in between.

Caldwell University Cheerleaders’ primary role is to support intercollegiate athletics and promote school spirit. Go Cougars!

Caldwell University Education Association is a diverse, democratic association working to create a favorable learning environment through better education and a vibrant campus life. This association promotes better teaching for tomorrow while raising awareness of contemporary social struggles.

Calyx, the literary magazine of Caldwell University, presents creative writing and artwork of Caldwell students. Materials are chosen by a student staff; an issue is published each spring. Additional activities may include off-campus readings and art displays.

Campus Ministry provides students the opportunities to go beyond themselves in order to meet the needs of their local and world communities through service outreach projects that including tutoring, midnight runs, and alternative winter and spring breaks.

Circle K is the university affiliate of Kiwanis international, a national organization dedicated to service.

Class Representatives are elected officials for their class (freshmen, sophomores, juniors, and seniors) who serve as the voice for their respective class needs. Representatives handle all financial affairs of their class as well as notify their class of upcoming meetings and events.

Criminal Justice/Sociology Club offers students the opportunity to learn about advancements in the fields of criminal justice and sociology through sponsored field excursions, guest speakers, and social events.

Dance Club welcomes all interested students who are passionate, willing to learn, and who enjoy the various forms found in the art of dancing.

Diversity Club is a student organization who focuses on building a culture of acceptance and inclusion at Caldwell University. The club holds regular meetings and events that focus on a variety issues related to diversity and inclusion.

Film Club provides an opportunity for students to learn about the various aspects of the film industry as well as develop an appreciation for all varieties of films.

Greek Life organizations are active on campus. There are two recognized sororities, Delta Phi Epsilon and Kappa Beta Gamma, and one fraternity, Psi Sigma Phi.
Handmade for Hospitals provides an opportunity for students to make crafts and be involved in efforts to benefit people who are suffering from diseases and are forced to be in long term medical care. Events include craft making, craft sales, and the groups Swab a Cheek, Save a Life event.

Health Professions Club is an organization for students looking to enter the health professions or who have an interest in the health professions.

International Student Organization (ISO) was established to foster and promote cross-cultural understanding and friendships on campus through educational and social events and activities.

Italian Club celebrates the traditions and customs of the different regions of Italy as well as the history of Italian culture.

Latin American Student Organization exposes and stimulates the university community to Latin American Influences in music, art, literature, history and cuisine.

League of Legends. This group is centered around the popular game “League of Legends.” The group competes in League of Legends tournaments and also holds events focused on other popular games.

Le Club Français, also known as French Club, promotes interest in the culture of French-speaking countries and in the language itself. Activities include watching French movies, outings to French restaurants or cafés as well as trips to New York City for art exhibitions, concerts, or lectures, and much more.

Marketing Club functions in bringing together students who are studying the field of marketing by providing opportunities for students to meet with professionals in the field, in addition to promoting relationships with fellow marketing majors in order to build strong networks for later on in life.

Martial Arts Club instructs students in the martial art of Goju-Ryu Karate. Goju-Ryu helps the practitioner to attain a sense of physical security, while developing character and increasing one’s knowledge of Martial Arts training, philosophy, and history.

Music Educators Club (MEC) is a student run music club whose purpose is to acquaint students with the privileges and responsibilities of the music education profession, to assist the university in various projects and events throughout the year, and to provide an opportunity to have contact with collegiate members from other schools.

Portuguese Club was created to educate students about Portuguese culture and history, as well as showcase the many social traditions of Portugal.

Psychology Club serves to enhance leadership skills among students, encourage research, provide greater opportunities for student/faculty interaction outside the classroom, and benefit the campus and community through programs and service.

Socio-Political Society aims at helping its members discuss topics which they wish to discuss and through this helping them learn to respect one another, communicate across ideological borders, and convey their opinions in an analytical as well as open manner.

Step Team. The Caldwell University Step Team performs at several events throughout the year including dances, parties, and sporting events. The Step Team is open to those who know how to step and to anyone interested in learning how to step.
Student Government Association (SGA) is an organization established to maintain a close cooperation between itself and fellow students while fostering a strong relationship with faculty and administration. Also SGA functions in promoting personal responsibility, assisting in management of non-academic matters concerning students’ conduct, and overseeing the university’s clubs and organizations.

Students for Life raises awareness, provides information and creates a culture of life on campus. To provide support and information to women who are faced with an unplanned pregnancy so they can continue their education and not feel that they must resort to abortion. To provide information to men and women who have gone through the trauma of abortion and are in need of healing. To provide university students with information about the dignity of life and the Catholic Church’s teachings on the sanctity of life from conception to natural death.

To Write Love on Her Arms (TWLOHA). The Caldwell University chapter of TWLOHA is affiliated with TWLOHA, Inc., a nonprofit movement dedicated to presenting hope and finding help for people struggling with depression, addiction, and self-injury. TWLOHA, Inc. exists to encourage, inform, inspire, and invest directly into treatment and recovery.

HONOR SOCIETIES

Alpha Chi
Alpha Chi, a national honor society, was established on the Caldwell campus in 1971. Alpha Chi recognizes and promotes scholarship and those elements of character that make scholarship effective for good. Membership is awarded to full-time seniors and juniors with a 3.7 grade point average.

Alpha Kappa Delta
Alpha Kappa Delta (AKD) is the International Sociological Honor Society for sociology students. AKD seeks to promote sociological study, research on social problems, and the betterment of humanity through social and intellectual activities. Membership is open to students who “must be an officially declared sociology major or demonstrate a serious interest in sociology within an official program of the host institution; must be at least a junior (third year) by standards of the host institution; must have accumulated the equivalent of an overall GPA of 3.0 (by a four point scale where: A=4, B=3, C=2, D=1, F=0) and rank in the top 35% of their class in general scholarship; must have maintained the equivalent of a 3.0 GPA in sociology courses taken at the host institution prior to initiation; must have completed at least four regular courses in sociology prior to initiation (exclusive of extension or courses graded pass/fail).” (AKD Handbook, Article III, Section 3.)

Alpha Phi Sigma
Alpha Phi Sigma is the nationally recognized honor society for students in the criminal justice sciences. Alpha Phi Sigma offers students leadership experience through the management of a student organization, interaction with other criminal justice students and prominent criminal justice professionals and enhanced marketability in the workplace. The requirements for undergraduate students include a 3.2 overall GPA with at least 43 credit hours and a 3.2 GPA in the criminal justice major. Alpha Phi Sigma members must have taken at least four criminal justice courses and be in the top 35 percent of their class. Part-time students, graduate students, and those with a minor in criminal justice are also eligible for membership into the Honor Society.
Alpha Sigma Lambda
Alpha Sigma Lambda is a national honor society dedicated to the advancement of scholarship. It recognizes the special achievements of adults who accomplish academic excellence while facing competing interests of home and work. To be eligible, a student must be attempting a first degree, age 23 and over with a GPA of 3.7 and 36 credits earned at Caldwell University.

