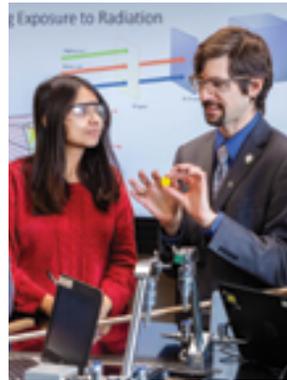
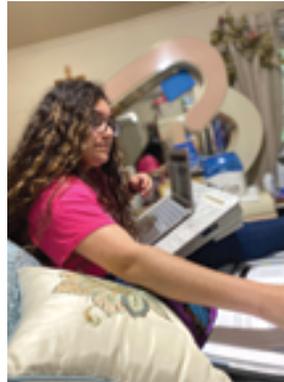




2020-2021

# C-Book

a student guide to life at caldwell



## GENERAL INFORMATION

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# general information

## 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 returning students 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.

## CALDWELL UNIVERSITY IS A STIGMA-FREE CAMPUS

Caldwell University was designated as New Jersey's first stigma-free campus, demonstrating its commitment to overcoming the stigma attached to mental illness. Our institution encourages students to attend to their mental health without shame or fear of criticism or academic reprisal. The Wellness Center combines the Counseling Services, Health Services, and the Student Advocacy and Prevention Awareness (SAPA) departments, promoting a holistic approach in treating students' emotional, physical and spiritual health. The University's Helpline is staffed by graduate student volunteers who provide confidential telephone counseling to the college campus and local community. The University also offers a CACREP-accredited Master's degree in Counseling with Specializations in Clinical Mental Health Counseling and Art Therapy, furthering its mission to prepare graduates to effectively function as mental health counselors and art therapists in the public sphere. Each year Caldwell University offers a broad array of outreach programs such as the Put Stress to Rest Fair, Mood Check-ups, and Suicide Prevention



programming that address students' mental health needs and promote public awareness about the importance of mental health care.

## 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

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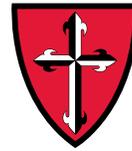
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**CALDWELL**  
UNIVERSITY

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**

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## CORE VALUES

The CORE values of Caldwell University emanate from the Catholic Intellectual Tradition, the life of Saint Dominic de Guzman, 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 have responsible relationships with each other and with the earth. We value diversity and believe it enriches the university community.

### INTEGRITY

We commit ourselves to honesty and professional excellence in all interactions and relationships.

### COMMUNITY

Valuing relationships, collaboration, and inclusivity, we extend this spirit through intentional connections within the campus community and beyond.

### EXCELLENCE

Aware that each person has a role in creating a just and compassionate global community, we seek to develop a love for lifelong learning and a commitment to the search for knowledge, truth, and solutions to problems.



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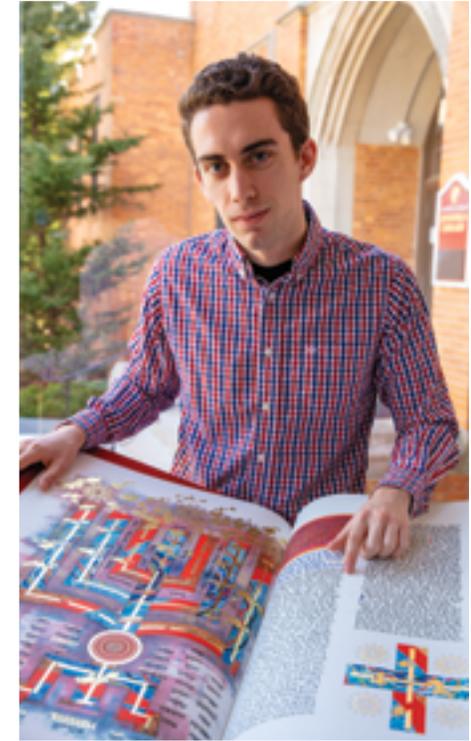
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## EXPECTATIONS

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 and out of the classroom setting.



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August 2020

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 2020-2021 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 – whether in person or remotely.

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 on this educational journey with us. Let's make this a great year!

Very truly yours,

Sister Kathleen Tuite, O.P.



Vice President for Student Life

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## 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. In-person attendance will be limited. More information to come.

*Wednesday, September 16*

### Caldwell Day of Service

Caldwell University's Caldwell Day of Service celebrates the life of St. Martin de Porres. 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.

*Postponed to Fall 2021 due to restrictions.*

### 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 9*

### 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 Monday closest to January 28 once spring semester classes are in session.

*Monday, 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 Founder's Day educational and community-building activities.

*Wednesday, March 18*

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### 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. This ceremony also highlights faculty and staff who have newly earned a doctoral degree, the Excellence in Teaching Award, the Mission in Action Award, and the Caldwell Cup.

*Wednesday, April 28*

### 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 22*

### 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 23*

### Hall of Flags

On March 4th, 1998, the Hall of Flags was created in the student center by the office of student affairs and the office of international student services as a celebration of cultural diversity on campus. The flags were presented to the university by the



International Students Organization during the first cultural day. The flags are added in order to represent new international students from overseas who are the first non-immigrant students coming to the United States and Caldwell University from their country of origin. When new international students matriculate, if the flag of country of origin is not yet displayed in the Hall of Flags, a flag raising ceremony is held and the community gathers to learn more about our new community members.

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## ACADEMIC CALENDAR

### Fall Semester — 2020

#### August

31 Evening Classes Begin (4:15 PM) –  
On Campus & Online C

#### September

1 Day Classes Begin (8:00 AM)  
1 Graduation Applications Due for December  
Degree Completion  
5 Post-Bac Saturday Classes Begin  
7 Labor Day (Classes ARE meeting)  
9 Last Day to Add/Drop On Campus, Online C,  
& Post-Bac Saturday Courses  
10 First Day to Withdraw from a Course –  
On Campus or Online C  
14 Incomplete Grades from Spring Due in  
Registrar's Office  
16 Mass of the Holy Spirit

#### October

14 Mid-Term Progress Report Due

#### November

2 Graduation Applications Due for May Degree Completion  
2 Spring/Summer Registration Material Available  
on the Web  
9–12 Athlete Registration Week  
13 Last Day to Withdraw from On Campus, Online C,  
& Post-Bac Saturday Classes  
13 Incomplete Grades from Summer Due in  
Registrar's Office  
16 Registration Week  
Registration Begins of UG's: 90+ Credits Earned;  
All Master, Ph.D., & Ed.D. Students  
17 Registration Week  
Registration Begins of UG's: 60+ Credits Earned  
18 Registration Week  
Registration Begins of UG's: 30+ Credits Earned  
19 Registration Week  
Registration Begins of UG's: 29 or Less Credits Earned

#### November (continued)

26 Thanksgiving Recess (No Classes)  
27 Thanksgiving Recess (No Classes)  
28 Thanksgiving Recess (No Classes)  
29 Thanksgiving Recess (No Classes)  
30 Classes Resume

#### December

4 Last Day of Classes On Campus & Online C,  
& Post-Bac Saturday Classes  
7 Final Exams Week  
8 Final Exams Week  
9 Final Exams Week  
10 Final Exams Week  
11 Final Exams Week  
12 Final Examinations for Post-Bac Saturday Classes  
13 Conferral of Degrees for December Graduates

For the most up to date academic calendar information, login to the  
my caldwell portal: <https://my.caldwell.edu/ICS/Calendar.jnz>

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### Spring Semester — 2021

#### January

- 4 Winter Session Begins
- 6 Last Day to Add/Drop for Winter Session
- 11 Last Day to Withdraw from Winter Session
- 18 Martin Luther King (No Classes)
- 22 Winter Session Ends
- 25 Day, Evening, & Online Classes Begin (8:00 AM) –  
On Campus & Online C
- 30 Post-bac Saturday Classes Begin and Follow the  
on Campus Schedule

#### February

- 1 Graduation Applications Due  
for Summer Degree Completion
- 2 Last Day to Add/Drop On Campus & Online Session C  
& Post-bac Saturday Classes
- 15 President's Break – No Classes
- 16 President's Break – No Classes
- 17 Classes Resume (8:00 AM)

#### March

- 15 Spring Break (No Classes)
- 16 Spring Break (No Classes)
- 17 Spring Break (No Classes)
- 18 Spring Break (No Classes)
- 19 Spring Break (No Classes)
- 20 Spring Break (No Classes)
- 21 Spring Break (No Classes)
- 22 Classes Resume (8:00 AM)
- 24 Mid-Term Grades Due
- 24 Founder's Day – No Classes 11:00 AM – 2:00 PM
- 26 Fall/Winter Registration Materials Available  
on the Web

#### April

- 1 Easter Break
- 2 Easter Break
- 3 Easter Break
- 5 Classes Resume at 4:20 p.m.
- 7 Incomplete Grades from Fall 2020 Due!
- 9 Last Day to Withdraw from a Course: On Campus,  
Online C, & Post-Bac Saturday Classes
- 12 Fall/Winter Registration Week Begins  
Registration Begins for UG's: 90+ Credits Earned, All  
Master, Ph.D., Ed.D., & Adult Undergraduate Students

#### April (continued)

- 13 Registration Begins for UG's: 60+ Credits Earned
- 14 Registration Begins for UG's: 30 + Credits Earned
- 15 Registration Begins for UG's: 29 Credits Earned or Less
- 26 Incomplete Grades from Winter Due in Registrar's Office
- 27 Salute to Grads!! (12:00 PM – 7:00 PM) Graduating  
Students Must Attend to Obtain Final Graduation Clearance  
for Commencement!
- 28 CRACAD (12:00 – 4:00 p.m.)  
Honors Convocation – No Evening Classes  
(Beginning 4:15 PM)

#### May

- 3 Graduation Applications Due for December 2021  
Degree Completion
- 4 (PB) Last Day of Class for PB Saturday Classes
- 10 Last Day of Classes
- 11 Reading Day (No Classes)
- 12 Final Examinations Week
- 13 Final Examinations Week
- 14 Final Examinations Week
- 15 Final Examinations Week
- 16 Final Examinations Week
- 17 Final Examinations Week
- 18 Final Examinations Week
- 23 10:00 AM: Commencement: Graduate Ceremony  
1:00 PM: Commencement: Undergraduate Ceremony
- 24 (Summer A) On Campus Classes Begin
- 31 Memorial Day (No Classes)

#### June

- 1 (Summer A) Last Day to Add/Drop from  
an On Campus C Course
- 8 Last Day to Withdraw from an On Campus A Course
- 24-26 Final Exams

**Please see the link below for On Campus Summer B, C, and  
Online Courses**

For the most up to date academic calendar information, login to the  
my caldwell portal: <https://my.caldwell.edu/ICS/Calendar.jnz>

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# 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; the freedom to meet peaceably on university property with other members of the university community; and freedom of religion and political beliefs.
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(s).
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, not to interfere with other members of the community's freedom of religion and political beliefs, 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 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.**

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#### 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*:

- [https://caldwell-wpengine.netdna-ssl.com/wp-content/uploads/2020/01/20312-7-UG-Catalog\\_2019-20\\_LINKS.pdf](https://caldwell-wpengine.netdna-ssl.com/wp-content/uploads/2020/01/20312-7-UG-Catalog_2019-20_LINKS.pdf)
- <https://caldwell-wpengine.netdna-ssl.com/wp-content/uploads/2019/01/Grad-Catalog-2018-20-1.pdf>

Violations of the Academic Integrity policy include but are not limited to:

- a. Cheating.
- b. Fabricating data or other information to reach a desired conclusion.
- c. Plagiarism.
- d. Multiple submissions.
- e. Interfering with another student such that the behavior prevents or impedes that student from fulfilling his or her academic responsibilities.
- f. Complicity.
- g. 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

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Institutional Policy Prohibiting Discrimination and Harassment [University Policies tab, page 33].

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.
  - k. Hoverboards are not permitted anywhere on the Caldwell University campus. The term "hoverboards" includes but is not limited to self-balancing scooters, battery operated scooters, hands-free segways, and electric powered skateboards.
  - l. Failure to abide by traffic regulations and/or driving recklessly 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, handheld sparklers, ground-based sparkling devices, novelty 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.

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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, bong, 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, have in his/her possession, or be in the presence of 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 98-117).
  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 Office 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.

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- 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, 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) or within smoke free zones (25 feet from entrances).
    - a. Smoking in any campus building(s) and/or within smoke free zones (25 feet from entrances).
    - b. Use of any smoke-related devices, including, but not limited to vapors, hookahs, e-cigarettes, pipes, etc., is not permitted. See full policy in University Policies section.
  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 66]
    - 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:

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- 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](https://my.caldwell.edu/ICS/Campus_Community/Information_Technology/Appropriate_Use.jnz) [Policy can be found on page 71]]

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, 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.

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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. Whereas students have the right to attend Conduct Board proceedings, failure to appear may result in the proceedings occurring in the absence of the student. Choosing not to attend the hearing does not constitute grounds for appeal as the student was not denied the opportunity to attend.

### 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).

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- 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 33].

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.
3. Notification of disciplinary proceedings.
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.
9. Students have the right not to appear at the hearing; however, the hearing will proceed as scheduled in the absence of the student. The Student Conduct Board will deliberate based on the evidence provided to them. Failure to appear does not constitute a reason for appeal.

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#### 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 two (2) business days 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 prevent 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 two (2) business days 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.

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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 two (2) business days after making its decision. The actions of the Student Conduct Board will be noted in the student's record.

#### Appeals

Students may appeal the decision of the Student Conduct Board by filing a written request for review with the appeal officer designated for the particular 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.

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## 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.

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 Accessibility 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 Accessibility Services may file a written complaint and the basis for it, in the Office of Accessibility Services, within 10 calendar days after the designation of the accommodation or recommendation under the Informal Procedure, if applicable.
2. If the Director of Accessibility 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 Accessibility Services or his/her designee will investigate the allegations of the complaint. If the Director of Accessibility 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.

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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 Accessibility 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 Accessibility 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 health professional prescribing the medication and/or to obtain a state of intoxication.

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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 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 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, bong, 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, have in his/her possession, or be in the presence of 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.

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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 107 of the Residence Life Handbook.
  - 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 Office 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 page 9 of the Student-Athlete Handbook located on [https://caldwellathletics.com/documents/2020/6/2/Student\\_Athlete\\_Handbook\\_2020\\_21.pdf](https://caldwellathletics.com/documents/2020/6/2/Student_Athlete_Handbook_2020_21.pdf).

### DRUG FREE SCHOOLS

These guidelines are sent to all students once each fall and spring semesters as per federal government mandate <https://caldwell-wpengine.netdna-ssl.com/wp-content/uploads/2020/07/Drug-Free-Campus-Guidelines-2020-2021-Final.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 Assistant Dean of Residence Life. All are referred to the Substance Awareness

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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; completion of an online course directly related to the type of violation (alcohol and/or drugs); and 1 hour follow-up session with Substance Awareness Counselor are required. The university will notify parents of students who are under 21 years of age about the violation.

**Second Offense:** \$240.00 fine; three 1-hour follow up sessions with the Substance Awareness Counselor. The university will notify parents of students who are under 21 years of age about the violation.

**Third Offense:** \$400.00 fine; continued counseling sessions at the discretion of the Substance Awareness Counselor, in consultation with the Vice President for Student Life or designee, 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. A "hold" will also be placed on a student's account for failure to meet any aspect of the sanction, even if the fine is paid.

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

### Minimum Sanctions for Students Found in the Presence of Alcohol

If a student is found in violation of being in the presence of alcohol the following sanctions may be implemented:

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**First offense:** Student will receive a formal warning and must complete an educational development module.

**Second offense:** \$140.00 fine and must complete an appropriate educational development module.

**Third offense:** \$240.00 fine; completion of an online course directly related to alcohol; and 1 hour follow up session with the Substance Awareness Counselor are required. The university will notify parents of students under 21 years of age about this violation.

## 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 health professional'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. In order to store alcoholic beverages in their rooms they must adhere to the following:

- The alcohol must be labeled with the resident's first and last name
- It cannot be in plain sight and visible to others unless being consumed by individuals of age
- Must be kept out of the common area and only stored in student's personal belongings. Personal areas are defined as one of the following that belongs to the person of legal drinking age: Wardrobe, closet, under bed carrel, personal refrigerator, or desk.

### 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. At the beginning of the semester every residential student will receive educational information via their university email about responsible drinking for those of legal age.

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 by any occupant.

