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NOTICE OF PUBLICATION: The printed/PDF version of the Student Handbook is revised annually in July of each year. Information, policy changes and additions are reflected on line as soon as effective.
UNIVERSITY OVERVIEW

History of Seton Hall University

From its founding in 1856 as Seton Hall College to the present day, Seton Hall has been dedicated to supporting the vision that its founder, Bishop James Roosevelt Bayley, described as providing "a home for the mind, the heart, and the spirit.” Its Catholic roots have made the University a home that is open to people of all faiths, creeds and colors. The seeds of diversity at Seton Hall were planted almost from its birth; during its first twelve years, Seton Hall enrolled more than 500 freshmen from 17 states and six foreign countries. The University continues to reflect the growing ethnic scope of its students and the increasing diversity of the Church and society it serves.

During the 19th century, in spite of setbacks, lean times and the Civil War, the College continued to expand. By 1937, Seton Hall established a University College. This marked the first matriculation of women at Seton Hall. Seton Hall became coeducational in 1968.

The College was organized into a university in 1950 following an unprecedented growth in enrollment. The College of Arts and Sciences, the Stillman School of Business, the School of Nursing and College of Education and Human Services comprised the University; the School of Law opened its doors in 1951, with Miriam Rooney as the first woman dean of law in the United States.

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

In 1986, thirteen New Jersey Catholic hospitals and medical centers met at Seton Hall to address medical education within the state. This led to the suggestion that Seton Hall play a major role in this effort. Later that same year, hospital presidents from St. Elizabeth Hospital (now Trinitas Regional Medical Center), St. Michael’s Medical Center and St. Joseph’s Hospital (now St. Joseph’s Regional Medical Center) met with the SHU Chancellor with a vision to start a School on
Seton Hall’s South Orange campus. In April 1987, Seton Hall’s Board of Trustees approved the formation of the School, and then named the School of Graduate Medical Education. The School’s mission is to prepare healthcare professionals to assume leadership roles in the healthcare arena. To achieve this goal, a variety of unique and innovative educational programs are offered utilizing a multi-institutional, yet integrated approach to graduate education. The School comprises two distinct educational divisions: graduate education degree programs in the health sciences and post-medical school residency and fellowship programs. In 2008, the school was renamed The School of Health and Medical Sciences.

The 70's and 80's continued to be a time of growth and renewal. New business and nursing classroom buildings and an art center were opened. In 1984, the Immaculate Conception Seminary School of Theology returned to Seton Hall, its original home until 1926, when it moved to Darlington. The Richie Regan Athletics and Recreation Center was dedicated in 1987. With the construction of four new residence halls between 1986-88, and the purchase of an off-campus apartment building in 1990, the University made a significant change to its previous identity as a primarily commuter institution. Seton Hall is now recognized as a residential campus, providing living space for approximately 2100 students.

The physical development of the campus continued in the 90's. The $20 million Walsh Library opened in 1994 and its first-class study and research resources marked the beginning of a technological transformation of Seton Hall. Jubilee Hall, the University's newest academic center dedicated in 1997, is a clear example of Seton Hall's continued commitment to undergraduate education and the expanding role of information technology in higher education. All classrooms in this six-story, 126,000 square-foot building are wired for network and Internet connections, and many of the lecture halls are equipped with distance-learning technology. A new School of Law building and parking garage were also constructed in the 90’s.

The School of Diplomacy and International Relations was founded in 1997 in an alliance with the United Nations Association of the United States of America. In 1998, all incoming full-time, first-year students were issued laptop computers as part of the University’s innovative and nationally recognized mobile computing program.

http://www.shu.edu/about/history.cfm

Catholic Mission

The Office of Mission and Ministry is charged with ensuring that Seton Hall fulfills its Catholic mission. The office oversees numerous initiatives, works to infuse Catholic values, faith and intellectual heritage throughout the University and helps promote the University’s efforts at developing servant leaders.
The name of the Office of Mission and Ministry echoes the language of the Bible. The word “mission” comes from the Latin word for “sending.” In the Bible many persons are “sent” by God to accomplish particular tasks on His behalf, but Jesus especially is sent, as He said, “I came from God and am here; I did not come on my own, but he sent me” (John 8:42b). The word “ministry” derives from the Latin word for “service.” In the Bible also many persons serve at the behest of God, but especially Jesus who said about Himself, “The Son of Man came not to be served, but to serve” (Mark 10:45b).

http://www.shu.edu/catholic-mission/index.cfm

Alma Mater

To Alma Mater all be loyal; keep her name in purest light.

Never waver from her precepts, guard her banner blue and white.

O sing her praise to highest skies and be ye faithful in her eyes, for she will foster all your dreams, her name is Seton Hall.

When on life's hard stones you stumble, pray to God to be your guide.

Think of Seton Hall your mother, then forge on in steady stride.

O sing her praise to highest skies, and be ye faithful in her eyes, for she will foster all your dreams, her name is Seton Hall.

http://www.shu.edu/offices/community-development/alma-mater.cfm

CATHOLIC MISSION & FAITH DEVELOPMENT FOR STUDENTS

Campus Ministry

Seton Hall is a Catholic University committed to providing a Christian education and developing community. Campus Ministry's mission is to be a pastoral presence of the Catholic Church on campus. As such, we seek to:

- evangelize and empower all, by the prompting of the Spirit, to become dedicated members of God's family;
- bring to higher education the Church's general mission, namely, to preach the Gospel of Jesus Christ;
• create an environment which allows for the spiritual, moral, liturgical and sacramental development, as well as intellectual, social, and physical growth;

• guide the maturing Christian conscience, educate for peace and justice, and develop future Christian leaders.