Beta Beta Beta
Beta Beta Beta, a national honor and professional society for students of the biological sciences, was established at Caldwell University in 1997. Caldwell’s chapter is Rho Mu. The activities of Beta Beta Beta are designed to encourage scholarly achievement in biology, to cultivate intellectual interest in the life and natural sciences, and to stimulate investigation through scientific research in the field. Regular membership is open to undergraduate biology majors who have completed at least one term of the second year of a four-year curriculum and taken at least three biology courses with an average of B. Associate membership is open to undergraduates whose interests include the life sciences but who are ineligible for regular membership.

Chi Sigma Iota
Chi Sigma Iota (CSI), the national honor society in counseling, is open to graduate students who have completed at least one semester of full-time graduate coursework in a counselor education degree program, have earned a grade point average of 3.5 or better on a 4.0 system, and have been recommended for membership in CSI by the chapter including promise for a capacity to represent the best about professional counseling including appropriate professional behavior, ethical judgment, emotional maturity, and attitudes conducive to working to advocate for wellness and human dignity for all.

Delta Epsilon Sigma
Delta Epsilon Sigma, a national scholastic society for graduates of Catholic colleges, was installed at Caldwell on February 25, 1944. Full-time students shall have completed at least 50% of the credit required for a baccalaureate degree with a distinction of performance which, if continued, would make them eligible for graduation cum laude.
Delta Mu Delta

Delta Mu Delta is an International Honor Society in Business that recognizes and encourages academic excellence. It honors students who have attained superior records in college business programs that have both regional accreditation and accreditation by the Association of Collegiate Business Schools and Programs (ACBSP). The purposes of Delta Mu Delta are to promote scholarship and to recognize and reward scholastic achievement. Membership in the Caldwell University Lambda Psi Chapter of Delta Mu Delta is open to candidates for bachelor and master degrees that rank in the upper 20% of their class by GPA at the time of invitation. Applicants must have completed at least one-half of the degree program in which they are enrolled.

Kappa Delta Epsilon

Kappa Delta Epsilon is an honorary professional education fraternity, whose purpose is to promote the cause of education by fostering a spirit of fellowship, high standards of scholastic attainment, and professional ideals among its members.

Membership is open to full-time students who have been formally accepted into the Education Department, have achieved a GPA of at least 3.2, and have exhibited professional growth. Continuing Education and Adult students who have completed 60 credits, 12 of which are in education, and have fulfilled all other requirements are also eligible.

Kappa Gamma Pi

Kappa Gamma Pi is the national Catholic college graduate honor society. It is open to all graduating seniors who are graduating from a participating Catholic college. Up to 10% of the graduating class may be inducted. Requirements for nomination include a minimum GPA of 3.5 and leadership in campus-based extracurricular activities or off-campus volunteer projects, especially with benefit to others. Both traditional and continuing education and adult students are eligible.

Kappa Pi

Kappa Pi is an international honorary art fraternity with the purpose of uniting artists who care about art in its role in life. This fraternity bonds conscientious artists together to form a unit which is influential in the art department as well as the community. To become a member of Kappa Pi, one must first meet the minimum requirements, including completion of 12 semester hours in art, attainment of an overall “B” average in all art courses, an overall academic average of “C” and production of outstanding artwork. If one meets these minimum requirements then he/she is eligible for membership in Kappa Pi. Students may be selected for membership in Kappa Pi through nominations by several faculty members of the art department and/or portfolio review.

Lambda Pi Eta

Lambda Pi Eta (LPH) is the National Communication Association’s official honor society at four-year colleges and universities. As an accredited member of the Association of College Honor Societies (ACHS), Lambda Pi Eta has active chapters at four-year colleges and universities worldwide. LPH represents what Aristotle described in The Rhetoric as three ingredients of persuasion: logos (Lambda), meaning logic; pathos (Pi), relating to emotion; and ethos (Eta), defined as character credibility and ethics. Lambda Pi Eta recognizes, fosters, and rewards outstanding scholastic achievement while stimulating interest in the communication discipline.
Phi Alpha Theta
Phi Alpha Theta, the international honor society in history, aims to promote the study of history by encouraging historical research, publication, and discussion by students and faculty alike. Membership is open to all students who have completed at least 12 credits in history and who are maintaining high standards in their academic program.

Phi Sigma Iota
Phi Sigma Iota is the international honor society for outstanding students of foreign languages. It is open to juniors and seniors with B+ averages who are majoring or minoring in Spanish or French.

Pi Sigma Alpha
Pi Sigma Alpha, the national Political Science honor society, aims to stimulate scholarship and intelligent interest in political science. The Caldwell University chapter seeks to provide a framework for enriching the exposure of its members and the wider university community to the study of government and issues of public concern. Membership is open to all students who have completed at least 12 credits of political science courses with a GPA of 3.0 or higher, including at least one course at the 300 level or higher. In addition, the student’s total GPA must place them within the upper third of their class.

Psi Chi
Psi Chi, the National Honor Society in Psychology, is open to both undergraduate and graduate students. For undergraduates, requirements include an overall GPA of 3.5 for a minimum of 45 credits, along with a 3.5 average for a minimum 9 psychology credits completed. Graduate students must have completed a minimum 12 graduate credits with a minimum 3.65 GPA. The organization’s purpose is to “Encourage, stimulate and maintain excellence in scholarship of the individual members in all fields, particularly in psychology, and to advance the science of psychology.”

Sigma Alpha Pi
The National Society of Leadership and Success (Sigma Alpha Pi) is an organization that helps people discover and achieve their goals. The Society offers life-changing lectures from the nation’s leading presenters and a community where like-minded, success-oriented individuals come together and help one another succeed. The Society also serves as a powerful force of good in the greater community by encouraging and organizing action to better the world. Students who meet the criteria for membership are invited to join The Society each year.