### 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

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- 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. 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.
9. Students will be held accountable for any vandalism or harassment while under the influence of alcohol and/or drugs.
10. 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 911 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 911 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 911 (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 or designee following the incident. Comply with any recommendations set forth by the Vice President for Student Life.

A member of the Caldwell University community who follows the procedures stated above will not be subject to 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 33, of the C-Book, will not be subject to other

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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 the Good Samaritan policy was followed. If granted medical amnesty, the student will not receive the minimum sanction for a violation of substance. However, he or she must meet with the Vice President for Student Life or designee and comply with any recommendations set forth. 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 Executive 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.

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### §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.

## ATTENDANCE POLICIES

### Attendance

*The faculty have immediate jurisdiction over all student attendance regulation and therefore the individual policies identified by the specific faculty member for the course will be the standard for student attendance in that course. In the absence of such rules, the policy below will apply.*

Regular and punctual attendance is an essential part of the educational program. Students are expected to be earnest about their scholastic work and to be absent only for serious reasons. Each instructor determines the course attendance policy and students should receive a policy statement at the beginning of the course in the syllabus. Students are expected to attend each class session in accordance with each instructor's or department's attendance policy. The responsibility for any work missed because of an absence rests entirely with the student.

Students requesting an excused absence must provide documentation to the instructor at least two weeks prior to the scheduled excused absence or as soon as possible when not known in advance.

Students may be required to account for irregularity in attendance, either by oral or written explanation to their instructor. Students absent from classes more than three days for illness should provide medical documentation to the Student Life Office.

Students who expect to be absent from class for five days overall should notify their professor and the Student Life Office promptly.

Any student who has been excessively absent (4 or more course meetings) from a course may be required to withdraw from that course without credit. Unless otherwise noted in the course syllabus, students who have missed 40 percent of the coursework without documentation and have not withdrawn will receive an F for the course.

Students who fail to attend class by the first meeting after the add/drop period should officially withdraw from the course through the Registrar's office to avoid receiving an F.

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Students must be registered and in class prior to the start of the second week of classes. **If a student has not been in attendance by the first class of the second week**, the student will need faculty, department chair, and the Vice President of Academic Affairs approval to enter the class. Instructors retain the right to deny admission to a course to any student who wishes to enroll after the add/drop period has ended.

### 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, instructors will be provided with a list of in-season student athletes enrolled in their courses.
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 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 in order to facilitate notification in as timely a manner as feasible. 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.
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.

### CALDWELL UNIVERSITY COVID-19 STUDENT POLICY

Communicable diseases or a pandemic may affect the operational status of Caldwell University at any time. Students are required to comply with all operational policies to ensure a safe campus community for all. Students who fail to comply with applicable policies and procedures may be subject to disciplinary action through the student conduct process. Although this process is not meant to be punitive in nature, failure to comply with University directives can significantly impact the health and safety

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of the University community. As all pandemics and communicable diseases may require different mitigating procedures, students are expected to read and comply with any written policies related to any pandemics, communicable diseases or health concerns as they are released by the University. Students who participate in specialized programs will be required to comply with all policies applicable to that program, including but not limited to athletes and nursing students. The University will adopt a general policy addressing communicable disease outbreaks. This Policy relates specifically to the current COVID-19 pandemic. Any student who has questions about this policy, or how to comply with the policy, should contact the Office of Student Life at [studentlife@caldwell.edu](mailto:studentlife@caldwell.edu) or 973-618-3289.

### Personal Responsibility

Students are responsible for their own safety and well-being at all times. To reduce the risk of contracting or spreading COVID-19, it is imperative that students practice good hygiene and safety protocols. Students are required to comply with this policy, including its face covering and social distancing provisions and are strongly encouraged to frequently wash their hands for 20 seconds or more, sanitize communal spaces before and after use, and wipe down items daily in their residential spaces, whether on or off campus.

### Social Distancing and Common Space usage

With the exception of one's own residential bedroom, students must always maintain at least 6 feet from another person(s) whether inside or outside. In stage 2 of the New Jersey reopening plan all common spaces will be closed. When New Jersey moves into stage 3 of the reopening plan, common spaces will be opened on a limited basis. All those utilizing common space(s)

must maintain social distancing measures by staying 6 feet apart and wearing a face covering. There will be occupancy limits in any common spaces as well as in elevators. If the gym is able to operate, it will do so on a very limited basis with strict protocols for utilizing the space.

There will also be specific protocols required for use of the dining hall and Library during this time and all students are asked to adhere to them.

### Face Coverings

As members of the university community, students must wear face coverings in all public and common indoor spaces at all times[MTL1]. Face coverings will also be required if and when you are accompanied by others in an outdoor setting, unless you are consuming food. Face coverings do not have to be worn in residential bedroom spaces for those who reside in that space. The University will provide each student with an initial face mask but students are responsible for obtaining multiple appropriate face coverings of their choice within C-book guidelines. Students must frequently wash and/or replace their face coverings.

### Campus Visitors

While the New Jersey reopening plan is in effect, no outside visitors are permitted to enter campus, with the limited exception of daytime visits for University business and staff or faculty needs. Students should be prepared not to host any guest(s) in the residence halls while residing on campus. Limited visitation between residents of different campus residence halls may be permitted in phase 3, however, this too may be prohibited at any time to mitigate risks.

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### International Travel

Students who travel abroad to locations designated as Level 3 or Level 4 risk sites by the Centers for Disease Control and Prevention ("CDC") must disclose their international travel to the University prior to returning to campus. The University retains the discretion to require those students to quarantine off campus for 14 days prior to returning to campus. Any student who develops COVID-19 symptoms while in quarantine, must begin an isolation period starting on the day of the first symptoms. The student will be cleared to return from isolation when they are found to be at least ten days from the date of the initial symptom and three days fever free without the use of antipyretic (fever-reducing) medications. A student who does not develop symptoms during the 14 days of quarantine must be cleared by health services to return to campus. Students are expected to register their travel on the university travel form.

### Domestic Travel

The COVID-19 pandemic continues to change and evolve. As a result, the University reserves the right to require students who travel outside of the State of New Jersey to quarantine off campus for 14 days prior to returning to campus based upon any rules or guidance issued by the state of New Jersey due to COVID-19 outbreaks that may occur in other states. Any student who develops COVID-19 symptoms while in quarantine, must begin an isolation period starting on the day of the first symptoms. The student will be cleared to return from isolation when they are found to be at least ten days from the date of the initial symptom and three days fever free without the use of antipyretic (fever-reducing) medications. A student who does not develop symptoms during the 14 days of quarantine must be cleared by health services to return to campus. Students are expected to register their travel on the university travel form.

### COVID-19 REPORTING PROCEDURES

If a **commuter** student displays any COVID-19 symptoms, the student must seek medical attention from their health care provider (HCP). If a COVID-19 diagnosis is suspected or confirmed by laboratory test, the student must self-isolate for the recommended time period. The student must report the COVID-19 diagnosis to the Office of Health Services within one business day. The student is prohibited from entering campus for any reason until their HCP deems the isolation period complete. After being cleared by their HCP, the student must inform the Office of Health Services to obtain approval to return to campus.

If a **residential** student displays any COVID-19 symptoms, the student must seek medical attention from their health care provider (HCP). If a COVID-19 diagnosis is suspected or confirmed by laboratory test, the student must self-isolate for the recommended time period. Upon receiving a COVID-19 diagnosis, the student must immediately call the front desk and ask for the Graduate Resident Director on duty to contact them. The GRD will contact the student to provide further instructions. The Office of Residence Life will inform the Office of Health Services.

A **residential** student diagnosed with COVID-19 is required to travel home for the isolation period. After speaking with a member of Residence Life, the student will arrange for departure from campus through personal or family vehicle. At the discretion of the University, isolation arrangements may be made for students who cannot feasibly travel home for the isolation period. Once the student has vacated the residence hall they are prohibited from entering campus for any reason until their HCP deems the isolation period complete. After being cleared by their HCP, the student must inform the Office of Health Services to obtain approval to return to campus.

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### Liability & Risk

All students understand they are at risk of contracting COVID-19 while on Caldwell's campus. By choosing to enter campus and participate in in-person coursework and other activities, each student acknowledges and fully assumes the risk of illness or death related to COVID-19 and hereby RELEASES, WAIVES, DISCHARGES, AND COVENANTS NOT TO SUE (on behalf of themselves and any minor children for whom they have the capacity to contract) Caldwell and its officers, directors, agents, employees and assigns from any liability related to COVID-19 which might occur as a result of use of the Caldwell Campus and participation in Caldwell University in-person coursework and other activities.

### Academic Calendar and Operational Procedures

The University will begin the fall 2020 semester as scheduled and move to online instruction following Thanksgiving break. Residence hall occupancy will end on the Wednesday before Thanksgiving. Students should be prepared to move to online instruction at that time and to return to their permanent off-campus home. There will be a special process for those seeking emergency housing due to special circumstances.

The University may choose to limit or suspend operations based upon the risks COVID-19 presents to the health and safety of the campus community. At any time, the University has the right to limit guests, close lounges and buildings, modify classes, reduce amenities and limit occupancy of spaces on campus. The university will communicate with the campus community as soon as practicable as operational changes are implemented.

### Cleaning

The University has a cleaning protocol in place to sanitize high touch areas and clean common spaces/bathrooms in accordance with CDC recommended standards. At times, you may see facilities members cleaning areas throughout the day. Students must permit facilities staff to perform their daily cleaning duties without disruption. There will be sanitizing solution in each classroom and bathroom for student use so they can sanitize their spaces as necessary. Students are also strongly encouraged to have their own cleaning and sanitizing supplies.

## RESIDENTIAL SPECIFICS

### Reassignment

As set forth in the housing contract and C-book, the University reserves the right to reassign and/or consolidate room assignments at any time for any reason. As the University takes the necessary steps to ensure the health and safety of all students, the Office of Residence Life can cancel, move, or change occupancy of any room.

### Force Majeure

As in the housing contract, *The University assumes no responsibility for failure to perform any terms or conditions of this Agreement due to force majeure. For purposes of this Agreement, force majeure shall mean fire, earthquake, flood, act of God, weather disturbances, strikes, work stoppages or other labor disturbances, riots or civil commotions, litigation, pandemic or local epidemic or other similar acts beyond the control of the University.*

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### Accident or Injury

As set forth in the housing contract, *The University cannot and does not assume responsibility for personal accident, injury or illness to residents, guests or visitors, and the student hereby releases the University and its personnel from any liability on account of any accident, injury, illness or loss not caused by the University's gross negligence or intentional act or omission.* As such, the university may not be held liable for any illness, including COVID-19, that a student may contract while residing in a Caldwell Residence Hall.

### INSTITUTIONAL POLICY PROHIBITING DISCRIMINATION, HARASSMENT, AND SEXUAL VIOLENCE

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 Coordinator 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 prohibiting harassment and discrimination is:

#### Elizabeth Elices

Compliance and Risk Officer  
120 Bloomfield Avenue  
Caldwell, NJ 07006  
973.618.3429 Fax 973.618.3358  
(Title IX Coordinator)

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### Michelle Stauss

Caldwell University  
Assistant Vice President, Human Resources  
120 Bloomfield Avenue  
Caldwell, NJ 07006  
973.618.3555 Fax 973.618.3358  
(Deputy Title IX Coordinator)

### Timothy Kessler-Cleary

Caldwell University  
Assistant Dean, Student Engagement and Retention  
120 Bloomfield Avenue  
Caldwell, NJ 07006  
973.618.3484  
(Deputy Title IX Coordinator)

Questions about this non-discrimination policy and any complaints of harassment or discrimination shall be directed to a Title IX Coordinator. Students with questions or complaints related to disabilities, including the Americans with Disabilities Act, should refer to Volume VI of the Caldwell University Policy Manual for more information. Confidential services for students may be available through the Wellness Center. Please contact the Wellness Center 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.

### 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, 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, may also be considered harassment (keeping in mind the unique

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nature of the academic setting as outlined in section 2.1.2). Any act of domestic or dating violence is considered 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

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(such as rape, sexual assault or battery, and sexual motivated stalking) made against a person's will or where a person is incapable of giving consent due to the victim's age, intellectual disability, or use of drugs or alcohol. Sexual harassment involves unwelcome, gender-based verbal or physical conduct toward an individual which, although not motivated by sexual desire, would not have occurred except for that person's gender.

### Sexual Exploitation

Sexual Exploitation is purposefully taking sexual advantage of another person without consent. It may involve use of one's own or another individual's nudity or sexuality. Examples of Sexual Exploitation include, but are not limited to:

- Voyeurism (such as watching or taking pictures, videos, or audio recordings of another person in a state of undress or of another person engaging in a sexual act without the consent of all parties);
- Disseminating, streaming, or posting pictures or video of another in a state of undress or of a sexual nature without the person's consent;
- Exposing one's genitals to another person without consent;
- Prostituting another individual;
- Knowingly exposing another individual to a sexually transmitted disease; or
- Knowingly assisting another person with committing an act of sexual exploitation.

### Title IX complaints

Sexual harassment that includes the following elements will be treated as a potential Title IX violation, and all investigation and/or resolution will follow additional procedural requirements as described in the relevant sections of this policy.

1. The conduct is alleged to have occurred on or after August 14, 2020; and
2. A formal written complaint has been provided to the Title IX Coordinator; and
3. The alleged conduct occurred within the United States; and
4. The alleged conduct occurred on campus or within a location, event, or circumstances over which Caldwell University exercised substantial control over both the respondent and the context in which the alleged sexual harassment occurred or in a building owned or controlled by a recognized student organization ; and
5. The alleged conduct involves one or more of the following claims:
  - (i) An employee conditioning educational benefits on participation in unwelcome sexual conduct (i.e., quid pro quo); or
  - (ii) Unwelcome conduct that a reasonable person would determine is so severe, pervasive, and objectively offensive that it effectively denies a person equal access to Caldwell University's education program or activity; or
  - (iii) Sexual assault, dating violence, domestic violence, or stalking as defined in the Clery Act and the Violence Against Woman Act.

If any one of these elements are not met, the Title IX Coordinator will notify the parties that the formal complaint is being dismissed for the purposes of Title IX. Each party may appeal this dismissal. Notification will be sent simultaneously to the parties through their institutional email accounts.

Complainants are only able to file a Formal Title IX Complaint under this policy if they are currently participating in, or attempting to participate in, the education programs or activities

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of Caldwell University, including as an employee. To the extent that alleged harassment falls outside these Title IX requirements, or misconduct falling outside Title IX and/or the Discrimination and Harassment Policy is discovered in the course of investigating the alleged violation(s), Caldwell retains authority to investigate and adjudicate the allegations under the relevant policies and procedures defined within the Caldwell University Policy Manuals and C-Book. Note that behavior that does not violate these Title IX definitions may still violate other portions of the Caldwell Discrimination and Harassment Policy. Caldwell will respect a complainant's wishes not to pursue a formal complaint except when, in light of the known circumstances, the Title IX Coordinator determines a Formal Complaint is necessary. Caldwell University will inform the complainant of this decision in writing, and the complainant need not participate in the process further but will receive all notices issued under this policy.

### 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.

Sexual assault, also called 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. This can include non-consensual oral sex.

### Definitions related to consent:

**"Incapacitation:"** An individual who is incapacitated lacks the ability to make informed judgments and cannot consent to sexual contact. Incapacitation is the inability, temporarily or permanently, to give consent because an individual is mentally and/or physically helpless, asleep, unconscious, or unaware that sexual activity is occurring. Mentally helpless means a person is rendered temporarily incapable of appraising or controlling one's own conduct. Physically helpless means a person is physically unable to verbally or otherwise communicate consent or unwillingness to an act. Where alcohol or other drugs are involved, incapacitation is a state beyond impairment or intoxication. Where alcohol or other drugs are involved, evaluating incapacitation requires an assessment of how the consumption of alcohol and/or drugs affects a person's: decision-making ability; awareness of consequences; ability to make informed, rational judgments; capacity to appreciate the nature and quality of the act; or level of consciousness. The assessment is based on objectively and reasonably apparent indications

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of incapacitation when viewed from the perspective of a sober, reasonable person. Evaluating incapacitation also requires an assessment of whether a person should have been aware of the complainant's incapacitation based on objectively and reasonably apparent indications of impairment when viewed from the perspective of a reasonable person. An individual who engages in sexual activity with someone the individual knows or reasonably should know is incapable of making a rational, reasonable decision about whether to engage in sexual activity is in violation of this policy.

**"Coercion"** can include a wide range of behaviors, including intimidation, manipulation, implied threats or blackmail which places a person in fear of immediate harm or physical injury or causes a person to engage in unwelcome sexual activity. A person's words or conduct are sufficient to constitute coercion if they wrongfully impair another individual's freedom of will and ability to choose whether or not to engage in sexual activity. Examples of coercion include threatening to "out" someone based on sexual orientation, gender identity or gender expression and threatening to harm oneself if the other party does not engage in the sexual activity. Coercing an individual into engaging in sexual activity violates this policy in the same way as physically forcing someone into engaging in sexual activity.

**"Force"** is the use or threat of physical violence, intimidation, or coercion to overcome an individual's freedom of will to choose whether or not to participate in sexual activity. Such action would cause a person to fear for their physical or psychological well-being. For the use of force to be demonstrated, there is no requirement that a complainant resists the sexual advance or request. However, resistance by the complainant will be viewed as a clear demonstration of non-consent.

## 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

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are part of the New Jersey Prevention of Domestic Violence Act, N.J.S.A. 2C:25-17 et seq.

### The Clery Act and Safety Warnings

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 activities 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. Information shared publicly pursuant to Clery Act requirements will not include the name of the complainant or reporting individual.

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 or a court issues a protective order (also known as a "restraining order"), 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.

### Bias Incidents

A bias incident is conduct expressing bias towards an individual or group of individuals based on the basis of sex (including pregnancy), 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. This does not include speech protected by federal or state law or by the principles of academic freedom. Some bias incidents may also be considered a form of prohibited discrimination and/or harassment. Individuals who are aware of or suspect a bias incident should contact the Bias Response Team or a Title IX Coordinator.

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### Reporting Procedures

All employees and students have the responsibility to ensure that Caldwell University's non-discrimination and anti-harassment policies are effective. All University employees, unless designated as a confidential resource, are considered mandatory reporters. Any University employee 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 a Coordinator identified in 2.1.2.1 above unless prohibited from doing so by law. Students who wish to report unlawful discrimination or harassment can also contact a Coordinator. If a report of discrimination or harassment alleges involvement of the 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](http://www.caldwell.edu)

No employee or student is required to confront the alleged harasser or report their concern to the alleged harasser directly.

Individuals who believe they have been the survivor 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. Survivors 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 Sections 2.1.2.12 through 2.1.2.14, 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 and/or proving the offense occurred. Individuals who believe they have been the survivor 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.

#### 1. Amnesty for Students Who Report Sexual Misconduct:

The University encourages reporting and seeks to remove any barriers to reporting by making the procedures for reporting transparent and straightforward. The University recognizes that an individual who has been drinking or using drugs at the time of the incident may be hesitant to make a report or provide information in connection with an investigation under this Policy because of potential disciplinary action related to their own conduct. When information is uncovered through the Title IX investigative process that involves alcohol or drug usage in violation of the student Code of Conduct, this information generally will not be used to pursue any disciplinary action for alcohol or drug use, provided that any such violations did not and/or do not place the health or safety of any other person at risk. The University may, however, require educational discussion or pursue other educational remedies regarding alcohol or other drugs.

#### 2. Optional Informal Resolution Process

The Coordinator will determine whether the complaint is suitable and appropriate for potential resolution through an informal process. If both parties wish, they may request to first pursue an informal resolution of their complaint. If the subject matter of the informal resolution process includes a Title IX complaint, both

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parties must first provide voluntary informed, written consent prior to the start of the informal resolution process. Both parties have the right to withdraw from an informal resolution process at any time prior to agreeing to a resolution. Informal resolution is a form of alternative dispute resolution. It may include mediation or employing other resources on or off campus to resolve the situation. Complaints alleging certain actions are not eligible for informal resolution, such as allegations of violence, patterns of behavior, undue influence of coercion, or retaliatory behavior. Informal resolution is not available if a student files a complaint alleging sexual harassment by an employee. If the dispute is not resolved, then formal procedures set forth in 2.1.2.6 will be followed. Records of all informal resolution process attempts, whether completed or incomplete, will be maintained for seven (7) years. These records cannot be expunged.

### 3. Interim Safety Measures

In terms of a Title IX complaint, the following interim measures will be available equitably to both students and employees and may be imposed immediately hereunder notwithstanding any provision to the contrary in any other policy including Volume IV. In some circumstances, interim safety measures may be taken to protect the physical safety of students or employees pending the final outcome of the investigation and resolution process. This includes no contact orders and removal from campus. In circumstances not involving a Title IX complaint, other interim measures may also be available.

### Emergency Removals in Title IX Matters

An emergency removal is not a determination of responsibility and a respondent is still entitled to a presumption of nonresponsibility in a subsequent resolution process. Prior to the removal, Caldwell will undergo a five step process:

1. Prompt individualized safety and risk analysis
2. Confirmation of immediate threat to the physical safety of any student or individual arising from the allegations of sexual harassment
3. Evaluate the applicability of disability laws to the removal decision
4. Consider the appropriateness of supportive measures in lieu of emergency removal
5. Provide the respondent with notice and an immediate right to challenge the emergency removal

### Employee Administrative Leave in Title IX Matters

Employees may be placed on administrative leave following the filing of a formal Title IX complaint until the completion of the investigation and resolution process. Student employees will be paid during any administrative leave. Administrative leave is for non emergency situations.

### Interim Supportive Measures

Both parties have access to support services throughout an investigation and resolution process. This may include, but is not limited to, security escort services and counseling services on and off campus. These services are also available whether or not a formal complaint is made.

### Investigation Procedures

Caldwell University will conduct a prompt, thorough and impartial investigation of all incidents of potential harassment or discrimination that come to Caldwell's attention and take corrective or disciplinary action when appropriate. Allegations by or against a faculty member will be investigated by a trained team that includes at least one faculty member; allegations by or

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against a member of the staff will be investigated by a trained team that includes at least one staff member, and allegations by or against a student will be investigated by a trained team that includes at least one representative of Student Life.

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 or report of discrimination or harassment. In investigations involving a Title IX complaint, all evidence collected during the course of the investigation that directly relates to the allegations will be available to both parties for review. Each party will have ten days to inspect the evidence and provide a written response to the investigators. The investigative team will consider any written response prior to finalizing the investigation report. Parties must submit any evidence they would like the investigator to consider prior to when the parties' time to inspect and review evidence begins.

All investigations shall be conducted in a sensitive manner. The investigation and outcome will be shared only with those who have a need to know. The investigation report will be provided to both parties at the conclusion of the investigative phase. The parties have the right to submit a written response to the investigation report. If a hearing is scheduled, it will be scheduled no less than 10 business days after the investigation report is provided to the parties. In all investigations involving an alleged Title IX violation, Caldwell will send the evidence made available for each party and each party's advisor to inspect and review. Caldwell is not under an obligation to use any specific process or technology to provide the evidence and shall have the sole discretion in terms of determining format and any restrictions or

limitations on access. The parties will have ten (10) business days to inspect and review the evidence and submit a written response by email to the investigator. The investigator will consider the parties' written responses before completing the Investigative Report. Parties may request a reasonable extension.

The investigation and hearing process shall not use, rely on, or seek disclosure of information protected under a legally recognized privilege, unless the person holding such privilege has waived the privilege. A party's medical, psychological, and similar treatment records shall be protected and may not be used in the investigation and hearing process unless Caldwell has obtained the party's voluntary, written consent to do so. The complainant and the respondent 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 investigative team. Title IX records are maintained by the Title IX Coordinator for seven (7) years; documentation of Title IX sanctions are copied to the appropriate office (sanctions imposed against faculty are copied to the Vice President for Academic Affairs, sanctions imposed against students are copied to the Vice President for Student Life, and sanctions imposed against non-faculty employees are copied to the Assistant Vice President, Human Resources). Any record related to a Title IX complaint and/or investigation cannot be expunged.

### Advisor of Choice

Both parties have the right to an advisor of their choice throughout the investigation and resolution process. During the investigation process, the advisor may attend any meetings and may provide advice to the party. The advisor may not speak on behalf of the party during the investigation phase.

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Due to Caldwell's obligations to investigate and adjudicate in a prompt timeframe under Title IX and other University policies, Caldwell cannot agree to extensive delays solely to accommodate the schedule of an Advisor of Choice. The determination of what is reasonable shall be made by the Title IX Coordinator or designee. Caldwell will not be obligated to delay a meeting or hearing under this process more than five (5) days due to the unavailability of an Advisor of Choice, and may offer the party the opportunity to obtain a different Advisor of Choice or utilize one provided by Caldwell.

### Notice of Allegations in Title IX investigations

The Title IX Coordinator will draft and provide the Notice of Allegations to any party to the allegations of sexual harassment that are subject to Title IX procedures. Such notice will occur as soon as practicable, after the institution receives a Formal Complaint of the allegations, if there are no extenuating circumstances. The parties will be notified by their institutional email accounts if they are a student or employee, and by other reasonable means if they are neither.

The institution will provide sufficient time for the parties to review the Notice of Allegations and prepare a response before any initial interview.

The Title IX Coordinator may determine that the Formal Complaint must be dismissed and will issue a Notice of Dismissal. If such a determination is made, any party to the allegations of sexual harassment identified in the Formal Complaint will receive the Notice of Dismissal in conjunction with, or in separate correspondence after, the Notice of Allegations.

### Contents of Notice

The Notice of Allegations will include the following:

1. Notice of the formal and/or informal resolution process.
2. Notice of the allegations potentially constituting a Title IX violation and sufficient details known at the time the Notice is issued, such as the identities of the parties involved in the incident, if known, including the complainant; the alleged conduct; and the date and location of the alleged incident, if known.
3. A statement that the respondent is presumed not responsible for the alleged conduct and that a determination regarding responsibility is made at the conclusion of the grievance process.
4. A statement that the parties may have an advisor of their choice, who may be, but is not required to be, an attorney, as required under 34 C.F.R. § 106.45(b)(5)(iv); and
5. A statement that before the conclusion of the investigation, the parties may inspect and review evidence obtained as part of the investigation that is directly related to the allegations raised in the Formal Complaint, including the evidence upon which the institution does not intend to rely in reaching a determination regarding responsibility, and evidence that both tends to prove or disprove the allegations, whether obtained from a party or other source, as required under 34 C.F.R. § 106.45(b)(5)(vi).

### Multi-Party Situations

The institution may consolidate Formal Complaints alleging covered sexual harassment against more than one respondent, or by more than one complainant against one or more respondents, or by one party against the other party, where the allegations of covered sexual harassment arise out of the same facts or circumstances.

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### Allegations Potentially Falling Under Two Policies

If the alleged conduct, if true, includes conduct that would constitute a Title IX violation and conduct that would not constitute a Title IX violation, the Title IX procedures will be applied in the investigation and adjudication of all of the allegations.

### Hearing Board for Complaints Involving Students

With regard to complaints involving students, if the investigators determine that there is reason to believe that these policies prohibiting discrimination and harassment have been violated, a Hearing Board will be formed. If the respondent is a student, the Student Conduct Board will serve as the Hearing Board. If the respondent 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 President, based on the status of the complainant and respondent. For Complaints where a faculty member is a respondent, the Hearing Board shall include at least one faculty member. There shall be an odd number of members on the Hearing Board. An initial meeting of the Hearing Board will be scheduled promptly. Neither the Title IX Coordinator nor any investigator involved shall be a member of the Hearing Board. The investigator(s) will present their findings and recommendations to the Hearing Board. All individuals serving on a Hearing Board must complete all relevant training within one year prior of the date of the proceedings.

Both the complainant and the respondent will be invited to attend the initial meeting of the Hearing Board. The Hearing Board may accommodate any individual with concerns for their 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. This may include a live proceeding in which the parties are located in separate rooms but participate using technology that allows them to see and hear the proceedings simultaneously. Both parties will be entitled to be accompanied to any proceedings by an advisor of their choice. Documentation of the proceedings of the meeting will be made available to both parties.

If the Hearing Board determines, based the available evidence, that more likely than not the respondent has violated University policies prohibiting discrimination or harassment, appropriate corrective or disciplinary action will be taken against the offending individual. This standard is known as the "preponderance of the evidence." 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 respondent 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 possible.

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 respondent in writing.

### Additional Procedures for Title IX matters

If the matter includes an alleged Title IX violation, both parties must be represented by an advisor. If a party has not chosen an advisor, an advisor will be provided at no cost to the party.

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Each party's advisor is permitted to ask the other party and any witnesses all relevant questions and follow-up questions, including those challenging credibility. Such cross-examination at the live proceeding must be conducted directly, orally, and in real time by the party's advisor of choice and never by a party personally, unless the Hearing Board has restricted the extent to which advisors may participate in the proceeding, pursuant to state and federal law. Only relevant cross-examination and other questions may be asked of a party or witness. Before a complainant, respondent, or witness answers a cross-examination or other question, the Hearing Board must first determine whether the question is relevant and explain any decision to exclude a question as not relevant. A Hearing Board may require that questions be submitted in advance. Questions and evidence about the complainant's sexual predisposition or prior sexual behavior are "irrelevant," unless (1) such questions and evidence about the complainant's prior sexual behavior are offered to prove that someone other than the respondent committed the conduct alleged by the complainant, or (2) the questions and evidence concern specific incidents of the complainant's prior sexual behavior with respect to the respondent and are offered to prove consent. Other forms of evidence and information not relevant include but are not limited to: information protected by a legally recognized privilege; evidence about a complainant's prior sexual history, and any party's medical, psychological, and similar records unless the party has given voluntary, written consent; questions and evidence otherwise prohibited by law. Repetitive questions may also be deemed irrelevant.

If neither a party nor their advisor appear at a Title IX hearing, Caldwell will provide an advisor to appear on behalf of the non-appearing party. No party may waive their right to a live proceeding but their presence is not mandatory. If a party

or witness does not submit to cross-examination at the live proceeding, the Hearing Board must not rely on any statement of that party or witness in reaching a determination regarding responsibility; provided, however, that the Hearing Board cannot draw an inference about the determination regarding responsibility based solely on a party's or witness's absence from the live hearing or refusal to answer cross examination or other questions. The institution may still proceed with the live hearing in the absence of a party, and may reach a determination of responsibility in their absence, including through any evidence gathered that does not constitute a "statement" by that party. For example, A verbal or written statement constituting part or all of the sexual harassment itself is not a "prior statement" that must be excluded if the maker of the statement does not submit to cross-examination about that statement. In other words, a prior statement would not include a document, audio recording, audiovisual reading, and digital media, including but not limited to text messages, emails, and social media postings, that constitute the conduct alleged to have been the act of sexual harassment under the formal complaint.

A party is permitted to call an "expert witness" in a Title IX hearing. While the expert witness will be allowed to testify and be crossed, the Hearing Board will be instructed to afford lower weight to non-factual testimony of the expert relative to fact witnesses, and any expert testimony that is not directed to the specific facts that occurred in the case will be afforded lower weight relative to fact witnesses, regardless of whether the expert witness testimony is the subject of cross examination and regardless of whether all parties present experts as witnesses.

During a Title IX Hearing, Caldwell will admit and allow testimony regarding polygraph tests ("lie detector tests") and other

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procedures that are outside of standard use in academic and non-academic conduct processes. While the processes and testimony about them will be allowed to testify and be crossed, the Hearing Board will be instructed to afford lower weight to such processes relative to the testimony of fact witnesses.

Where a party or witness' conduct or statements demonstrate that the party or witness is engaging in retaliatory conduct, including but not limited to witness tampering and intimidation, the Hearing Board may draw an adverse inference as to that party or witness' credibility.

An audio or audiovisual recording, or transcript, of the proceedings will be created, which will be made available for the parties' review.

### Procedures for Complaints Not Involving Students

All complaints or reports alleging discrimination or harassment will be investigated by an investigative team constituted pursuant to section 2.1.2.4. The Assistant Vice President, Human Resources or designee will issue a determination as to whether or not the policies prohibiting discrimination and harassment have been violated, and, if so, what appropriate corrective or disciplinary action will be taken. The standard of evidence used will be a preponderance of the evidence. If sanctions are proposed against a faculty member, then relevant Volume IV procedures will be invoked.