Sigma Tau Delta
The Chi Zeta chapter of Sigma Tau Delta is one of over 850 active chapters in the national professional English fraternity. Its purpose is “to promote the mastery of written expression, to encourage significant reading and to foster a spirit of fellowship among the men and women specializing in English.” Open to English majors who have completed the majority of their upper division courses with a 3.2 GPA overall, and a 3.5 GPA in the major. Students must have completed a minimum of 60 credits at Caldwell University.
Theta Alpha Kappa
Theta Alpha Kappa is a national honor society for professors and students who have been elected to membership upon the basis of excellence in theology and religious studies. Its purpose is to further the study of theology and religious studies at the undergraduate and graduate levels. Any student of theology may become eligible for membership by meeting the following requirements:
1. must have completed at least three semesters in the university
2. must have completed a minimum of 15 credits in Theology beyond the core
3. attained a grade point average of at least 3.5 in such courses
4. attained at least a 3.0 GPA in their total academic program to date
5. been ranked in the upper 35% of their class in general scholarship at the time of induction.
A MESSAGE FROM THE RESIDENCE LIFE OFFICE

Since 1939, Caldwell University has had a 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 is enhanced. It is our expectation that you explore the many and varied activities sponsored by Caldwell University’s student organizations. The experiences you share with friends and floor mates now will be the memories you treasure for a lifetime. The primary goal of residential living is the establishment of a community environment. Like any community there are rules and regulations, procedures, and information necessary for its proper and successful functioning. As a member of our university residence community, you will need to be thoroughly informed about what is available to you to complement your academic experience. This section is designed for that purpose; you are encouraged to read this handbook thoroughly. All members of the Residence Life Staff welcome your questions or comments. Get the most out of your Caldwell University experience. Over the years of your academic career, you will grow intellectually, personally, and socially if you use all of the university’s resources available to you.

WELCOME TO CALDWELL UNIVERSITY!

RESIDENCE LIFE STAFF

The Residence Life Staff is comprised of the following:

Director of Residence Life
The Director provides administration as well as vision for the Office of Residence Life. S/he provides leadership in creating a residential program that supports the academic mission and philosophy of the university. The Director develops strategic initiatives for the department, oversees capital improvement, and serves as the liaison to the campus community.

Assistant Director, Residence Life
The Assistant Director is responsible for assisting in the overall administrative, educational, and supervisory responsibilities of the GRD and RA staff. S/he creates a living environment where students may maximize their academic success and where safety is promoted; as well as assists in providing training to student staff to encourage and build a community environment among the residence halls.

Graduate Resident Directors (GRDs)
Graduate Resident Directors support the Director of Residence Life in creating an overall positive and caring environment among the resident students. The GRDs share on-call duties evenings and weekends. During these times the on-duty GRD is to be on campus.
Resident Assistants (RAs)
Each wing is staffed by a student Resident Assistant. Resident Assistants (RAs) are selected for their qualities of leadership, maturity, and ability to work with and relate to others. Each RA has numerous responsibilities. These include, but are not limited to, helping students with personal concerns in a confidential manner, or referring them to the appropriate person or office; creating a community living environment on the floor; and programming events to meet the students’ needs. In addition, the RA works toward developing an effective method of enforcing floor and hall rules and regulations. There are Resident Assistants on duty each evening and weekend in the residence halls.

Your 2015-2016 Residence Life Staff Members
Director: Crystal Lopez • Dominican Hall, Ext. 3472
Assistant Director: Maricia Hughes • Dominican Hall, Ext. 3353
Graduate Resident Director for Mother Joseph Hall:
   Chantel Broxton • Ext. 3556
Graduate Resident Director for Dominican & Rosary Halls:
   Shayska Gonzalez • Ext. 3556
Graduate Resident Director for Conduct:
   Lindsey Kimball • Ext. 3109

Residence Hall Council
The Residence Hall Council is an excellent opportunity for students to voice opinions and help with student governance. In addition, the council also provides social and educational programs for the student body. Students that may express interest in becoming an RA are encouraged to participate in Residence Council.

Residence Hall Rules and Regulations
The university, through the Office of the Vice President for Student Life, reserves the right to change or alter any of the material presented in this C-Book and/or Residence Life Handbook at any time to ensure the proper conduct of the Residence Life program. Any such changes or alterations will be preceded by written notice, and shall become effective one (1) week from the date of distribution of such notice to students. It is the responsibility of the student to read and understand all such notices regarding closing or check-out procedures. Failure to read and understand such notices shall not absolve any student of the responsibility for complying, or the consequences of failure to comply, with such changes, alterations, or procedures.

Caldwell University Notification
The university will notify appropriate university offices (Athletics, Counseling Services, Residence Life, Campus Security, etc.) when students have been placed on Residence Hall Probation, Caldwell University Probation, Deferred Suspension, Suspension, Expulsion, or Removal from the Residence Halls. University offices will also be contacted if a student receives a violation of the Alcohol and Other Drug policy. Caldwell University also reserves the right to contact parents/guardians in cases of medical or psychological emergencies. Such contacts will be made by the Vice President for Student Life or designee.

Visitation Policy
Non-Resident Visitation Policy
Non-resident visitors are defined as students or persons who are not Caldwell University residents. All non-resident visitors must sign-in at the front/security desk, and leave a valid, signed photo ID with date of birth (i.e. license, college ID, etc.) These visitation privileges are not intended for anyone under the age of 18. The visitor is required to wear the “Visitor” badge provided at all times during the visit. Designated visitation hours must be
observed (Sunday through Thursday from 10:00 a.m. – 1:00 a.m.; Friday and Saturday from 10:00 a.m. – 2:00 a.m.).

Students are responsible for the behavior of their guests. The resident student receiving the guest must meet the visitor at the front desk and sign the visitor in with the front desk personnel. The resident host or guest must provide the front desk personnel with a contact number in case the guest has not signed out by the end of visitation hours. Resident students may not have more than three guests signed in at once during daytime visitation hours. No visitor may wander through the residence halls unless accompanied by the Caldwell University resident student host. All IDs retained at the security desk are to be retrieved by the guest upon departure. All unclaimed identification documents will be handled in the following manner:

1. At the end of visitation hours, the Security Personnel at the front/security desk will contact either the resident host or guest via the contact information given of all unclaimed IDs. If the resident host or guest is unable to be contacted, a message will be left.
2. The guest will have 15 minutes to claim their ID and exit the residence hall.
3. If after 15 minutes the guest does not claim their ID and exit the residence hall, the Security Personnel on duty will be contacted. The Security Personnel will search for the guest and escort the guest out of the residence hall. The resident host will be issued a written formal warning.