### Appeal Procedures

#### Appeal Procedures for Complaints Involving Students

If either party is not satisfied with the decision of the Hearing Board or the dismissal of a complaint, he or she has the right to file a written appeal with the Vice President for Institutional

Effectiveness within five (5) working days of their receipt of the decision or dismissal. The appeal must state specific reasons why the party believes the decision was improper, based on one or more of the following grounds:

1. A procedural irregularity that affected the outcome of the matter (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 outcome of the matter. A summary of this new evidence and its potential impact must be included;
3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.; and/or
4. 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. All members of the Appeals Board must have completed any relevant training within one year prior of the date of the proceeding. There shall be an odd number of members of the Appeals Board. When one party appeals, the other party must be notified in writing. Both parties must be given a reasonable, equal opportunity to submit a written statement in support of, or challenging, the responsibility determination or dismissal. The Appeals Board will make its decisions based on a majority vote. The original findings and corrective or disciplinary action, if any, will stand if the appeal is not timely or substantively eligible, and the decision is final. The party requesting appeal must show error as the

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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 four 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 respondent, the Appeals Board will return the complaint to the Hearing Board, which will then modify the corrective or disciplinary action. This Hearing Board's decision in this regard is final.

All decisions of the Appeals Board shall be made in writing and include its rationale. The decision will be provided to the parties simultaneously.

Supportive measures may remain in place throughout the Appeal process as needed.

## Appeal Procedures for Complaints Not Involving Students

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

1. A procedural irregularity that affected the outcome of the investigation (e.g., substantiated bias or material deviation from established procedures, etc.);
2. To consider new evidence, unavailable during the original investigation, that could substantially impact the outcome of the matter. A summary of this new evidence and its potential impact must be included;
3. The Title IX Coordinator, investigator(s), or decision-maker(s) had a conflict of interest or bias for or against complainants or respondents generally or the individual complainant or respondent that affected the outcome of the matter.; and/or
4. The sanctions imposed are substantially disproportionate to the severity of the violation.

Within ten (10) working days of their receipt of the written appeal, the Vice President for Institutional Effectiveness will meet with each party. The written decision of the Vice President for Institutional Effectiveness shall be issued within five (5) days of the latter of these two meetings and shall be final. All decisions of the Vice President for Institutional Effectiveness shall be made in writing and include the rationale. The decision will be provided to the parties simultaneously.

Supportive measures may remain in place throughout the Appeal process as needed.

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### Revocation by Operation of Law

Should any portion of the Title IX Final Rule, 85 Fed. Reg. 30026 (May 19, 2020), be stayed or held invalid by a court of law, or should the Title IX Final Rule be withdrawn or modified to not require the elements of this policy, this policy, or the invalidated elements of this policy, will be deemed revoked as of the publication date of the opinion or order and for all reports after that date, as well as any elements of the process that occur after that date if a case is not complete by that date of opinion or order publication. Should any policy be revoked in this manner, any conduct covered under that policy shall be investigated and adjudicated under the existing Discrimination and Harassment Policy.

### Grievance Procedures for Complaints Involving Faculty

Any faculty member may pursue a grievance pertaining to a complaint that was dismissed due to the allegations being found not to meet the definition of Sexual Harassment if the requirements of Section 4.14.1 are otherwise satisfied. If the sanction is a recommendation of dismissal for cause or termination of tenure, the procedures outlined in Volume IV, Section 4.7.5, "Termination of Tenure," or 4.8.5, "Dismissal for Cause," will be invoked following the completion of the resolution process.

### 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 is prohibited. 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.

Retaliation shall include charging an individual with code of conduct violations that do not involve sexual harassment, but arise out of the same facts or circumstances as a report or formal complaint of sexual harassment, for the purpose of interfering with any right or privilege secured by Title IX.

### Training Requirements

Title IX coordinators, investigators, decision-makers, and those involved in any informal resolution process shall be required to undergo training including the following topics, as well as any other topics required by state or federal law:

The definition of sexual harassment for Title IX purposes;

- The scope of the institution's education "program or activity" under Title IX;
- How to conduct an investigation and grievance process including hearings, appeals, and informal resolution process, as applicable;
- How to serve impartially including avoiding prejudgment of facts at issue, conflicts of interest, and bias;

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- Technology to be used at a live hearing;
- Issues of relevance of questions and evidence, including rape-shield limitations; and
- Issues of relevance to create an investigative report that fairly summarizes relevant evidence.

All training materials must be posted on the Caldwell University website.

### Potential Sanctions

Students found in violation of policies prohibiting discrimination and harassment are subject to the sanctions described in 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.

### 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 the

### Office for Civil Rights, New York Office

U.S. Department of Education  
75 Park Place, 14<sup>th</sup> Floor  
New York, NY 10007-2146  
212.637.6466  
Fax: 212.264.3803  
TDD: 212.637.0478  
E-mail: [OCR\\_NewYork@ed.gov](mailto:OCR_NewYork@ed.gov)

In addition to internal procedures, an employee may file a complaint of discrimination with the:

### Division on Civil Rights, Newark Regional Office

N.J. Department of Law and Public Safety  
31 Clinton Street  
P.O. Box 46001  
Newark, NJ 07102  
973.648.2700

### United States Equal Employment

Opportunity Commission (EEOC)  
Newark District Office  
1 Newark Center  
21st Floor  
Newark, NJ 07102-5233  
973.645.6385

### Counseling Services for Students

Students who have experienced or witnessed harassment or discrimination and wish to seek 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:

### Counseling Center

Caldwell University  
120 Bloomfield Ave.  
Caldwell, NJ 07006  
973.618.3307  
[www.caldwell.edu](http://www.caldwell.edu)

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### Campus Ministry

Caldwell University  
120 Bloomfield Avenue  
Caldwell, NJ 07006  
973-618-3660

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."

### Advocacy Services for Students

Students who have experienced any form of sexual, dating, domestic, or stalking violence – whether directly or indirectly (meaning: they know someone who has been impacted), whether the harm occurred recently or prior to enrolling at Caldwell – can access advocacy or advisory services through the Student Advocacy and Prevention Awareness office. Student Advocacy and Prevention Awareness leads Caldwell's efforts in providing advocacy to survivors and secondary survivors of sexual, dating, domestic, and stalking violence; as well as response, prevention and education to the entire Caldwell community. You can find the Student Advocacy and Prevention Awareness office at:

### Wellness Center

Newman Center – 2nd floor  
Caldwell University  
120 Bloomfield Avenue  
Caldwell, NJ 07006  
973-618-3907

### Counseling Services for Employees

Employees who have experienced or witnessed harassment or discrimination and wish to seek counseling services may contact Human Resources or log onto the HR Portal for information regarding the Employee Assistance Program (EAP). The EAP is a confidential assessment, consultation, brief counseling, and referral service for employees.

Human Resources can also provide a current list of additional resources available both on and off campus.

### 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)

### Prevention and Awareness Campaigns

The University shall organize campaigns for prevention and awareness of harassment and discrimination. Such programs will be open to both students and employees. Training will be mandatory for incoming students and new employees. More specialized annual training will be required for any individual

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whose duties include the investigation of harassment and/or discrimination claims or participation in a Hearing Board or appeal.

## 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;

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- 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;
- 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

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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](http://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

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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, MEDICAL LEAVE OF ABSENCE AND WITHDRAWAL POLICIES

The university understands that situations may occur that require a student to interrupt academic studies. In the event that a student requires an emergency absence or an extended leave from the university, it is important to 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 three 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. 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.

#### Policy for Undergraduate Students

Undergraduate students will be required to submit an online form, found on the portal, to take a leave of absence for a maximum of two semesters. Caldwell University may grant a student a leave of absence of up to 180 days in any 12-month period during which the student is not considered withdrawn and no refund calculation is required. (*NOTE: International students on a leave of absence may not be able to stay in the United States.*) 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. Undergraduate students who need to take a LOA **prior to the first day of the semester**, as outlined in the academic calendar, should contact Advisement Services. Leave of absence requests for the current semester must be received before the last day to withdraw.

#### For Graduate Students

##### Interruptions of Registration

Students enrolled in a graduate program at Caldwell University are expected to maintain continuous enrollment until requirements are completed. Students who need to interrupt their studies prior

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to the beginning of semester must notify the University through the university portal (<https://my.caldwell.edu/ics/>) in order to remain in good standing in the program. If the students are registered for classes, they should make sure the classes are dropped to avoid tuition charges. Students who interrupt their studies for more than four consecutive semesters will be dropped from the program. Students wishing to re-enter the program following the extended absence (more than four semesters) must submit a request for readmission to the Office of Graduate Admissions and meet with the program coordinator for advisement prior to registration. Students will be responsible for the degree requirements at the time of readmission.

Students who need to take a LOA **prior to the first day of the semester**, as outlined in the academic calendar, should contact the Office of Graduate Studies. Students enrolled in courses in a graduate program at Caldwell University are expected to complete the courses in the allotted semester time. Students who need to interrupt their studies during the semester must discuss the situation and the potential Leave of Absence with their program coordinator. If the Leave of Absence is the only resource for the student, the Leave of Absence must be requested through the university portal (<https://my.caldwell.edu/ics/>). Students who take the Leave of Absence after the approved add/drop period are still responsible for all financial obligations. Please see the "Course changes" policies regarding adding, dropping, and withdrawing from classes in the Graduate Catalog. Please see the Institution Refund Policy for the refund information. Students who take a Leave of Absence after the add/drop period must repeat the entire course(s) they interrupted by taking a Leave of Absence. Students who interrupt their studies for more than four consecutive semesters will be dropped from the program. Students wishing to re-enter the program following the extended absence (more than four semesters) must submit a request for readmission to the Office

of Graduate Admissions and meet with the program coordinator for advisement prior to registration. Students will be responsible for the degree requirements at the time of readmission.

## Medical Leave of Absence

### For Undergraduate and Graduate Students

Medical leave of absence is an option available to students who must interrupt study temporarily because of physical or psychological illness. A Medical Leave of Absence may be granted contingent upon the submission of documentation from a health care professional. The student must provide documentation from a health care professional confirming that the student is unable to engage in collegiate study.

Medical leaves initiated by a student may be for one semester and up to two years. Although medical leave may be initiated by a student, in certain cases, the university may require a medical leave. In cases where a student poses a significant risk of harm to the community, the Student Life Office, in consultation with appropriate parties, may require the student to take a medical leave.

Students are urged to use their time on leave to obtain treatment as recommended for the physical/mental health issues or life events that precipitated their leave and to develop their independence and stability.

Students who wish to apply for return to campus after a medical leave of absence must submit a return/readmit form. In addition, students must provide documentation to Caldwell University Wellness Center, Health Services Office pertaining to their treatment and ability to resume academic/social obligations and responsibilities. Other additional requirements may be requested.

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Students should allow the university appropriate time to evaluate the request to return and allow for additional evaluations as determined by the university.

### Withdrawal Procedure

#### For Undergraduate and Graduate Students

- Students wishing to withdraw from the university with no intention of returning to the university must
  1. complete and submit an Intent to Withdraw form and following survey;
  2. 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* with a completed intent form will be officially withdrawn from courses. 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 and completed the Intent to Withdraw form or contacted 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 designees), 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/Medical 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,

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a student must complete a Return/Readmit form found on the Admissions website, or [https://my.caldwell.edu/ICS/Advising/ReturnReadmit\\_Form.jnz](https://my.caldwell.edu/ICS/Advising/ReturnReadmit_Form.jnz), 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 the student 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 medical 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 enrolled 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

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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

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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))
- 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

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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>.

## MEDICAL OR SAFETY INTERVENTION POLICY

### I. Purpose and Scope

Caldwell University is committed to maintaining a learning environment where all persons feel safe to carry out the University's mission and goals. The University is an institution that values the safety of each individual in its community, and cares deeply about the mental and physical health of its students. Nevertheless, a student who poses a credible substantial risk of harm to any individual in the University community may necessitate the University to take action. This policy describes the general types of behaviors and emergencies that the University may need to address as well as the procedures that may be used

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for medical or safety intervention and involuntary suspensions and/or withdrawal of students.

## II. Behaviors and Emergencies

The University may take action when it becomes aware of certain behaviors that demonstrate that a student poses a credible substantial risk of harm to the University Community or any member thereof. Some of those actions may include, but are not limited to, the following:

- Acute decline in physical health;
- Habitual delinquency in class or habitual idleness;
- Destructive, threatening, violent, or other disruptive behavior;
- Drug and alcohol abuse, including overdose or misuse of over-the-counter or prescription medications;
- Eating disorders which are not responding to treatment and/or posing safety concerns;
- Any physical or mental health problem that pose a credible substantial risk of harm to individuals within the University or to the University community as a whole or requires intensive monitoring to prevent such danger;
- Any physical or mental health problems that substantially impedes the lawful activities, the educational process, or the proper activities or functions of other members of the University community.

Any member of the University community who has reason to believe that a student poses a threat of harm or a threat to public safety should contact the Campus Safety office or the local police department or may also contact the Vice President for Student Life or designee. All reports made pursuant to this policy will be handled in a confidential manner to the extent permitted by federal and state laws and regulations, and/or otherwise necessary to address the situation.

## III. University Actions

Upon being informed that a student is exhibiting behaviors that may require the University's attention pursuant to this policy, the Vice President for Student Life or designee, in consultation with other appropriate staff members, will determine what role, if any, is necessary to be taken by the University to ensure the health and safety of all members of the University community.

During this decision-making process, the University will determine if the student is a qualified individual with a disability and whether a reasonable accommodation will allow that student to meet his or her essential academic and University community responsibilities, while abating the risk of harm and maintaining a safe University environment for all students. The University will also evaluate whether an accommodation can be provided without fundamentally altering the essential functions of the educational program provided by the University, lowering academic standards, and/or creating undue hardship to the University or other community members.

The Vice President for Student Life or designee will conduct a detailed review of the information presented. As part of this review, the Vice President for Student Life or designee may, among other things, seek the assistance or input of other appropriate staff members, review additional sources that may reveal any past or current mental or physical health conditions of the student, and consult with professionals about the information presented. In accordance with this detailed review, the Vice President for Student Life or designee will make an individualized assessment to determine whether University action is required. The Vice President for Student Life or designee will assess the nature, duration, and severity of the risk and the probability that potential injury and/or harm will occur.

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Upon conducting this individualized assessment and making a determination that the student's behaviors require further attention, the Vice President for Student Life or designee may take appropriate actions, which may include, but are not limited to, the following:

- Contacting Campus Safety, Residence Life, and/or other appropriate units within the University community;
- Offering or requiring the student undergo mental or physical health evaluations with the Caldwell University Wellness Center and/or an independent, off-campus mental or physical health care professional or program of the University's choosing and at the University's expense (e.g., licensed mental or physical health care providers, hospitals, eating disorder or substance abuse programs, etc.);
- Requiring the student to commit to a treatment plan recommended by the Caldwell University Wellness Center and/or an independent, off-campus mental or physical health care professional as a condition for continued enrollment at the University;
- Requiring the student to sign appropriate release forms allowing designated staff at the University to consult with the evaluating clinician(s) or provider(s) serving the student;
- Notifying the student's parent(s)/guardian(s) as permitted by law and appropriate University officials about a mental or physical health or safety emergency;
- Removing the student from University premises;
- Invoking a medical or safety interim suspension (below);
- Invoking an involuntary medical or safety withdrawal (below).

The Vice President for Student Life or designee will meet with the student and issue a letter to the student outlining the University's actions and the reasons for those actions.

Whether or not the student is a qualified individual with a disability, the University will generally attempt to engage in an interactive dialogue with the student to discuss the manner in which the student plans to abate the risk of harm presented by the student. As part of this interactive process, the student and/or the appropriate medical provider is/are encouraged to suggest possible methods to abate the risk of harm, and the Vice President for Student Life or designee will generally actively seek the student's suggestions. The University may also choose to engage professionals or other appropriate staff members in formulating a proposed plan of action. The University's actions should appropriately address the risk of harm that formed the basis for the decision to intervene with or involuntarily withdraw the student.

### A. Medical or Safety Interim Suspension

If the health or safety of a student or the University community is an immediate concern, the Vice President for Student Life or designee may invoke a medical or safety interim suspension. Such a suspension may result if the Vice President for Student Life or designee determines, in his or her professional judgment, that a credible substantial threat of immediate harm to a student or the University community is perceived to exist. The suspension is designed to allow the student time to receive needed medical and/or psychological care and for the University to evaluate the student's readiness to return to the University. Students who are subject to a medical interim suspension are temporarily not permitted to participate in any University activities, attend classes, reside in or visit on-campus student housing, or be on campus without the express prior written consent of the Vice President for Student Life or designee.

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The Vice President for Student Life or designee has the authority to determine the length of the medical or safety interim suspension and may establish criteria that the student must complete in order to lift the suspension. Such criteria may include, but are not limited to:

- Requiring the student to sign appropriate release forms allowing designated staff at the University to consult with the evaluating clinician(s) or provider(s) serving the student;
- Requiring the student undergo mental or physical health evaluations with the Caldwell University Wellness Center and/or an independent, off-campus mental or physical health care professional or program of the University's choosing and at the University's expense (e.g., licensed mental or physical health care providers, hospitals, eating disorder or substance abuse programs, etc.);
- Demonstrating through the above-referenced mental or physical health care professional(s) (a) the student's readiness to return to the academic and co-curricular demands of University life; (b) the student's readiness to live in the on-campus residential community; (c) the student's ongoing treatment or testing needs; (d) the conditions or restrictions the University should impose; and (e) the student's readiness to return to competitive sports, if the student is a collegiate athlete;
- Requiring the student meet with the Vice President for Student Life or designee to discuss the evaluation and the student's own perception regarding his or her readiness to return to campus;
- Requiring the student undergo a treatment plan recommended by the Caldwell University Wellness Center and/or an independent, off-campus mental or physical health care professional.

Upon determining that a medical or safety interim suspension is appropriate, the Vice President for Student Life or designee may notify the student's parent(s)/guardian(s) as permitted by law, will meet with the student, and will issue a letter to the student outlining the anticipated length of the suspension and the criteria the student needs to complete in order to lift the suspension. At the conclusion of the meeting, the student will be expected to immediately leave the University campus in the care of the student's parent(s)/guardian(s) or other appropriate individual. The University may make appropriate arrangements to provide the student with any personal belongings remaining on campus.

After a student completes the mandated criteria, the student must provide written confirmation of same to the Vice President for Student Life or designee. After reviewing the information provided, the Vice President for Student Life or designee has the authority to determine, based on professional opinion, the student's readiness to return to campus. The Vice President for Student Life or designee will then decide whether to lift or continue the suspension and will issue a letter to the student indicating University's decision and the reasons for that decision.

### B. Involuntary Medical or Safety Withdrawal

In those circumstances where an interim suspension from the University may not be sufficient, the Vice President for Student Life or designee may determine that a student must be involuntarily withdrawn from the University due to health and/or safety reasons, which may include but are not limited to:

- Professional evaluation(s) of the student following a medical or safety interim suspension that do not support the student's readiness to return to campus;
- The student's failure to complete a required assessment during a medical or safety interim suspension;

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- The student's behaviors that create a credible substantial risk of harm to any member of the University community.

In determining whether the student meets any of these criteria, the Vice President for Student Life or designee will conduct a detailed review of the information presented including, among other things, various sources that may reveal the student's past or current mental or physical health conditions, input received from appropriate staff members, and information provided from various professionals. The University may require the student to undergo mental or physical health evaluations with the Caldwell University Wellness Center and/or an independent off-campus mental or physical health care professional or program of the University's choosing and at the University's expense and require the student to sign appropriate release forms allowing designated staff at the University to consult with the evaluating clinician(s) or provider(s) serving the student.

The Vice President for Student Life or designee will assess, based on the information provided, whether the nature, duration, and severity of the risk and the probability that potential injury and/or harm will occur require the student's involuntary withdrawal from the University. Upon determining that a student will be involuntarily withdrawn from the University for medical or safety reasons, the Vice President for Student Life or designee may notify the student's parent(s)/guardian(s) as permitted by law, will meet with the student, and will issue a letter to the student outlining the University's actions and the reasons for those actions. At the conclusion of the meeting, the student will be expected to immediately leave the University campus in the care of the student's parent(s)/guardian(s) or other appropriate individual. The University may make appropriate arrangements to provide the student with any personal belongings remaining on campus.

Students who are subject to an involuntary medical or safety withdrawal are not permitted to participate in any University activities, attend classes, reside in or visit on-campus student housing, or be on campus without the express prior written consent of the Vice President for Student Life or designee.

### IV. Student Appeal

Within five business days of being informed that the University is taking action under this Policy, the aggrieved student may submit a written appeal to the Vice President for Student Life or designee. The appeal should set forth the facts and reasons that form the student's opinion that the University's decision was unreasonable or unfair. Upon receipt of a timely-submitted appeal, the Vice President for Student Life or designee will respond to the student's concerns and may take further actions, including but not limited to requiring the student to undergo a medical evaluation with an independent mental or physical health care provider of the University's choosing and at the University's expense. After conducting a detailed review of the student's appeal, the Vice President for Student Life or designee will make a determination, in his or her professional judgment, whether the University's actions should be upheld or reversed.

### V. Return to Campus

A student who has been removed from campus, suspended, or withdrawn from the University pursuant to this Policy may have the opportunity to return to campus or be readmitted to the University under certain circumstances. If the student wishes to be considered for return to campus or readmission, the student must contact the Vice President for Student Life or designee and provide appropriate written information and documentation to support his or her request.

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The following steps are designed to ensure that a health emergency no longer exists and a treatment plan for continuing good health and safety is in place, when needed. The Vice President for Student Life or designee will review the student's request to return or for readmission and may impose the following requirements upon the student:

- Require the student to be assessed by an appropriate outside professional. The professional, who may be selected by the student, will have a specialty or credentials appropriate for the condition of concern, will be a licensed psychologist or psychiatrist if evaluating a mental health concern, and will be a licensed physician if evaluating other medical concerns. The provider will be given information related to the precipitating events that led to the leave in order to be able to make an accurate assessment. The student will be required to sign a release allowing designated staff at the University and the provider to share information regarding relevant incidents, concerns, medical records, and assessments. The student will be responsible for any cost incurred by the assessment;
- Require the student to provide a written recommendation from the outside mental health or medical professional regarding (a) the student's readiness to return to the academic and co-curricular demands of University life; (b) the student's readiness to live in the on-campus residential community; (c) the student's ongoing treatment or testing needs; (d) the conditions or restrictions the University should impose; and (e) the student's readiness to return to competitive sports, if the student is a collegiate athlete;
- Require the student to meet with the Vice President for Student Life or designee to discuss the evaluation, recommendation, and the student's own perception regarding his or her readiness to return, needs, and plans for treatment;

- Require the student to comply with a treatment plan recommended by the outside mental health or medical professional as a condition of returning to the campus community.

Upon the student presenting evidence that he or she has met these or any other requirements imposed by the University, the Vice President for Student Life or designee will engage in the following actions, as appropriate:

- Review and investigate the student's compliance with the conditions of return or readmission, if any;
- Review the outside evaluator's assessment and recommendation;
- Consult with the student's mental or physical health care provider(s);
- Consult with the appropriate academic unit to determine whether the student is eligible for return or readmission based upon the student's academic record and the readmission policies and practices of the academic unit;
- Consult with other appropriate staff members;
- Consider any additional information or documentation presented by the student or otherwise gathered; and
- Meet with the student.

After conducting this detailed review, the Vice President for Student Life or designee will make a determination, based on professional judgment, whether the student should be allowed to return to campus or be readmitted to the University. The Vice President for Student Life or designee will issue a letter to the student indicating the University's decision and the reasons for that decision.

The Vice President for Student Life or designee reserves the right to require the student to comply with a treatment plan recommended

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by an outside professional or the Caldwell University Wellness Center as a condition of returning to the campus community.

Adherence to the plan, which may be memorialized in writing, executed and agreed to by the student and/or his or her legal guardian, may be a condition of continuing to be permitted to remain within the campus community.

## PUBLICITY POLICIES

1. All flyers and posters must be approved and stamped by Office of Student Engagement (OSE) professional staff.
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 OSE professional staff.
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 OSE professional staff 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 Accessibility 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 Accessibility 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.

## RESIDENCE HALL POLICIES

*(See the Residence Life Handbook, beginning on page 98 for more information.)*

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### Guaranteed Housing Policy

The university will guarantee housing each year if a housing application and housing deposit are submitted by the deadline date. The housing will be offered in any space that is available.

1. Housing will be limited to full-time undergraduate, graduate, and continuing education students.
2. All students currently residing on campus must participate in housing selection if they wish to reserve a room for the new academic year. The deposit for housing selection is non-refundable. Students who miss housing selection 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 10:00 a.m. to 1:00 a.m.; Friday and Saturday 10:00 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.

### Housing Cancellation Policy

With the exception of graduating seniors, the Residence Life Office will assess a \$350 cancellation fee for all those who are approved to cancel their housing contract at anytime during the year. Resident students must submit a cancellation request to the Assistant Dean of Residence Life prior to the cancellation date. If a cancellation is approved, room and board payments already made to the university shall be refunded to the student according to the Caldwell University Refund Schedule below.

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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

### 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.

### POLICY REGARDING SERVICE ANIMALS AND ASSISTANCE ANIMALS ON CAMPUS

Caldwell University ("Caldwell") accommodates students who require the assistance of an animal due to disability, in accordance with federal, state, and local law. The following guidelines address the use of Service Animals and Assistance Animals on campus and within Caldwell facilities. Caldwell reserves the right to amend these Guidelines as it deems appropriate from time to time.

#### Definitions

**Partner:** A student with a disability who has a Service Animal or Assistance Animal.

**Service Animal:** A "Service Animal" is a dog or miniature horse that is individually trained to do work or perform specific tasks for the benefit of an individual with a disability. The work or task a Service Animal has been trained to provide must be directly related to the person's disability. Animals whose sole function is to provide comfort or emotional support do not qualify as Service Animals, but may qualify as Assistance Animals.

**Assistance Animal:** "Assistance Animals" are (1) animals that work or perform tasks for the benefit of a person with a disability or (2) animals that provide emotional support which alleviates a symptom or effect of a person's disability. Some Assistance Animals have specialized training, however, this is not necessarily a requirement. Animals sometimes referred to as "therapy animals" or "companion animals" may qualify as Assistance Animals.

### Permitted Areas for Service Animals and Assistance Animals

Service Animals are generally permitted throughout campus and in Caldwell facilities, except in certain areas where animals are prohibited for health or safety reasons. A Service Animal can be brought into dining facilities but may be prohibited from food preparation areas or other areas in which animals are prohibited under relevant laws. If there is reason to believe that the presence of a Service Animal would compromise the environment of a laboratory or Health Center, the Service Animal may also be prohibited from those areas. Additionally, if an area may pose a physical danger to the Service Animal, the Service Animal may be prohibited from entering that area.

Assistance Animals are generally permitted in Caldwell housing only. Assistance Animals are not permitted in other indoor areas of the University aside from housing unless special exception has been made.

### Requests for Service or Assistance Animals

Requests for Service and Assistance Animals should be brought to the Director, Office of Accessibility Services. Requests will be reviewed by the Special Accommodations Team. In evaluating requests for Service Animals or Assistance Animals, Caldwell reserves the right to request that the Partner provide supporting documentation from an appropriate licensed medical

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professional, to the extent permissible by law. If the request is granted, the appropriate campus personnel will be informed of the animal's approved status. If a student wishes to appeal a decision made regarding a Service or Assistance Animal in a classroom, he or she may submit a written appeal to the Vice President, Academic Affairs within ten (10) business days of the decision. If a student wishes to appeal a decision made regarding a Service or Assistance Animal elsewhere on campus, he or she may submit a written appeal to the Vice President, Student Life within ten (10) business days of the decision. The appeal must state specifically the reasons that the student is filing the appeal.

### Responsibilities of the Partner

In order to receive and maintain an accommodation under these guidelines, the Partner of a Service or Assistance Animal must:

- Ensure the animal is compliant with all state and local requirements associated with licensing, vaccinations, and other health regulations. Maintain documentation of compliance and be prepared to provide such documentation upon request. If required by law, the animal must wear appropriate tags.
- Ensure the animal is in good health. Be prepared to provide documentation from a licensed veterinarian confirming the health of the animal.
- Maintain control of the animal at all times. This includes use of a harness, leash, or other tether unless the Partner is unable to do so due to disability or if such use would interfere with the animal's safe and effective performance of work or tasks. If this is the case, the Partner must be able to control the animal through other means.
- Provide appropriate care, food, and supervision for the animal.
- Dispose of animal waste in appropriate receptacles.

- Maintain noise, odor, and pest control. Caldwell reserves the right to ask the Partner to remove an animal due to disruptive behavior, disorderly interactions with other animals, or danger to members of the campus community.
- Take financial responsibility for the actions of the animal. This includes bodily injury or property damage caused by the animal.
- The animal is out of control and the partner does not take effective action to control it; or
- The animal is not housebroken.

Caldwell may require a Partner to remove a Service or Assistance Animal from the premises if any of the above requirements are not met, to the extent permissible by law. If an animal has been removed and the Partner wishes to seek approval for the return of the animal to the premises, Caldwell may require the Partner to submit updated documentation, to the extent permissible by law.

### Conflicts

It is possible that the presence of a service or Assistance Animal could cause problems for another Caldwell student or employee with allergies, asthma, respiratory illness, or other medical condition or disability. If this happens, please contact the Office of Accessibility Services. Caldwell will consider the needs of both parties involved with the goal of reaching an acceptable solution as quickly as possible.

### Campus Housing

If the Partner is a residential student, they must complete a Registration and Agreement Form. This form must be submitted by July 15 for the Fall Semester or December 15 for the Spring Semester. Exceptions to this deadline may be made at the discretion of the Special Accommodations Team.

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## SMOKE FREE CAMPUS POLICY

In accordance with N.J.S.A. 26:3D-55 and in order to promote wellness of body, mind and spirit, the University established the following policy:

1. Smoking, including the use of e-cigarettes, vaping, and the use of chewing tobacco, is prohibited in all campus buildings.
2. All members of the campus community must cooperate by observing these smoking rules and making use of the four designated smoking areas on campus. All of these are 25 feet or more from the entrances of any building. The designated smoking areas are southeast of Mother Joseph's

Residence Hall, northwest of the library, north of Visceglia Arts Center, and southwest of Dominican Hall.

Employees who wish to enroll in a smoking cessation program should contact the employee assistance program. Students should contact Health Services.

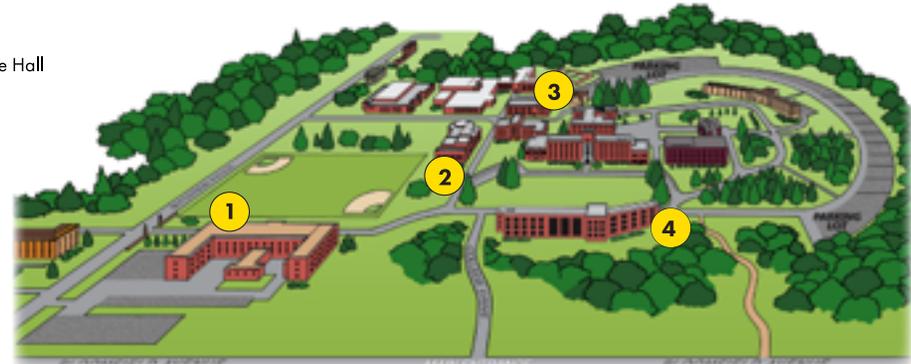
This policy applies to all students, faculty, staff, contracted service personnel, vendors and visitors. Those found to be violation of this policy may be subject to disciplinary action.

See map below for designated smoking areas.

## DESIGNATED SMOKING AREAS ON CAMPUS

Key:

- 1 Southeast of Mother Joseph's Residence Hall
- 2 Northwest of the library
- 3 North of Visceglia Arts Center
- 4 Southwest of Dominican Hall



## STATEWIDE REVERSE TRANSFER AGREEMENT

A statewide agreement exists between New Jersey's Four-year Institutions and New Jersey's community colleges for reverse transfer. This agreement allows students who meet the specific criteria described below to transfer credits earned at a Four-Year Institution back to a Community College in order to satisfy the requirements for the Associate degree, as determined by the Community College.

## Eligibility Requirements:

In order to participate in the reverse transfer process:

- Students must have met the residency requirement and designated minimum grade point average at the Community College prior to enrollment at the Four-Year Institution
- Student must have applied and been admitted to the Four-Year Institution.
- Following enrollment at the Four-Year Institution, students must

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have earned a cumulative total of 66 semester hours between the Community College and the Four-Year Institution

- Students must be current with the financial obligations to both the Four-Year Institution and the Community College.
- Students must have met all of the graduation requirements of the Community College.