Resident Student/Commuter Student Visitation Policy
A resident student is defined as a Caldwell University student who currently resides in the residence halls. A commuter student is defined as a Caldwell University student who is a current Caldwell University commuter student. All resident/commuter visitors may sign themselves into the residence hall that they are visiting with the front desk personnel. The resident/commuter visitor must sign in at the front/security desk and leave their Caldwell University ID. Designated visitation hours must be observed (Sunday through Thursday from 10:00 a.m. – 1:00 a.m.; Friday and Saturday from 10:00 a.m. – 2:00 a.m.).

All Caldwell University IDs retained at the security desk are to be retrieved by the guest upon departure. All unclaimed IDs will be handled in the following manner:
1. At the end of visitation hours, the Security Personnel will create a list of all the residents/commuters whose IDs have not been claimed and send it to the Residence Life Office.
2. The Residence Life Office will issue a written formal warning to the resident/commuter who failed to leave before the end of visitation hours.

Overnight Guests Policy
Resident students are permitted to have one overnight guest of the same gender within these guidelines:
• Students may only host one overnight guest of the same gender at a time. Any visitor of the opposite gender must stay with a student of the same gender who registers the visitor.
• No opposite sex overnight visitation.
• Roommates have the right to say no to the presence of guests or visitors in the room, overnight or for shorter periods of time. Failure to comply with the roommate’s request will result in a “write-up.”
• A resident who wishes to have an overnight visitor must notify the RA on the resident’s wing or the RA on duty a minimum of two hours in advance and prior to 10:00 p.m.
Guest Visitation

Guests are welcome in the first floor Lounge of MJRH and Dominican Hall until 1:00 a.m. Sunday through Thursday and 2:00 a.m. Friday through Saturday. No guests are permitted to sleep in any of the lounges.

Coeducational Visitation Policy

Resident students may visit among themselves without restriction, but the rights of roommates must always be considered. Guests of the opposite sex may not remain overnight, and Caldwell does not condone sexual intimacy outside of marriage. All guests must leave and return to their own rooms by 2:00 a.m.

Respect for Roommates

Residents must at all times be cognizant of the needs and wishes of their roommates and suitemates. Open communication about expectations for cleanliness, noise level, guests, studying, and other activities in the room is critical and an important part of student development. No student will be permitted to request or cajole a roommate to leave his or her room or suite in order to facilitate sexual activities or other violations of the Code of Student Conduct. If this occurs, potential conduct sanctions may result.

Dress Policy

Out of respect for self and others, each student is expected to be neatly and cleanly dressed. Bedroom apparel and bathing attire are not permitted in lounges, the Dining Hall, or any other public areas.
NOTICES

All notices displayed in the residence halls must have approval of the Director/Hall Coordinator of Residence Life. Those individuals who receive approval must post their notices on a bulletin board (not on walls, doors, glass, etc.). They must remove notices within 24 hours after the event advertised has taken place. Please note that student clubs and organizations must first receive stamped approval from the Director of Student Engagement.

PETS

A resident student may not keep pets in his/her room with the exception of non-dangerous fish. The largest fish bowl you may have on campus is one fish bowl up to 2-gallons per person. Any resident student found violating the pet policy will be asked to remove the pet effective immediately. He/she will be in danger of terminating his/her residence hall contract and may be asked to leave the residence hall.

RESIDENCE HALL SAFETY

In addition to the behavioral expectations in the Code of Student Conduct, resident students must adhere to the following:

1. Throwing or projecting any materials whatsoever from a building or into a building is prohibited.
2. Open flames from candles, lanterns, incense burners, or the like are not permitted.
3. Cooking is to be done in the kitchenettes. Hot pots, toasters, microwaves (unless leased with a MicroFridge refrigerator), rice cookers, etc. are not permitted in the student’s bedrooms and may only be used in the kitchenettes. Residents of Dominican Hall may utilize microwaves in their kitchenettes only if leased as part of a MicroFridge unit. Failure to abide by these regulations will result in the confiscation of unauthorized items.
4. Halogen lamps, because of the amount of heat they generate, are prohibited in the residence halls.
5. Bunk beds should not be placed across windows.
6. Recent changes to New Jersey fire codes prohibit students from using extension cords in their residence hall rooms. A power strip with surge protector may be used wherever an extension cord had previously been permitted, but extension cords or additional power strips may not be attached to any power strips with surge protectors plugged into a room’s electrical outlets. Power strips with surge protectors must be used with all appliances.
7. Residents may not hang objects on or obstruct the sprinkler heads in any way. Any resident who tampers with a sprinkler head and sets it off will be held financially accountable for all damages that occur as a result of this action. Any resident who tampers with any component of the sprinkler system will be billed for any resultant damage. It should be noted that it is possible that anyone who tampers with the sprinkler system may be dismissed from the residence halls.
8. Students are not permitted on the roof of any residence hall.
9. Students are not permitted on the athletic fields without the express authorization of the Athletic Department. Students are not permitted to congregate on the athletic fields at night.

ROOM DECORATING

1. Students are encouraged to decorate their rooms within the guidelines of the university:
   a. No nails, tacks, screws, or pins may be driven into the walls and doors.
   b. Defacing or marking walls, woodwork, or doors is prohibited.
c. Furniture or other property of the university may not be removed from the room in which it belongs. Beds, refrigerators, and/or other furniture may not be mounted on a desk, dresser, or end table. Lofts and bunk beds may only be put together and taken apart by maintenance staff, and lofts should never be inverted.


d. Obscene or inappropriate pictures, signs, articles, etc., may not be displayed in any room, on any door or window. Decorations must conform to Judeo-Christian ideals of modesty and good taste.

2. Students are not permitted to paint their rooms. University employees paint rooms on an as-needed basis.

3. Additionally, students may not adhere contact paper or wallpaper borders to bedroom walls, woodwork, doors, or windows.

4. Blinds and screens must remain intact. Nothing may hang out or over a windowsill. Resident students will incur fines for each screen that has been removed and/or damaged. Curtains are strictly prohibited.

5. Fans must be removed from windowsills when the temperature drops below 65 degrees Fahrenheit.

6. The use of decorative Christmas lights will only be permitted from December 1 through Fall check-out (as per the State Fire Code Inspector). The use of spray snow on windows in students’ rooms is prohibited.

7. Seasonal or holiday decorations must be removed before each holiday closing.

8. Empty or full alcohol containers may not be used for ‘highlighters’ or any other decorative purposes. Fines will be imposed for violations of this policy.