Please contact the Office of the University Registrar for more information about the opportunity for currently enrolled students.

## STUDENT ENGAGEMENT

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. (See the Student Engagement Handbook for further information.)

## 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.

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### 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

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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](http://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:

Anthony Yang  
Assistant Vice President and Chief Information Officer  
Caldwell University  
120 Bloomfield Avenue  
Caldwell, NJ 07006  
973-618-3605  
[ayang@caldwell.edu](mailto:ayang@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

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Vice President for 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.

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### President's Cabinet

Academic Success Center

Athletic Department

Behavioral Intervention Team (BIT)

Campus Ministry

Campus Safety and Security Offices

Center for Advising, Records, and Enrollment Services (CARES)

Cougar Food Pantry

Gourmet Dining Services

Human Resources/Payroll Office

Information Technology Resources

International Student Services

Jennings Library

Manning Campus Store

Mental Health Resources

Office of Graduate Admissions

Office of Graduate Studies

Part-time Student Employment

Residence Life

Student Engagement

Student Government Association

Veteran and Military Services

Wellness Center

# 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 Theater

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 . . . . . Matthew Whelan, Ed.D.

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

Development and Alumni Affairs . . . . . Kevin Boyle, M.B.A.

Vice President for Operations . . . . . Sheila N. O'Rourke, M.S.

Vice President for Finance . . . . . Shin K. Moon, C.P.A.

Vice President for Enrollment Management

and Communications . . . . . Stephen Quinn, M.A.

### 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 116)

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
- Accessibility Services
- Advisement Services
- Career Planning and Development
- Educational Opportunity Fund (EOF) Program
- Graduate Studies
- Institutional Research and Assessment
- Library
- 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

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Information Technology Resources

International Student Services

Jennings Library

Manning Campus Store

Mental Health Resources

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Office of Graduate Studies

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Wellness Center

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 Bookstore
- Campus Ministry
- Food Service
- International Student Services
- Residence Life
- Student Engagement
- Wellness Center
  - Counseling Services
  - Health Services
  - Student Advocacy and Prevention Awareness

### Vice President for Development and Alumni Affairs

(Rosary Hall, 2nd Floor)

The principal duties of the position consist of the oversight of the institution's strategic fundraising plan, including the annual giving program, federal and state grant opportunities, planned giving 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 current and potential major donors consisting of individuals, corporations, foundations, and government agencies. Additionally, the Vice President for Development and Alumni Affairs works with the President on Trustee and community relations initiatives. The Vice President for Development and Alumni Affairs serves in an ex officio capacity on the Board of Trustees Committee on Trustees.

### Vice President for Operations

(Rosary Hall, 2nd Floor)

The Vice President for Institutional Effectiveness Chief Human Resources Officer of the university, serves as chair of the Strategic Planning Committee, and is responsible for Enterprise Risk Management and Compliance, Information Technology, and Institutional Research and Assessment.

The following departments fall under the administration of this office:

- Facilities Maintenance
- Campus Safety and Security
- Human Resources
- Information Technology
- Payroll
- Risk Management and Regulatory Compliance
- Title IX

### Vice President for Finance

(Rosary Hall, 1st Floor)

Various offices within the Vice President for Finance 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

### Vice President for Enrollment Management and Communications

(Newman Center, 2nd floor)

The Vice President is the Chief Enrollment and Communications Officer of the University and oversees all strategic enrollment policy development and effective communication plan

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development; effectively plans and leads the growth of the university's Financial Aid Office, the Graduate Admissions Office and Undergraduate Admissions Office; and provides an integrated approach to communication through the efforts of the News and Media Relations Office, web and social media development, and the university's marketing efforts. The Vice President serves in an ex officio capacity on the Board of Trustees Finance, Endowment and Buildings and Grounds Committees. The Vice President also serves on the Strategic Planning Committee.

### 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.

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 9:00 a.m. – 4:00 p.m. Evening hours are available by appointment.

The Office of Accessibility Services (OAS), 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 Accessibility Services seeks to foster independence and to develop the self-advocacy of students with disabilities. In addition, the Office of Accessibility Services serves as a liaison and resource to members of the Caldwell University community. Hours of operation are Monday through Thursday, 8:30 a.m. – 4:00 p.m. and Friday, 8:30 a.m. – 3:30 p.m.

Hours and availability are subject to change based on COVID-19 response and restrictions.

### 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. Women's bowling competes in the East Coast Conference (ECC), while sprint football competes in the Collegiate Sprint Football League (CSFL). The men's intercollegiate programs include baseball, basketball, cross country, lacrosse, soccer, sprint football, and track and field. Women's programs consist of basketball, bowling, cross country, lacrosse, soccer, softball, tennis, volleyball, and track and field. Caldwell University offers athletic scholarships for all of its intercollegiate programs except sprint football.

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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, wiffle ball and flag football tournaments and leagues. Fitness classes such as kickboxing, 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, meeting rooms, academic support center, Athletic Department offices along with 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, which is connected to the campus. Locker rooms and a meeting space at Provost Square, adjacent to the Kiwanis Oval, hosts the baseball, men's lacrosse, and sprint football teams. The intercollegiate men's and women's lacrosse teams play their home games at Essex Valley School in West Caldwell. The sprint football program plays its home games at James Caldwell High School.

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. Located on the first floor of the Newman Center, the Cougar Enrichment Center provides support to student-athletes, primarily freshmen and transfer student-athletes. Mandatory study hall hours are assigned and must be completed each week during supervised study hall sessions.

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](http://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:

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[BIT@caldwell.edu](mailto: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 MINISTRY

(Alumni Theater, 2nd Floor)

The Campus Ministry Office serves to encourage and help all members of the Caldwell community connect with and cultivate their faith, spirituality, and relationship with God. All Campus Ministry programs stem from the four pillars of Dominican spirituality: prayer, study, community, and service. These pillars serve as the guide to offering a holistic experience for the greater community. Although Campus Ministry is rooted in the Catholic and Dominican traditions, one does not have to be Catholic to participate in Campus Ministry programs and events; all are ALWAYS welcome.

The Office of Campus Ministry gives students, faculty, and staff an opportunity to put their faith into action while deepening their relationship with God through prayer and service. Providing spaces of prayer for all faith traditions, campus Masses, opportunities for reflection, and Bible studies allows students, faculty, and staff to be active in their relationship with God and grow in faith. Campus Ministry encourages 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. All students, faculty, and staff are encouraged to preach in action by volunteering their time and talents to our brothers and sisters most in need. Thus encountering

God in the poor and marginalized and opening our hearts to love greater. Campus Ministry is a place where students can find a community of shared values, love, and a place that enables the spiritual growth and well-being of the individual.

In Fall 2019, the Sister Mary Dominic Tweedus Chapel opened and is located on the first floor of the Newman Center. The chapel will be available as a quiet place to pray, celebrate Mass in community, and serves as a reflection of our Dominican Catholic mission and tradition at Caldwell University.

### 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 Operations is primarily responsible for providing a program of campus security. This responsibility is carried out with the assistance and cooperation of the Office of Campus Safety and Security, the Vice President for Student Life, the Assistant Dean 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 on a 24/7 basis 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 is located in room 119 of the Student Center. The Campus Safety office is typically open Monday through Friday from 8:30 a.m. – 4:30 p.m. Student IDs and parking stickers can be picked up during normal business hours. The university Campus Security office is located adjacent to the main parking lot along the Loop Road. The officer on duty is

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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 Campus Safety Office, located in Room 119 of the Student Center. Hours are Monday through Friday 8:30 a.m. – 4:30 p.m. ID cards can also be obtained after hours by appointment with the Campus Safety Office (ext. 3291). Special exceptions are made to create or replace resident student IDs as needed. Initially, Caldwell University ID cards are covered by tuition; lost ID cards will incur a \$10 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 Campus Safety Office, located in Room 119 of the Student Center, or call extension 3291. After hours, found items can be turned in to the Campus 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.

- Effective August 2016, all cars must be registered with Campus Safety each academic year. All resident and commuter students wishing to park on campus will receive a new sticker annually.

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- A parking permit must be affixed in the bottom left hand corner of the rear window of the vehicle. It will be in clear sight when you are facing the rear of your vehicle. This permit will be good for one year and expires in August. You will need a new permit if you change your vehicle, because permits are not reusable. Temporary parking passes are available through the Campus Safety office.
- All vehicles must observe a 10 M.P.H. speed limit on campus.
- Starting with the 2017-18 academic year, resident students with vehicles on campus will be issued one parking sticker based on their status and/or residence hall housing assignment (Commuter Student, MJRH Resident Student or RH/DH Resident Student). Parking in the reserved resident lots will be on a first come-first serve basis. When the reserved parking lots are full, residents must then park in the outer white spaces of the main lot as over flow.
- 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 is 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.

### DISCIPLINARY ACTION WILL BE AS FOLLOWS:

- Permit Violations: \$10.00 fine
- Prohibited Parking Violations: \$20.00 fine
- 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 Campus 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>.

### CAREER PLANNING AND DEVELOPMENT

The Career Planning and Development Office provides students with the tools to explore and choose academic majors and career options, obtain part-time jobs, internships and related experiences, and pursue post-graduation career plans. Career Planning hosts career-related programs including career fairs and virtual workshops. Other events include etiquette dinners, networking programs and club and classroom visits. Visit our office in

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Aquinas 109 or check out our many online resources at [www.caldwell.edu/career](http://www.caldwell.edu/career) to learn how to write a college resume, explore majors and careers, find a part-time job or internship, or prepare for an interview. Office hours are 8:30am - 4:30 pm Monday through Friday; evening hours will be announced at the start of each semester. We welcome walk-ins, so please stop by Aquinas 109 anytime!

### CENTER FOR ADVISING, RECORDS, 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 Friday. 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, Office of Accessibility 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 CARES Center, Room 104 in Aquinas Hall.

#### Financial Aid

The Office of Financial Aid is located in the 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 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](http://www.caldwell.edu/registrar) for more information.

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## COUGAR FOOD PANTRY

Embracing Caldwell University's vision and the core values of Respect, Integrity, Community, and Excellence. We at the Cougar Food Pantry are committed to showing compassion and empathy towards members of our University community who face issues of food insecurity and hunger.

Contact us at [cougarfoodpantry@caldwell.edu](mailto:cougarfoodpantry@caldwell.edu) to set up an appointment to meet at the food pantry. All contact is private. Usual hours are Monday-Friday 8:30am-4:30 pm; in emergency situations, appointments outside these times may be arranged. The pantry is not open on holidays. For more information, please visit the website at <https://www.caldwell.edu/cougar-food-pantry>.

## GOURMET DINING SERVICES (Student Center, 1st Floor)

Its corporate partner, Gourmet Dining, LLC, a New Jersey company that provides dining services for institutions across our state, delivers Caldwell's dining program. Through our program, students will enjoy a multitude of food options, including vegan, vegetarian, and gluten-friendly menu items. They can consult with a registered dietician who will offer nutrition consultations and classes throughout the year and who will work with students who have dietary restrictions related to allergies or other issues.

Other benefits to anticipate include monthly themed special events, a mobile app ordering system that will allow students to order, and our MoBA program that allows students to enjoy meals in town. (Some of these programs are dependent on restrictions prompted by the COVID-19 pandemic).

As we start the 2020-2021 academic year, residents will participate in a block meal plan. A block meal plan offers a fixed number of nutritionally balanced, full meals per semester. The

block plan name indicates the number of meal swipes provided per semester.

The Block 240 is the standard board plan and provides 240 entries into the All-You-Care-To-Eat (AYCTE) dining room and meal exchanges per semester (meal exchanges are limited to 75 or 5 per week). On average, this plan provides approximately 15 meals per week during a semester.

The block meal plans also include \$100 in Cougar Cash. Cougar Cash can be used at our 2 retail locations on campus, Café '39 (Starbucks) or The Gourmet Market. These locations will be able to provide our students a place for a quick snack.

Commuters may purchase one of the following meal plans in blocks of 25, 50, or 80. Commuter meal plans do not include any Cougar Cash or access to other programs such as MoBA. Commuters may purchase items at Café '39 or The Gourmet Market using cash.

Please visit our social media pages. Find us at Twitter at [@GDSatCaldwell](https://twitter.com/GDSatCaldwell) and Facebook at [www.facebook.com/GourmetDiningatCaldwellUniversity/](https://www.facebook.com/GourmetDiningatCaldwellUniversity/).

## 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 electronic time sheets for all students including those 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

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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 Student Center Computer Lab located in the Visceglia building, Room 205 is open to all registered students. A valid net ID is required to access computers on campus. The lab hours during fall and spring semesters are Monday through Thursday from 8:00 a.m. – 10:00 p.m., Friday from 8:00 a.m. – 4:30 p.m. Hours are subject to change. Computer classrooms are available for specific disciplines. Wireless network connections and personal computer support are available to all students. Contact the Information Technology Help Desk at x2222 or 973-618-3904.

### INTERNATIONAL STUDENT SERVICES

(Alumni Theater 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 by e-mailing [international@caldwell.edu](mailto:international@caldwell.edu) or by calling 973-618-3519.

### JENNINGS LIBRARY

During these difficult times, the library has changed some of its policies for the safety of everyone. For the most up to date information on these changes, please see our COVID-19 guide: <https://libguides.caldwell.edu/covid19>.

The library collection includes over 144,000 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 109,000 streaming videos and 2,000,000 tracks of streaming music. The library also provides access to more than 210,000 electronic books as well as 66 print periodicals and more than 63,000 electronic journals. A large collection of children's literature and a variety of teaching-related materials are available in the Curriculum Center. With a university Net ID, full access to all library resources is available from on or off-campus locations.

When locally held materials do not suffice, students can obtain needed materials from libraries across the United States through the interlibrary loan service. Please note that due to COVID19, interlibrary loan requests for books may not be available.

Professional librarians provide research assistance by phone, text, chat, e-mail, or Google Hangouts. Individual consultations can be scheduled online to obtain help with planning research strategies and finding the best resources for class projects and assignments.

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The "My Librarian" program partners incoming students with librarians, providing a more personalized connection.

The library's website ([www.caldwell.edu/library](http://www.caldwell.edu/library)) provides current information about hours and services as well as full access to the library's resources.

### **MANNING CAMPUS STORE** (Student Center, 1st Floor)

The Campus Store, located in the Student Center across from the Dining Hall, offers one-stop shopping for students. New, used, rental, and digital textbooks for all classes are available, as are laptops, tablets, computer accessories, printers, and school supplies. Caldwell University gear, convenience goods, a variety of resident essentials, and gifts can be purchased, keeping off-campus shopping trips to a minimum.

For the pending graduate, many commencement items are available through the Campus Store.

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

Store hours: Monday through Thursday from 9:00 a.m. – 6:00 p.m.; Friday from 9:00 a.m. – 4:00 p.m.; open on specific Saturdays as advertised. 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](http://www.caldwell.bncollege.com) for 24/7 shopping.

### **MENTAL HEALTH RESOURCES**

We recognize at some point during the semester, you or a friend might be struggling with classes, relationships, alcohol or other

drugs or additional concerns. These struggles may leave you feeling worried, hopeless, anxious, or at its worst, even suicidal. We want you to be aware of the wide range of support services that are available to students.

If you or someone you know is in a crisis situation and having thoughts of death, dying or suicide, contact the following resources 24 hours a day, 7 days a week:

- NJ Hopeline: 855-654-6735
- National Suicide Prevention Hotline: 800-273-8255
- Crisis Text Line: Text 741741
- Police Department: 911
- Campus Safety and Security: 973-618-3289
- Mountainside Hospital Crisis Unit: 973-429-6963 (if you reach voice mail, call will be returned)
- Clara Maass Mobile Crisis Unit: 973-844-4357
- Residence Life: Graduate Residence Director (GRD) on duty: 973-618-3289

For support in a non-crisis situation, Caldwell University has on-campus resources:

- Counseling Services, Wellness Center, 2nd Floor of Newman Center: 973-618-3307 or email [counseling@caldwell.edu](mailto:counseling@caldwell.edu).
- Residence Life, Graduate Residence Director (GRD) of your area or professional staff member, Mother Joseph GRD Office/Dominican Hall Office: 973-618-3556/3353
- Health Services, Wellness Center, 2nd Floor of Newman Center: 973-618-3319
- Campus Safety Office, Visceglia Hall: 973-618-3291/3259
- Vice President for Student Life, Office of Student Life, 2nd Floor of Alumni Theater: 973-618-3248

If you are not sure what to do to help a friend, and he or she is not in immediate danger, you can share your concerns with

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the Behavioral Intervention Team (BIT) by sending a confidential email to [BIT@caldwell.edu](mailto:BIT@caldwell.edu). Team members will then determine appropriate intervention strategies.