9. Tents of any kind are strictly prohibited.

VANDALISM
Vandalism of any sort is considered inappropriate behavior that will not be tolerated by the university. All students are responsible for the care of university property and facilities within their rooms and in the common areas of the residence halls, including but not limited to: bathrooms, basements, elevators, hallways, kitchenettes, laundry rooms, and lounges. Vandalism in common areas will result in a damage assessment, and the residents will be charged collectively by wing, floor, or hall when the persons responsible for such damage cannot be determined. Damage done by non-resident guests is the responsibility of the host resident of a room or building and will be billed to the resident. An attempt will be made to determine those responsible for the damage; students are expected to cooperate fully in such investigations.

DISCRIMINATION AND HARASSMENT
The university policy and sanctions for violation(s) are found in the C-Book and will be upheld within the residence halls.

SMOKING
To promote wellness of body, mind, and spirit, and to comply with New Jersey state statute, smoking is prohibited in all campus buildings. Smoking is not permitted within 25 feet of the entrances to the Residence Halls. E-cigarettes or vaporizers cannot be smoked within the residence halls at any time. The possession of Hookah is strictly prohibited.

PARKING
(See Parking section of the C-Book)
Due to the limited number of parking spaces available behind Mother Joseph Residence Hall (MURH) and close to Dominican Hall, there will be a parking lottery held during the first week of
Guidelines for Snow Conditions

Snow removal operations will be announced by postings within the residence halls. It is the responsibility of the student to read all postings. In the event of a sudden and severe storm, vehicles may need to be moved to alternate lots. The postings in the residence halls will provide direction as to where to move the vehicles. It is the responsibility of the registered operator of the vehicle to remove the snow on the vehicle and provide access to the campus plow drivers. Failure to remove a vehicle may result in the issuance of a ticket and/or towing of the vehicle at the vehicle owner’s expense.

VIOLATIONS OF RESIDENCE HALL RULES AND REGULATIONS

Violations of residence hall rules and regulations result in sanctions, which may be issued by a Resident Assistant (RA), Graduate Resident Director (GRD), Hall Coordinator, Director of Residence Life, Campus Safety Director, or Vice President for Student Life. See below for more information about possible student conduct sanctions. Three documented written formal warnings equal one write-up, and three write-ups in one academic year will result in termination of a room contract. Students will be notified of the charges leveled against them with the date, time and description of the incident and the policy(ies) that were allegedly violated. Students will have the opportunity to take responsibility for the violation or have a hearing. The Residence Life Office will conduct a hearing within 5 business days. If a violation is considered extreme, the Director of Residence Life reserves the right to temporarily move the student to another room or remove the student from housing pending the hearing. See below for more detail about the student conduct process.
If a student has been placed on probation, the next major or minor violation the student commits will result in the termination of the student's housing contract. Once a student's housing contract has been terminated, any future application for housing will be considered by the Director of Residence Life. A student who reapplies for on-campus housing after his or her housing contract has been terminated is by no means guaranteed a space the residence halls.

If a student’s housing contract has been terminated through an administrative hearing, the student may appeal the decision to the Vice President for Student Life within five business days of the student receiving notification of the housing contract termination. At that point the Vice President for Student Life will convene the Student Conduct Board. See the Appeal Process in the C-Book on page 19 for more information about the reasons students can appeal. Lawyers, parents, or character witnesses are not necessary — only those individuals who were involved in or were witnesses to the event(s) for which the student was dismissed may be called.

Any write-up or formal warnings received in the last two weeks of the spring semester will count toward the semester the violation was received as well as carry over into the next academic year.

**STUDENT CONDUCT PROCESS IN THE RESIDENCE HALLS**

1. **An Incident Occurs** – This results in a written report by Residence Life, Campus Safety, or any member of the campus community.
2. **Investigation** – The object of the investigation is to ascertain facts and determine whether or not violations are warranted against one or more students. It is conducted by the designated Office of Residence Life staff member.

At times, depending on the location and type of violation, the investigation may be referred to the Office of the Vice President for Student Life or designee. The investigation will include but not be limited to a review of the submitted incident reports, video and/or interviewing staff or students involved in the incident.

3. **Notification of Alleged Violation** – Depending upon what is discovered in the investigation; a student may or may not receive a notice of alleged violation of the Code of Student Conduct and/or housing policy. The student may accept responsibility for violating policy and the appropriate sanction. If not, the student may have a hearing with the designated Student Conduct Officer to determine responsibility and an appropriate sanction if the student is found responsible. The student conduct officer will use the standard of preponderance of evidence to determine responsibility. Students have the right to not appear at a meeting or hearing. If that happens, the meeting or hearing will go forward and the Student Conduct Officer will make a decision with the information available.

4. **Appeals Process and Timeline for Decision** – Students may appeal the decision of the student conduct officer on procedural grounds, following the process below:
   a. The student will receive a letter from the Residence Life Office notifying him/her of the outcome of the hearing.
   b. If the student wishes to appeal the outcome of his/her case, the student must complete and return the Appeal Request Form, available in the Residence Life Office, within two business days of the receipt of the initial hearing decision.
   c. An appeal may be made for one or more of the following reasons. It is not a rehearing of the case or simply a disagreement with the outcome.
1. To determine whether the original hearing was conducted in conformity with the prescribed procedures of this Code. Minor deviations from designated procedures will not form the basis for sustaining an appeal unless it is determined that such deviation resulted in significant prejudice. For any substantial deviations from designated procedures, the appeals officer may, in his or her discretion, remand the matter for reconsideration.

2. To present new evidence which could not reasonably be made available at the time of the original hearing. Such cases, at the discretion of the appeals officer, may be remanded back to the appropriate hearing format for reconsideration in light of new evidence.

3. To determine whether the sanction imposed was appropriate to the violation.

d. The outcome of the appeal, in conjunction with other evidence, will be communicated within ten business days after the hearing through a letter that will be delivered by either electronic means or mailed to the student. In many cases student appeals may be determined and the results communicated at the time of appeal, with follow up in writing.

**TYPES OF STUDENT CONDUCT SANCTIONS**

The following sanctions may be imposed upon students for violations of residence hall rules by the Director of Residence Life or designee. If a violation is considered extreme, the student’s housing contract may immediately terminated (i.e., in case of physical assault), or the student who committed the violation may be placed on probation for one or more semesters.

1. **Written Formal Warning** – A written formal warning is a sanction given when a student’s behavior has violated university policy and/or Residence Life Policy and the behavior is unacceptable to the Residence Hall and Campus community. Three written formal warnings will equal one write-up. Written Formal Warnings are cumulative for the entire academic year. Any written formal warnings issued during the last two weeks of the academic year will count for the current semester and carry over to the following academic year.