Caldwell University is a community that cares. All of us can play a role in supporting one another's wellbeing.

### OFFICE OF GRADUATE ADMISSIONS

(Newman Center, 1st Floor)

The Office of Graduate Admissions serves students who apply for admission to the nearly thirty graduate degree and certificate programs in Applied Behavior Analysis, Business, Counseling, Education, and Nursing. The Office offers graduate information sessions throughout each year and works closely with the graduate Program Coordinators to ensure a smooth admissions process.

The Office is typically 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 Admissions is located on the first floor and can be reached at 973-618-3408 or [graduate@caldwell.edu](mailto:graduate@caldwell.edu).

### OFFICE OF GRADUATE STUDIES (Werner Hall, Suite 116)

The Office of Graduate Studies serves current students in all graduate degree and certificate programs across the University. The Office works closely with the Graduate Program Coordinators, who act as advisors to the university's approximate six hundred graduate students. The Office of Graduate Studies is located on the first floor of Werner Hall (Suite 116) and can be reached at (973) 618-3922 or [gradstudies@caldwell.edu](mailto:gradstudies@caldwell.edu).

### PART-TIME STUDENT EMPLOYMENT

On-campus and off-campus employment opportunities are posted on an online job board 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 online job board 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 online job board and students are paid on a biweekly basis.

### Local Off-Campus Positions

Part-time employment opportunities in the local community are available to students and are also posted on the online job board. 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.

Career Planning hosts a Part-Time Job Fair every September. Students are encouraged to participate and meet with local employers.

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

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**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 Residence Life Reception Office is located in the front lobby of Dominican Hall and houses our Administrative Assistant. The offices of the Assistant Dean, Associate Director, Graduate Resident Director for Conduct and Graduate Resident Director of Rosary Hall and Dominican Hall are all located in Dominican Hall. The Graduate Resident Director of Mother Joseph's office can be found in Mother Joseph Residence Hall. Resident Assistants live in each of the residence halls and are a great resource for students living in the 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 Theater, 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 Theater.

## STUDENT GOVERNMENT ASSOCIATION

(Alumni Theater, 2nd Floor)

The student government association (SGA), located in the Alumni Theater, 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 schedule a meeting with an SGA officer, please email them at [SGA@caldwell.edu](mailto:SGA@caldwell.edu).

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 – Matthew Whelan, Ed.D.

President, Student Government Association – Samantha Guerra

### 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

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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

Caldwell University's VA School Certifying Official (SCO) supports student Veterans and Veteran Dependents eligible to utilize VA educational benefits. To learn more about initiating VA educational benefits, Veterans or their dependents are encouraged to contact Aura Vales (SCO) in the Office of Financial Aid at 973-618-3221, [avales@caldwell.edu](mailto:avales@caldwell.edu) or visit the C.A.R.E.S. office in Aquinas Hall Rm. 104.

Veteran and Veteran Dependent students seeking information on undergraduate or graduate admissions at Caldwell University should contact Tom Disch in the Office of Graduate Admissions at [tdisch@caldwell.edu](mailto:tdisch@caldwell.edu), 973-618-3216, or visit the office on the first floor of the Newman Center building.

### 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 Counseling, Health Services and Student Advocacy and Prevention Awareness 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: Hackensack Meridian Health, Mountainside Hospital, Montclair (973-429-6000); St. Barnabas Medical Center, Livingston (973-322-5000).

### 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 confidential short-term individual and group counseling by appointment.

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 peer leaders who provide education and outreach to students about wellness issues.

All counseling services are free and confidential. Counseling Services will be available to students remotely during the community response to COVID19. Students can also inquire about the "Walk and Talk Therapy" option. For appointments or counseling-related questions, call 973-618-3307 or email [counseling@caldwell.edu](mailto:counseling@caldwell.edu), and a counselor will get back to students by email within 24 hours during its normal business hours (Monday to Friday from 8:30 A.M. to 4:30 P.M.). If a more immediate response is needed, students are encouraged to contact the following 24/7 hotlines:

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**Crisis Textline:** Text HOME to 741741

**NJ Hopeline:** 1-855-654-6735

**National Suicide Hotline:** 1-800-273-TALK(8255)

If you are dealing with an emergency, please contact 911.

Further resources and hotline information can be found on the Counseling Services' webpage at <https://www.caldwell.edu/counseling-center>.

### 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. Beginning August 2020, due to the pandemic, students must call the office to schedule an appointment for care or record review. The appointment will be scheduled if deemed appropriate after a telephone screening. Walk-ins will no longer be accepted. Telehealth appointments may be offered when an in-office visit is not appropriate due to respiratory or COVID 19 symptoms. For emergency situations on campus, the local EMS system must be activated by dialing 911.

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 approved to prevent a health hold from being placed on a student's account. Failure to comply with the requirements will affect a student's registration and or campus housing 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>.

### Student Advocacy and Prevention Awareness

Envisioning a healthy, respectful future, Student Advocacy and Prevention Awareness (SAPA) leads Caldwell's efforts in providing fierce advocacy, empathic response, and engaging prevention and education to sexual, dating, domestic, and stalking violence. With one eye set on looking and thinking ahead, and the other set on engaging and attending to the Caldwell University community, SAPA is committed to serving CU students and employees in promoting a safe, welcoming, and inclusive environment for the growing and diverse Caldwell community.

The office of Student Advocacy and Prevention Awareness provides the following services to the Caldwell University community:

- Engages marginalized student populations in programming and initiatives.
- Provides comprehensive education and training for employees of the Caldwell University community on understanding sexual violence, working with survivors, and related topics.
- Provides advocacy, support, and referral to survivors and co-survivors (i.e. a friend, teammate, etc. who knows a survivor and seeks information on supporting that person.)
- Educates the Caldwell University student body through primary prevention programming; specifically implementing the evidence-based "Bringing in the Bystander" prevention program.

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- Develops and leads the Coordinated Community Response team.
- Creates and carries out robust, inclusive, and educational awareness month programming (e.g., Sexual Assault Awareness Month, Domestic Violence Awareness Month).
- Manages the Peer Education program.
- Engages men of Caldwell University in increasing awareness around and preventing sexual, dating, domestic, and stalking violence.

## OFFICE OF STUDENT ENGAGEMENT, POLICIES AND PROCEDURES

### Policies and Procedures of Registered Student Clubs and Organizations

#### Honor Societies

# office of student engagement, policies and procedures

The Office of Student Engagement is a student-centered department dedicated to providing opportunities for individual, organizational, and professional growth and success. We work not only as the primary source of programming for students, but also as advisors to all student clubs and organizations, Greek life, and the Student Government Association.

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. We offer multicultural, academic/educational, social, spiritual, and community service based clubs. Joining or forming a student club or organization is a great way to get involved, develop leadership skills, and meet fellow classmates with similar interests.

For a complete list of clubs and organizations available on campus please reach out to one of our Student Engagement personnel below:

Tim Kessler-Cleary, Assistant Dean of Student Engagement and Retention at [tcleary@caldwell.edu](mailto:tcleary@caldwell.edu)

Marissa Haynes, Assistant Director of Student Engagement at [mhaynes@caldwell.edu](mailto:mhaynes@caldwell.edu)

The following 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 their 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  $\frac{3}{4}$  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.*

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- 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 bi-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 an Office Student Engagement staff member 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 conduct 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. If a Caldwell University student does not have proof of age, he or she will not be admitted, regardless of identification, to the area 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 intoxicated.

##### 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.

## OFFICE OF STUDENT ENGAGEMENT, POLICIES AND PROCEDURES

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- 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 an Office of Student Engagement staff member 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 Office of Student Engagement.

## OFFICE OF STUDENT ENGAGEMENT, POLICIES AND PROCEDURES

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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 Office of Student Engagement professional staff.

### HONOR SOCIETIES

#### 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.

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#### 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 Alpha Pi

Students who present with documented disabilities and work with the Office of Accessibility Services are eligible for Delta Alpha Pi. Undergraduates must have a GPA of 3.10 and graduates must have a 3.30.

#### 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

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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.

#### NJ Collegiate Business Administration Association

Inductees into the New Jersey Collegiate Business Administration Association must rank in the top 1% of business students at their respective institutions.

#### 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 Kappa Phi

The Honor Society of Phi Kappa Phi, the oldest, largest and most selective academic honor society, recognizes and promotes academic excellence in all fields of higher education and engages the community of scholars in service to others. Its motto is "Let the love of learning rule humanity." Caldwell University is home to Chapter 335. Each year, undergraduate juniors and seniors, as well as graduate students meeting the eligibility requirements are invited by the chapter to consider membership. Faculty, professional staff, and alumni who achieve scholarly distinction may also be invited to join.

#### 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.

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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

#### **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.

#### **Sigma Theta Tau**

Nursing majors are eligible for induction into the Psi Mu Chapter of the Sigma Theta Tau International Honor Society of Nursing.

#### **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.

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# 2020-2021 residence life handbook

## A MESSAGE FROM THE RESIDENCE LIFE OFFICE

Since 1939, Caldwell University has had a history as a residential college and strives to provide educational and inclusive 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:

### Assistant Dean of Residence Life

The Assistant Dean provides administration as well as vision for the Office of Residence Life. Leadership in creating a residential program that supports the academic mission and philosophy of the university is another responsibility. The Assistant Dean develops strategic initiatives for the department, oversees capital improvement, and serves as the liaison to the campus community.

### Associate Director of Residence Life

The Associate Director is responsible for assisting in the overall administrative, educational, and supervisory responsibilities of the GRD and RA staff. Other responsibilities include creating a living environment where students may maximize their academic success and where safety is promoted; as well as assisting 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 Department of Residence Life in creating an overall positive and caring environment among the resident students. There are three GRD positions listed as follows: GRD for Mother Joseph Hall, GRD for Rosary and Dominican Halls & GRD for Conduct. Although students are encouraged to see their area specific GRD, any GRD can assist with any concerns as a member of the Residence Life Staff.

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### 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.

### Residence Advisory Board (RAB)

The Residence Advisory Board is an excellent opportunity for students to voice opinions and help with student governance. At the beginning of each semester, there will be an interest meeting for interested students. Those wishing to participate should attend. The RAB holds monthly meetings and addresses student issues, concerns, and policy review.

### Your 2020-2021 Residence Life Staff Members

Assistant Dean: Crystal Lopez • Dominican Hall, Ext. 3472

Associate Director: Maricia Hughes • Dominican Hall, Ext. 3353

Administrative Assistant: Olivette Diaz • Dominican Hall, Ext. 3371

Graduate Resident Director – Mother Joseph Hall:

Caitlyn Conselyea • Ext. 3556

Graduate Resident Director – Dominican & Rosary Halls • Ext. 3542

Graduate Resident Director – Conduct: Lamar-Shea Chang •  
Ext. 3109

### COMMUNITY STANDARDS

Community Standards are defined as local norms defining acceptable conduct. At times, the standards are outlined in a list that states the community's values and sets guidelines for participation in the community. At Caldwell University, our community standards are expected by each student living in the residence halls. Each student can be held accountable for not adhering to standards at any time.

### Lounge Etiquette

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/residents are permitted to sleep in any of the lounges.

### Coeducational Visitation

Resident students may visit among themselves without restriction, but the rights of roommates must always be considered. Guests of the opposite gender (what is stated on government ID) 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 all expectations for community living are an important part of student development. No student will be permitted to request or cajole a roommate to leave the room or suite in order to facilitate any activities that can be violations of the Code of Student Conduct. If this occurs, potential conduct sanctions may result. To help facilitate this process each room is required to fill out a roommate agreement by the second week of occupancy.

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### 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 & Postings

All notices displayed in the residence halls must have approval of the Assistant Dean/Associate Director 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 Office of Student Engagement.

### Facilities

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. Facilities staff is responsible for these areas but cannot be expected to care for extreme conditions caused by student misuse. Maintenance issues and concerns can be reported via email [facilitiesreslife@caldwell.edu](mailto:facilitiesreslife@caldwell.edu). Please see entire reporting procedures via the residence life section of the my caldwell portal.

### 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.

## HOUSING POLICIES

### Eligibility

Only full-time undergraduate, graduate, and continuing education and adult students are eligible for on-campus housing. Full time is defined as a minimum of 12 undergraduate credits and a minimum of 9 graduate credits. If a student is found to have missed an excessive number of classes, that resident may no longer reside on campus.

### Occupancy & Check In

In order for a student to check into residence each student must fill out a housing application, make a deposit, and electronically sign the housing contract. Upon check in, the student will also fill out an updated emergency card. 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 the student has assumed full responsibility for complying with its contents. In the event that a student cannot live within the confines of this agreement, that student may be asked to leave the residence halls. The housing contract is for a term of one academic year.

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### Room Condition Report (RCR)

RCR's are available online on the residence website. Each student will have 2 weeks to view their RCR and inform the RA of any discrepancies found on the form. The form will be altered during that time. There will be no adjustments after the 2 week adjustment period. A residence life staff member would have already pre checked the room for damages and conditions. 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 and or to those occupants of a wing/area/floor/building.

### 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 Associate Director of Residence Life. 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.

### Key Issuance

Students of Dominican Hall will receive a hard key for their suite bedroom doors at the time of 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. No student may refuse to take their bedroom key as it is a safety concern not to.

### Lock Out Policy

If a student is locked out of their residence hall room they are to try and contact their roommate to gain access to their room. If this process deems to be unsuccessful the student is to report to the front desk of their building so that the RA on duty could be contacted. Once the RA arrives, they will first verify that the student is the actual occupant of the room. At this time, the student will be notified by the RA verbally that they will be charged \$5.00 to gain access to their room. The RA will then open the door and the student must show their ID card. Their name will be submitted and the student will pay the \$5.00 to the Associate Director of Residence Life. Payment plans will be at the discretion of the Associate Director of Residence Life. Please note, habitual offenders will be adjudicated through the conduct system and will

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be subject to violation sanctions. At the beginning of the semester, there will be a two week grace period for lockout fines, beginning on the 3rd Monday of each semester, fines will be enforced.

### **Housing 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 participation in housing selection. In order to participate in housing selection, each student will receive information about the process beginning in February of each year. The process requires that each student submit a non-refundable housing deposit of \$200/annually and that they fill out their housing application via the Symplicity website by the deadline that is announced. If the student fails to accomplish all items by the deadline and the student still wishes to reside on campus, they will be placed on the waitlist list. Once the deadline passes, the Office of Residence Life will place all students who have completed the application and paid the deposit into the approved list for housing selection. The students will then be placed in queue for online housing selection and the system will release priority appointment time slots based on either their roommate group or individual priority. Once the time comes for their appointment, either the student or group leader for roommate groups, logs on to select their housing from the list of available units. 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 Assistant Dean of Residence Life or by the Vice President for Student Life.

### **Check Out/End of 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. Any student who does not check out by the standards outlined in check out procedures will receive an improper check out fee of \$100 in addition to lock change fees and/or excessive cleaning fees.

### **Vacating**

Upon date of cancellation, termination of or dismissal from housing, the student shall have 24 hours from that date to vacate the room/suite with all personal belongings. If a student fails to vacate after the 24 hour period, the locks will be changed at the student's expense. After 24 hours, any items left behind will become property of Caldwell University and will be discarded by facilities. Any student who does not check out by the standards outlined in check out procedures will receive an improper check out fee of \$100 in addition to lock change fees and/or excessive cleaning fees.

### **Return to Residence (Transports)**

All students who need a transport to a medical facility for any reason will be required to go through our Return to Residence Policy. The following steps are designed to ensure that a health emergency no longer exists and a treatment plan for continuing

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good health and safety is in place, when needed. When a student is transported, the emergency contact listed will be contacted. As such, emergency contacts must be able to be reached via phone 24 hours/7 days a week with a working number. All emergency contacts cannot be another student of Caldwell University. International & Out of State students are encouraged to have a secondary emergency contact perhaps in state if possible. This can be provided on a resident emergency card during check in. Students are responsible for updating their resident emergency card throughout the year with their Graduate Resident Director (GRD).