2. **Write-Up Notice** – A Write-Up notice is a sanction given when a student’s behavior has violated university policy and/or Residence Life Policy and the behavior is unacceptable to the Residence Hall and Campus Community. A second write-up may result in but will not be limited to Residence Hall Probation. A third write-up may result in the removal from university residence. Sanctions are cumulative for one academic year. Sanctions issued during the last two weeks of the spring semester remain in effect through the following academic year.

3. **Community Service** – The student is assigned a certain number of community service hours to be completed by the date provided. Community service may be served off or on campus with the prior approval of the Residence Life Office or Office of Student Life.

4. **Residence Hall Probation** – Written notice that university rules have been violated and that a further violation of university policy will result in removal from university residence. This sanction will be issued by length of time (such as six months, one year or “until separation from the institution”).

5. **Exclusion from Residence Halls** – Students may be prohibited from entering one or all of the residence halls should their behavior warrant such exclusion.
6. **Removal from University Residence** – The removal, indefinitely or for a designated period of time, from university residence halls. The student will not be permitted to reside in or enter the residence hall(s) and must find accommodations to reside off-campus. The university reserves this right to revoke the Housing Contract at any time due to an extreme violation of the university rules and regulation. Residents removed from residence halls for disciplinary reasons will not receive a refund.

7. **Persona Non Grata (PNG)** – Individuals may be declared Persona Non Grata and would not be permitted to enter or remain in the residence halls. Students suspended or who are suspended pending a hearing will normally be declared Persona Non Grata.

8. **Discretionary Sanction** – Work assignments, essays, service to the Residence Halls or university community, room switch (fees may apply), building switch (fees may apply), increasing the consequences of an already pre-existing sanction from a policy pertaining to the violation or other related discretionary assignments.

9. **Restitution** – Compensation for loss or damage to university or personal property. This may take the form of appropriate service and/or monetary or material replacement.

Types of violations which may result in a Written Formal Warning but are not limited to the following:
- Guest policy violation with the exclusion of Opposite Sex Overnight
- Hall Sports
- Noise
- Prohibited items
- Failure to attend a mandatory meeting

Types of violations which may result in a Write-Up include but are not limited to the following:
- Incidents involving drugs and/or alcohol
- Sneaking guests into the residence hall
- Receiving a third formal warning
- Fire Code violations
- Prohibited items
- Opposite Sex Overnight Guests

**CUMULATIVE VIOLATION & SANCTION POLICY**
All violations and sanctions are cumulative. Sanctions are valid for the academic year during the fall and spring semesters. Sanctions issued during the last two weeks of the spring semester remain in effect through the following academic year. However, a student’s conduct history (all violations and sanctions regardless of date of occurrence) may be considered during a hearing with the Student Conduct Board or Vice President for Student Life (or designee).

**ALCOHOL AND OTHER DRUG SANCTIONS**
An Alcohol or Other Drug Violation is defined as any violation of university policy or state law with respect to possession or use of alcohol or other drugs and related paraphernalia, including disruptive behavior that results from alcohol or drug use. Students should be aware that their presence in an area where a violation of the alcohol and other drug policy occurred may result in being held accountable, if found responsible, regardless of their use and amount of time at the location. Such violations may include possession of small amounts or being present in a location where marijuana or other drugs are found.

Note that the sale, distribution or possession of misdemeanor or felony amounts of drugs will likely result in suspension or expulsion.
These sanctions in no way preclude the possibility of arrest by police agencies.

The following penalties will be imposed after a determination of responsibility is made by the Graduate Resident Director, Hall Coordinator, Director of Residence Life or appointed designee when hearing the case. Note that students are subject to the Cumulative and Sanction Policy.

**First Offense**

$140.00 fine and write-up. One (1) hour of educational and one (1) hour of personal counseling with the Substance Awareness Counselor is required, and the university will notify parents of students who are under 21 years of age about the violation.

The student may be subject to any of the following Residence Life sanctions including but not limited to Exclusion from Residence Halls, a Discretionary Sanction or Restitution.

**Second Offense**

$240.00 fine and write-up. Three (3) hours of educational and personal counseling with the Substance Awareness Counselor are required. The student will be placed on disciplinary probation for a minimum of two semesters and the university will notify parents of students under 21 years of age about the violation.

The resident student may be placed on Residence Hall Probation for the remainder of the academic year. The student may also be subject to any of the following Residence Life sanctions including but not limited to Exclusion from Residence Halls, a Discretionary Sanction or Restitution. Once on probation, the next major or minor violation the student commits may result in the termination of the student’s housing contract.

**Third Offense**

If a third incident involving alcohol/drugs occurs, the student will be required to meet with the Vice President for Student Life, along with the Substance Awareness Counselor, to determine whether possible expulsion from the university, a medical leave of absence, and/or probation is necessary. The university will notify parents.

If the violation is not rescinded and stands as is, the student’s housing contract may be terminated. Once a student’s housing contract has been terminated and the student wishes to appeal this decision, his or her letter of appeal must be received by the Vice President for Student Life within five business days of the student receiving notification of the room contract termination. At that point the Vice President for Student Life will convene the student conduct board. Students should remember that the appeals process is an internal one, and is not a court hearing; for this reason, lawyers, parents, or character witnesses are not necessary — only those individuals who were involved in or were witnesses to the event(s) for which the student was dismissed may be called.

**NON-ALCOHOL AND OTHER DRUG SANCTIONS**

Students should be aware that their presence in an area where a violation of Residence Life or university policy occurred may be held accountable, if found responsible, regardless of their use and amount of time at the location. These sanctions in no way preclude the possibility of arrest by police agencies. The full range of sanctions described above are available to the hearing officer once determination of responsibility is made by the Graduate Resident Director, Hall Coordinator, Director of Residence Life or designee, based on the circumstances of the violation.
RESIDENCE HALL PROCEDURES

Only full-time undergraduate, graduate, and continuing education and adult students are eligible for on-campus housing. If a student is found to have missed an excessive number of classes, that resident may no longer reside on campus.

Check-In/Housing Contracts

In order to check-in, residents must previously have filed a housing contract with the Residence Life Office. The filing of a housing contract with the Residence Life Office constitutes an agreement and understanding between you and Caldwell University. The contract outlines the dates of opening and closing of the residence halls and food service and binds the student to adhere to all university policies. It is expected that the student will read and understand the Residence Hall Contract in its entirety since he/she has assumed full responsibility for complying with its contents. In the event that a student cannot live within the confines of this agreement, he/she may be asked to leave the residence halls. The housing contract is for a term of one academic year.

Key Issuance

Each student receives a room key at the time of occupancy (upon check-in). An agreement to pay for the cost of a lock change and key duplication in the event a room key has been lost or stolen must be signed when students are issued keys. Students may not duplicate their keys. All keys must be returned to the Residence Life Office upon changing rooms, leaving the residence hall permanently, withdrawal from the university, and at the end of the spring semester. Failure to return keys as specified will result in an automatic $85 billing for a lock change and key duplication regardless if such keys are returned at a later time. The loaning of residence hall keys to any person unauthorized to possess such keys, including residents other than the occupants of that room, non-residents, and non-students is prohibited. It is advisable to always keep your room locked.

Room Condition Forms

Each student must complete a room condition form, provided by the university, within 48 hours of check-in. This form, when countersigned by a member of the Residence Life Staff, becomes a basis for assessment of any damages and/or loss attributable to the student at the termination of the occupancy period. Student rooms will be assessed at the end of occupancy. Students will be billed for any improperly cleaned and arranged rooms, damages, and/or losses. Damages to the public areas will be billed to those considered to be cooperatively responsible.

Room Selection

Although housing is assigned to new resident freshmen and transfer students, returning resident students have the opportunity to select their room and roommates/suitemates for the next academic year by completing the Returning Student Housing Contract. The housing contracts will be e-mailed to current resident students in early spring with a deadline to complete the online housing contract. Each student must make a $200 non-refundable housing deposit using the online payment system prior to filling out their housing contract. After the deadline to submit the housing contracts has passed, the Office of Residence Life processes all information and distributes all new housing assignments to residents through their campus mailboxes and/or e-mail. Housing deposits and housing contracts received after the
deadline will automatically be placed on the waiting list for housing until all incoming students are assigned.

Housing deposits are applicable toward room and board only and are non-refundable if a student withdraws from the residence halls. Room deposits are only refundable if a student is dismissed from the university or from the residence halls prior to the start of the fall semester.

The Residence Life Office will send each resident student detailed information on room draw several weeks before it begins. A resident student must be enrolled in a minimum of 12 credit courses as a traditional undergraduate or adult undergraduate and 9 credits as a graduate student. Exceptions to this policy may only be authorized by the Director of Residence Life or by the Vice President for Student Life.

**Room Changes**

Room changes can be made twice during the academic year. During the first two weeks of each semester, students may apply for a room change. Students interested in changing rooms are responsible for negotiating their own room changes, and any changes must be agreeable to all parties involved. Prior to any changes being approved, all parties involved must meet with their RA to fill out the appropriate paperwork, and the requested change must be approved by the hall GRD. Only in special personal circumstances will changes be authorized at other times of the year.

Please also be aware that if you are interested in changing rooms due to a roommate conflict, your Resident Assistant has been trained to mediate such conflicts, and thereby save you the time and effort involved in a room change.

**Check-out, End of Fall/Year**

Upon check-out, residents must remove all their belongings from their rooms. The room must be left in the same condition as filed on the Room Condition Report. Keys must be returned to the Residence Life Office. A closing memo will be issued prior to closing week. Students are responsible for reading and understanding their copy and following the given guidelines to eliminate potential problems. All residents who are not involved in commencement are required to leave the residence halls 24 hours after the completion of their last final examination or by the designated time which is advertised, whichever comes first.

**Vacating Policy**

Upon date of cancellation, termination of or dismissal from housing, the student shall have 48 hours from that date to vacate the room/suite with all personal belongings. If a student fails to vacate after the 48 hour period, the locks will be changed at the student’s expense. After 48 hours, any items left behind will become property of Caldwell University and will be discarded by facilities.

**FINES**

Fines will be imposed for the following violations including but not limited to:

- $50.00 – $250.00 • Improperly cleaned or set up rooms
- $50.00 – $100 • Damaged rooms/common areas
- $100.00 • Loss of university property
- • Removal of screens or security stickers
- • Possession of lounge furniture
- • Removing a closet drape from its tracks
- • Burning candles
- • Smoking in rooms
RESIDENCE LIFE HANDBOOK

A Message from the Residence Life Office
Residence Life Staff
Residence Hall Council
Residence Hall Rules and Regulations
Caldwell University Notification
Visitation Policy
Respect for Roommates
Dress Policy
Notices
Pets
Residence Hall Safety
Room Decorating
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Discrimination and Harassment
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Violations of Residence Hall Rules and Regulations
Student Conduct Process in the Residence Halls
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Fire Alarms and Emergency Evacuation Routes
Dining Service
Chapel
Housekeeping
Kitchens
Laundry Room
Mail
Privacy Policy
Regular Residence Hall Quiet Hours
Security
Storage
Telephones
Wing Meetings

$60.00 – $120.00 • Painting or writing on walls, door, or door frame of room

$85.00 • Key lost, duplicated, or not returned – to cover the cost of a lock change

$100.00 • Propping open an outside door
• Removal of lounge screen
• Damage to bedroom, kitchenette, hall, hallway or bathroom screen

These fine amounts are to be used a guide and may not reflect the true cost of the damage which may result in higher fines. If these fines are not paid by the end of the semester, the students may not return to the residence halls nor will business transactions (transcripts, grades) be conducted with the student.

ROOM AND BOARD REFUND POLICY

With the exception of graduating seniors, the Residence Life Office will assess a $150 cancellation fee for all those who are approved to cancel their housing contract. Resident students must submit a cancellation request form prior to the deadline date. If a cancellation form is approved, room and board payments already made to the university shall be refunded to the student according to the Caldwell University Refund Schedule.

Through the first week of occupancy ........................................ 80%
Within the second week of occupancy ................................. 60%
Within the third week of occupancy ................................. 40%
Within the fourth week of occupancy ................................. 25%
After four weeks of occupancy ........................................ NO REFUND

WITHDRAWAL FROM THE UNIVERSITY OR RESIDENCE HALLS

Students wishing to leave the university must submit, in writing, these intentions to the Center for Student Success Office and Vice President for Student Life. Students must also contact the Residence Life Office to return keys, check out of their rooms, and file a forwarding address.

FIRE ALARMS AND EMERGENCY EVACUATION ROUTES

In the event the fire alarm sounds, students must exit the building immediately. Failure to do so is considered a violation of the Community Safety Violations and Smoking Policy. Students must understand that even though fire alarms may be an inconvenience and a frustration, it should never be assumed an alarm is false. Students may re-enter the building only after the building has been inspected by the Residence Life Staff and/or Fire Department officials.

The Residence Life Office will conduct fire drills throughout the year to acquaint and remind students of proper evacuation procedures.