When a student is transported, their emergency contact will be contacted by a residence life staff member. The emergency contact will receive information about which facility the student was transported to. A residence life staff member will then email the student the return to residence policy which states that they cannot return to residence until they have been cleared by the wellness center. The wellness center is open Monday through Friday between 8:30 a.m. and 4:30 p.m. If the student is transported on the weekend, the earliest they can be cleared is the next business day. Students should prepare a plan should they need a short stay with family or local hotel. Once a student is cleared by the wellness center, they can return to the residence halls.

### Withdrawal from the University or Residence Halls

Students wishing to leave the university must submit, in writing, these intentions to the Office of Academic Advising. If a student wishes to only withdrawal from the residence halls, they must submit, in writing, these intentions to the Assistant Dean of Residence Life. Any student who does not check out by the standards outlined in check out procedures will receive an

improper check out fee of \$100 in addition to lock change fees and/or excessive cleaning fees.

With the exception of graduating seniors, the Residence Life Office will assess a \$350 cancellation fee for all those who are approved to cancel their housing contract at any time during the year.

Resident students must submit a cancellation request in writing to the Assistant Dean of Residence Life prior to the cancellation date. If a cancellation request is approved, room and board payments already made to the university shall be refunded to the student according to the Caldwell University Refund Schedule below:

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

### Fines

Fines can be imposed as a result of a conduct hearing or violations of any university policy or standard as outlined in the C-book. In addition, fines can be imposed as a result of damage billing upon check out of a university residence hall room. The Fire Marshall reserves the right to enter the residence halls at any time and conduct unannounced inspections for safety reasons. At this time, the Fire Marshall may issue fines directly to student occupants for violations and/or failure to leave during a fire drill. Fines can range between \$5.00 – \$1,000.00 dollars for the following reasons including but not limited to the items below:

- Noise violation
- Improperly cleaned or set up rooms
- Damaged rooms/common areas/furniture
- Loss of university property
- Removal of screens or security stickers

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- Possession of lounge furniture
- Removing a closet drape from its tracks
- Burning candles
- Smoking in rooms
- Painting or writing on walls, door, or door frame of room
- Key lost, duplicated, or not returned – to cover the cost of a lock change
- Propping open an outside door
- Removal of lounge screen
- Damage to bedroom, kitchenette, hall, hallway or bathroom screen
- Improper check out fee

Additionally, please see the approved fire checklist available on the residence life portal for prohibited items.

### RESIDENCE HALL POLICIES

#### 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.

#### Violations of Residence Hall Rules and Regulations

Violations of residence hall rules and regulations result in sanctions, which may be issued by any university conduct officer, Assistant Dean of Residence Life, Campus Safety Director, Title IX officers or Vice President for Student Life. See below for more information about possible student conduct sanctions. If a student receives three documented incidents in one academic year, it will result in termination of the housing contract. Students will be notified of the charges levied against them with the date, time, and the policy(ies) that were allegedly violated. Students will then receive notice of when their hearing is scheduled. At this time, during the hearing, the student may take responsibility or provide information based on their perspective. The Residence Life Office will conduct a hearing within a reasonable time from date of documentation (according to academic scheduling and emergencies). If a violation is considered extreme, the Assistant Dean 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 details 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 Assistant Dean 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 in 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.

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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 sanctions 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.

### 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. Additionally, Athletics may be notified as a result of a policy violation within the University C-Book in accordance with NCAA rules.

### Student Conduct Process in the Residence Halls

1. **An Incident Occurs** – This results in a written documentation 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 will receive a notice of a hearing with a 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 indicating the outcome of the hearing.
  - b. If the student wishes to appeal the outcome of the case, the student must complete an Appeal Request link located directly on the outcome letter within five business days of the receipt of the initial hearing decision.
  - c. An appeal may be made for one or more of the following reasons listed below. 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

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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 Assistant Dean 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. A student at any time may also be temporarily suspended from residence.

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 formal documentation. 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. **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.
3. **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").
4. **Loss of guest privileges** – Students may be prohibited from visiting one or all of the residence halls should their behavior warrant such exclusion. Students may also lose the ability to host visitors in their residence hall of occupancy.
5. **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 university rules and regulations. Residents removed from residence halls for disciplinary reasons will not receive a refund.
6. **Persona Non Grata (PNG)** – Individuals may be declared Persona Non Grata and would not be permitted to enter or remain in the residence halls under any circumstances

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including use of the C-store. Students suspended or who are suspended pending a hearing will normally be declared Persona Non Grata.

7. **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.
8. **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.
9. **Relocation/Relocation in Forbearance** – The Residence Life Office reserves the right to relocate the student at any time based on the nature of the violation.

### 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. These sanctions in no way preclude the possibility of arrest by police agencies and they may be called at any time. Note that the sale, distribution or possession of misdemeanor or felony amounts of drugs will likely result in suspension or expulsion.

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

### 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.

If a student is found in violation of possession, consumption, or distribution of alcohol or drugs the following sanctions may follow:

#### First Offense

\$140.00 fine; completion of an online course directly related to the type of violation (alcohol and/or drug); and 1 hour follow up session with the Substance Awareness Counselor. All these sanctions are required for this type of violation. The university will notify parents of students who are under 21 years of age about the violation.

#### Second Offense

\$240.00 fine; three 1-hour sessions with the Substance Awareness Counselor are required. The university will notify parents of students under 21 years of age about the violation.

#### Third Offense

\$400.00 fine; continued counseling sessions at the discretion of the substance awareness counselor in consultation with the Vice President for Student Life or designee 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.

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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 set with the Substance Awareness Counselor, otherwise a “hold” will be placed on the student’s account, which will affect registration 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 student’s housing contracts will be immediately revoked.

If a student is found in violation of being in the presence of alcohol the following sanctions may follow:

**First Offense:** Student will receive a formal warning and educational development module to complete.

**Second Offense:** \$140 fine and educational module. The university will notify parents of students who are under 21 years of age about the violation.

**Third Offense:** \$240.00 fine; one (1) hour of educational and one (1) hour of personal counseling with Substance Awareness Counselor is required, and the university will notify parents of students who are under 21 years of age about the violation.

### 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, Assistant Dean of Residence Life or designee, based on the circumstances of the violation.

### Cumulative Violation & Sanction Policy

All violations and sanctions are cumulative. Sanctions are valid for the academic year during the fall and spring semesters with the exception of drug violations, which are cumulative for the entirety of enrollment at the university. 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).

### 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 government issued photo ID with date of birth (i.e. license, passport, 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 two guests signed in at once during daytime visitation hours. No visitor may wander through the residence halls unless

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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 by leaving their Caldwell University ID. They must identify a host they are going to see. 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. If any resident or commuter violates the guest policy, he/she is subject to conduct proceedings.

### Coeducational Visitation

Resident students may visit among themselves without restriction, but the rights of roommates must always be considered. Guests of the opposite gender (as is stated on government ID) may not remain overnight, and Caldwell does not condone sexual intimacy outside of marriage. All guests must leave by the end of guest hours for the night, this includes residents of the same building.

### 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. No opposite sex/gender overnight visitation. (Gender/sex is determined by what is stated on government issued identification.)
- Parents/legal guardians are not permitted to remain in the residence halls overnight, even if the reason is medical.
- Roommates have the right to say no to the presence of guests or visitors in the room at any time. Failure to comply with the roommate's request will result in a documentation.
- Student must register their overnight guest via the Visitor Watch online system prior to the end of guest hours on date of their arrival. The website can be found on the residence life portal page and security webpage.
- The guest's name on the ID must match the registration information in the visitor watch system.
- Resident students may only have one overnight guest signed in at a time. Guests are limited to a stay of two consecutive nights in one week (7 day cycle) Sunday–Saturday.
- Residents may have 15 overnight guests per semester regardless if they are residents or non-residents.
- No student is authorized to permit extended use of housing facilities to any visitor, either student or non-student.

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- These visitation privileges are not intended for anyone under the age of 18.
- Resident students are solely responsible for the actions of their guests and will be held accountable for any inappropriate behavior their guests may engage in while in the residence halls or on campus.
- Caldwell University residents/commuters who sign themselves into the residence halls will be held accountable for any inappropriate behavior and will result in disciplinary actions.
- All overnight guests must be accompanied, at all times, by their resident host/hostess. Residents may not sign in or out the guests of other residents. Non-Resident day guests must be accompanied at all times. Commuter and Resident day guests do not have to be accompanied when signing in or out of a building.
- The university reserves the right to suspend visitation privileges for those violating the visitation policies.
- Out of respect for the privacy of others, gathering in the hallways by students' rooms is prohibited.
- Sneaking into the residence halls with or without an ID card will result in a documentation.

Sanctions are at the discretion of the conduct officer and based on severity, frequency, and prior conduct history.

### Smoking Policy

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 and only permitted in designated smoking areas. E-cigarettes or vaporizers cannot be smoked within the residence halls at any time. The possession of Hookah is strictly prohibited. Please see the full smoking policy located on page 70.

### Residence Hall Safety Policy and Procedures

In addition to the behavioral expectations, and prohibited items outlined in the fire marshal's checklist 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. You may not use or possess these items.
3. Residents of Dominican Hall may utilize microwaves in their kitchenettes only if leased as part of a Micro Fridge unit, and cannot possess a stand alone unit. A microwave is available in the first floor lounge for use. Residents of Mother Joseph and Rosary Halls have community kitchens in each of their buildings. Students wishing to cook, can do so in these areas and they are equipped with a microwave, stove and refrigerator. Any student who resides on campus can lease a microfridge unit for their bedrooms/suite. If they choose not to lease, students are only permitted to purchase on their own, a mini refrigerator (without microwave) that does not exceed more than 3.5 cubic feet. Residents of Dominican Hall are permitted to have small rice cookers with automatic shut off and they must be stored and used in kitchenette area only. Single use coffee makers are permitted to all residents, as long as they have an automatic shut off. Students are not permitted to have hot pots, toaster ovens, toasters, or any other open heat element appliance. Failure to abide by these regulations will result in 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

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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.

- 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.
- Students are not permitted on the roof of any residence hall.
- 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.
- Ring doorbells or doorbells of any kind are not permitted in the residence halls under any circumstances.

### Vandalism Policy

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 Policy

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

### 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. In order to store alcoholic beverages in their rooms they must adhere to the following:

- The alcohol must be labeled with the resident's first and last name
- It cannot be in plain sight and visible to others unless being consumed by individuals of age

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- Must be kept out of the common area and only stored in student's personal belongings. Personal areas are defined as one of the following that belongs to the person of legal drinking age: Wardrobe, Closet, under bed carrel, personal refrigerator, or desk.

### 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. At the beginning of the semester every residential student will receive educational information via their university email about responsible drinking for those of legal age.

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 by any occupant.

### 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. 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.
9. Students will be held accountable for any vandalism or harassment while under the influence of alcohol and drugs.
10. The university will notify parents of students under 21 years of age if found responsible for violations of the alcohol and other drug policy.

### Pet Policy

Resident students may not keep pets in their rooms 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

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resident student found violating the pet policy will be asked to remove the pet effective immediately. Violators will be in danger of terminating the residence hall contract and may be asked to leave the residence hall.

### Room Decorating Policies

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, lewd, 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, stickers, 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. 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.
6. Tents of any kind are strictly prohibited including those over beds.
7. Students may not cover more than 20% of each wall with pictures or posters. Tapestries of any kind are strictly prohibited (As per the state fire code inspector).
8. All prohibited items may be found on the fire checklist located on the Caldwell University Portal residence life page.

### 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:

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- 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.

## EMERGENCY PROCEDURES

### 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.
- In the event of power outage, you are to remain in the hallways by your room until residence life staff or security have arrived with flashlights. Once residence life or security

have arrived they may move you to another safe area or shelter in place for further instruction. If the power will be out for an extended period of time, you will receive instructions of temporary housing or areas of the campus community that are available for students to shelter until power has been restored.

- In the event of an active shooter on campus, the entire community will receive emergency procedures via emergency notification system. All campus community members are encouraged to sign up for the service via the university website. All doors in the residence halls are locked for your protection and they should not be opened for others, especially if you are not aware of who they are.
- In the event of a natural disaster or approach of a major storm, there is a chance that the university may close the residence halls for a temporary time and ask that students head home for the duration of the storm. In some cases, international students may remain on campus but may be transported to the safest area. The conditions may not be the same as normal operations and students are asked to comply during emergencies. Any student can be asked to leave if they are not cooperative during any emergency.

For all other emergency situations, please see the campus safety website and check email frequently. Again the emergency notification system is crucial as a community member and you are strongly encouraged to register.

### Privacy Policy

The students' rights to the privacy of their rooms will be respected at all times. That privacy, however, is forfeited by conduct in the room which requires investigation by a proper university authority. An authorized representative (Vice President for Student Life, Residence

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Life Staff member, Campus Safety Director) holds the right to enter students' rooms with or without notice for the following reasons:

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.

### CAMPUS RESOURCES FOR RESIDENTIAL STUDENTS Parking

(See Parking section of the C-Book) 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. If you are using another vehicle, you must acquire a temporary parking permit from the Office of Campus Safety and Security.

A parking permit must be affixed in the bottom left hand corner of the rear window of the vehicle. It will be in clear sight when you are facing the rear of your vehicle. Exceptions will be made for tinted windows. This permit will be good for one school year. You will need a new permit if you change your vehicle, because permits are not reusable/transferable.

- All vehicles must observe a 10 M.P.H. speed limit on campus
- Only cars displaying a handicap license plate or placard may park in handicap spaces. You can obtain a temporary handicap permit from your local police department, if you qualify for one. The driver of the vehicle must register their handicap pass with the Office of Campus Safety and Security and show the permit belongs to them. Designated handicap spaces in front

of Dominican Hall are short term parking and not overnight spaces. If a student has a registered handicap permit, they can use other designated handicap spaces in residential or main lots. If a student is found to be using a placard or license plate in a designated handicap space and it is not registered to them, they are subject to a fine.

- All Commuter students must park in the main parking lots and not behind MJRH or the red spaces near Dominican Hall. 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 pm in the Staff parking spaces only, not Faculty!
- Only cars displaying a Resident Student permit may park in lots reserved for resident students. Reserved resident lots are off limits to commuter students and visitors. Violators will receive a Summons, a boot, or be towed away.
- All Mother Joseph Residence Hall (MJRH) resident students will be issued MJRH stickers and are only permitted to park in the MJRH lot. All Rosary Hall/Dominican Hall (RH/DH) resident students will be issued RH/DH stickers and are only permitted to park in the red resident spaces. If either lot is full, resident students must park in the outer white spaces of the main lot as overflow. Parking is done on a first come-first serve basis.
- All students must register their vehicles annually at the start of the fall semester. New students and transfer students starting in the spring must register their vehicles at the start of the spring semester.

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### 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.

### Dining Services

Gourmet Dining provides the dining program for Caldwell University. 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 use their ID cards to be granted meals. Food, plates, cups and silverware may not be taken from the dining hall. Meals are to be eaten in designated areas only. Please see the Food Service Manager to handle special considerations, such as food allergies or special dietary needs. More information is available in the University Offices and Resources section of the C-Book.

### Mail

Mail service is provided Monday through Saturday. The front desk receptionist will distribute mail upon delivery and instruct where/when packages and parcels may be retrieved. To ensure proper delivery, mail should be addressed as follows:

### 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 or Rosary Hall:

Your Name/Your Box Number  
Caldwell University  
Dominican Hall or Rosary Hall  
12 Ryerson Avenue  
Caldwell, NJ 07006

### Laundry Room

On the lower level of Mother Joseph Residence Hall, three locations in Dominican Hall, and the third and fourth floors of Rosary Hall, washing machines and dryers are available for student use. Units are free for resident students only. Non-resident students found to be using the washing machines and dryers will be subject to a fine of \$50 and removal from the residence halls for a period of two weeks. Any malfunction should be reported immediately to the Resident Assistant.

### Kitchens

Kitchens are located throughout Mother Joseph Residence Hall and Rosary Hall; no cooking is permitted in student bedrooms. The kitchens are equipped with refrigerators, stove units, and shelving. As a safety precaution, students are expected to be present while stoves and/or microwaves are in use. Additionally, as this space must be used by all, students must clean up this area completely before leaving. Failure to abide by these rules may result in the loss

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of kitchen privileges for the floor. Unclaimed dishes or kitchen utensils left in areas other than the shelving will be discarded. Students are free to store their items in their rooms however they cannot be used in any residence hall room. While being stored they cannot be plugged in or in plain sight.

### 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 documentation that will result in 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.

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.