DINING SERVICE

Gourmet Dining provides a continuous dining program for the Student Dining Hall, where a meal plan participant may enter the dining hall an unlimited amount of times and help themselves to all they care to eat at over 19 dining station points of service with unlimited returns. Gourmet Dining Services hours are Monday through Thursday from 7:30 a.m. – 9:30 p.m.; Friday through Sunday from 8:00 a.m. – 7:30 p.m.
The room and board plan at Caldwell University is made available to students as a package. All resident students are provided with food service accommodations as part of this package. All students must have their ID cards to be granted meals. Plates, cups and silverware may not be taken from the dining hall. Meals are to be eaten in the dining room. Please see the Food Service Manager to handle special considerations, such as food allergies or special dietary needs.

**CHAPEL**

At the center of the entrance to Mother Joseph Residence Hall is the Chapel. Keeping in mind the Catholic and Dominican identity of the campus, the Chapel is available to all students, faculty, and staff 24 hours a day. The Chapel provides a quiet place for prayer and meditation and is home to the weekly Sunday Liturgy of Campus Ministry. Alumni and staff can also utilize the Chapel for weddings and other sacramental celebrations. Arrangements to utilize the Chapel are made through the Office of Campus Ministry.

**HOUSEKEEPING**

Students are responsible for the cleanliness of their room and furniture. Students are required to take all reasonable care of the community areas such as hallways, lounges, kitchenettes, and community bathrooms. Housekeepers are responsible for these areas but cannot be expected to care for extreme conditions caused by student misuse.

Any situation requiring maintenance should be reported to the Resident Assistant. If possible, the situation will be attended to the next working day.
If you live in Mother Joseph Residence Hall:
Your Name/Your Box Number
Caldwell University
Mother Joseph Residence Hall
11 Ryerson Avenue
Caldwell, NJ 07006

If you live in Dominican Hall:
Your Name/Your Box Number
Caldwell University
Dominican Hall
12 Ryerson Avenue
Caldwell, NJ 07006

If you live in Rosary Hall (mail boxes are located in Dominican Hall):
Your Name/Your Box Number
Caldwell University
Rosary Hall
12 Ryerson Avenue
Caldwell, NJ 07006

1. Relative to safety, health, and condition of people, facilities, and furnishings.
2. Relative to a reasonable presumption of violation of any university regulation or civil/criminal law.

REGULAR RESIDENCE HALL QUIET HOURS
As a Catholic university in the Dominican tradition, we strive to build on the four pillars of Dominican Life: Community, Prayer, Study and Service. Within our residence halls, our community must be mindful of others and live with respect for one another. In order to accommodate the needs of all and provide an atmosphere conducive to study, Mother Joseph Residence Hall and Dominican Hall have quiet hours strictly enforced from 11:00 p.m. until 10:00 a.m. Sunday through Thursday, and 1:00 a.m. until 10:00 a.m. on Friday and Saturday. Rosary Hall adheres to 24-hour quiet hours. No music, voices, or other noise should be heard outside of the room during quiet hours.

No speakers are to be placed on windowsills, as this disturbs both resident students and homeowners on Ryerson Avenue and Hawthorne Avenue. If residents are found loitering during quiet hours in front of or near residence halls, and the noise levels result in a complaint, the RA on duty, Graduate Resident Director on duty, and/or Security will be notified, and the gathering will be disbursed.

Regular Residence Hall Quiet Hours are in effect during the following times:
- Sunday through Thursday from 11:00 p.m. – 10:00 a.m.
- Friday and Saturday from 1:00 a.m. – 10:00 a.m.
- Rosary Hall – 24 hours

During the week of final exams, 24-hour quiet hours are enforced and are expected to be maintained.
Please also note that 24-hour courtesy hours are in effect in all residence halls year-round. Therefore, regardless of the time of day, residents should be respectful of one another by lowering noise levels when asked by a fellow student.

Every student has the right to quiet and therefore, the responsibility to maintain it. Please be respectful when confronting other residents or guests who may be violating quiet hours. You should seek to involve a Resident Assistant only in those instances in which your polite requests for quiet have not been successful in reducing the noise.

SECURITY
Guards are on duty from 9:00 p.m. to 8:00 a.m. in the Mother Joseph, Rosary, and Dominican Residence Halls. It is the responsibility of the student to ensure that their doors are kept closed and locked. Out of concern for the safety and well-being of all students living in the residence halls, any student caught propping open an outside door will be issued a write-up and a $100.00 fine. All bags, backpacks, laundry baskets, and other large carriers are subject to search at the reception desk before entering the building. Students must individually swipe their Caldwell University student ID cards to gain entrance to the living quarters. Students may not congregate at the front desk or enter the reception room at any time. The view of the receptionist and/or guard may not be obstructed at any time.

Dial 0 from a campus phone to reach the campus switchboard 24 hours a day, 7 days a week. They will be able to connect you with Campus Security. If it is a medical emergency, dial 911. The Director of Campus Safety can be reached at 973-618-3259.

STORAGE
The university provides storage facilities for international students and out-of-state residents. However, storage space is limited and the university cannot guarantee use of the storage facility. All students requesting storage use must complete a Summer Storage Request Form which can be found in the Residence Life Office. An e-mail will be sent to the student's Caldwell University e-mail with further instructions if granted approval. All belongings must be properly boxed and identified. Students are advised that the university assumes no responsibility for lost or stolen articles.

Please note: Any items left in storage without proper authorization from a Residence Life Staff member will be discarded one week after check-out.

TELEPHONES
House phones are available for inter-campus calls; you will find these on each floor. Private phone lines are available in all rooms. Caldwell University also provides one phone line per room/suite for student use. Students may request a phone from the front desk of the residence hall they are currently residing in. Students are held responsible for the condition of the phone upon checkout. In order to place off-campus phone calls, students must purchase calling cards.
WING MEETINGS

Your RA will hold mandatory wing meetings to provide information, discuss planned and potential programming, and exchange concerns or ideas throughout the academic year. This is an excellent opportunity to influence wing activities and decisions. Your RA must be notified in advance if you will not be able to attend the wing meeting – meetings are mandatory. If residents miss a wing meeting without notification, they will receive a written formal warning.

Caldwell University, through the Office of the Vice President for Student Life, reserves the right to change or alter any of the material presented in this publication at any time to ensure the proper conduct of the Residence Life program. Any such changes or alterations will be preceded by written notice, and shall become effective one (1) week from the date of distribution of such notice to students. It is the responsibility of the student to read and understand all notices; including notices regarding closing or check-out procedures. Failure to read and understand such notices shall not absolve any student of the responsibility for complying, or the consequences of failure to comply, with such changes, alterations, or procedures.