Worship Schedule

Immaculate Conception Chapel Mass Schedule:

Sundays: 10 a.m., 6 p.m. & 8 p.m.

Weekday Masses: 8 a.m., 12 p.m. & 5 p.m. (5 p.m. Masses are Monday through Thursday only)

Saturdays: 12 p.m. at the Chapel in Xavier Hall

Immaculate Conception Chapel Confession Schedule

Weekdays: 11:30 a.m.

Wednesdays: 10 p.m.

Eucharistic Adoration

Monday through Thursday: 10:45 a.m. – 11:45 a.m.

Liturgical Ministry

Contact Campus Ministry for information on opportunities to serve as a Greeter, Lector, Eucharistic Minister, or Altar Server.

Catechetics

RCIA:

RCIA, or the Rite of Christian Initiation of Adults, is an adult education program for those interested in being received into the Catholic Church; also a catechetical program for baptized Catholics who desire to receive the sacrament of confirmation.

Adult Catechesis:

A program for adult Catholics who wish to learn more about Catholic doctrine, Scripture, and the faith as a whole.

Bible Study:
Held weekly; prayerful examination of Old & New Testament with discussion of their relevance to the today’s world and personal faith. All faiths are welcome.

**Newman Circle:**

This new group will focus on the works of the great Catholic theologian and philosopher Cardinal Henry Newman. Please contact Noreen Shea at extension 9489 for further information.

**Spiritual Renewal**

**Retreats:**

Each semester, Campus Ministry sponsors retreat experiences, day or overnight, both on and off campus.

**Spiritual Direction:**

We are available to any person who seeks spiritual direction or crisis counseling.

**Vocation Awareness:**

We will assist any person interested in a religious vocation as a lay minister, brother, sister, or priest.

**Small Christian Communities:**

Small groups (6-8 students) meet regularly throughout the semester and create a supportive faith community through sharing, prayer, and discussing faith.

**Social Awareness: D.O.V.E.:**

Through the Division of Volunteer Efforts (DOVE), we respond to the ongoing call for social justice by direct involvement in serving others - a service which stems from our desire to affirm the dignity of all people and to live as Christ taught, by putting our faith into action. For programs and events, call DOVE at (973) 761-9702.

[http://www.shu.edu/catholic-mission/campus-ministry-index.cfm](http://www.shu.edu/catholic-mission/campus-ministry-index.cfm)

**Seminary Library**

Welcome to the Seminary Library. The Monsignor James C. Turro Seminary Library is the research library for Seton Hall University’s Immaculate Conception Seminary / School of Theology. The library’s resources include over 70,000 books and 400 periodicals, housing a substantial collections of videos, DVDs and Sacred Music CD's, all of which support the educational and spiritual formation of our students. For the advanced scholar there are many critical editions of
the major biblical and theological sources; for the pastoral minister a variety of catechetical and education resources are available.

Even for the casual visitor there are various objects of interest which can be viewed such as the first Chippewa Bible or handbooks from the most recent papal elections display in our rare book room.

All are welcome to visit.

http://www.shu.edu/academics/theology/seminary-library/index.cfm

**VARSITY ATHLETICS**

**NCAA Division I**

There is almost nothing more thrilling than Pirate athletics. Seton Hall is home to 17 NCAA Division I intercollegiate men’s and women’s sports teams and is a charter member of the BIG EAST conference — giving you the opportunity to see college athletics at its most competitive level. Professional athletes such as Maurice “Mo” Vaughn of the New York Mets, Shana Williams 1996 and 2000 United States Track Olympian and Adrian Griffin of the Chicago Bulls honed their skills and elevated their game to the national stage on Seton Hall athletic teams.

**CAMPUS OFFICES & SERVICES**

**Admissions Office – Undergraduate**

This Office assists prospective students in their application to Seton Hall University and makes offers of admission based upon University and individual major requirements.

http://admissions.shu.edu/

**Bursar**

The Office of the Bursar is primarily responsible for the preparation of student bills, the processing of student payments, assisting with the AMS/Tuition Pay Plan, Third Party Billing, Outside Scholarships, the processing of refunds, deposits to departmental accounts, collection of past due accounts and consolidation and payments of Perkins Loans for completed students.

http://www.shu.edu/offices/bursar/

**Financial Aid**

The primary purpose of financial aid is to provide assistance to students who otherwise would be unable to pursue their education.
The basic premise of financial aid programs is that the primary responsibility for meeting college costs lies with the student and parents. When the family is unable to meet the cost of attendance, the Office of Financial Aid will do its best to provide the necessary aid. The Office of Financial Aid at Seton Hall University is dedicated to assisting students and their families with any issues that may arise as they work through the financial aid process.

All students must apply yearly for financial aid. To be considered for the full range of financial aid available, students should complete the Free Application for Federal Student Aid (FAFSA), which is available January 1 each year. The processed results of the FAFSA must be received by SHU on or before March 1st to meet our priority date. Our school code is 002632.

Need help completing your FAFSA?

You can call 1-800-4-FED-AID (1-800-433-3243). FAFSA on the web has operators standing by to assist you.

The Seton Hall University Office of Financial Aid would be happy to assist you.

http://www.shu.edu/offices/financial-aid/

Registrar

The Office of the Registrar offers students an array of services which include registration, transcript services, student status verification, degree audit information and updates of personal information. The Office of the Registrar manages Banner Student Self-Service, which provides students a variety of on-line functions. By logging in through PirateNet, the University's Portal, students can register for courses, view transcripts, update their address and telephone information, and view their degree audit.

Each student is assigned a degree evaluator who communicates with students regarding academic issues and degree eligibility. Working in concert with the academic adviser, the degree evaluator in the Office of the Registrar provides ongoing assistance in academic program planning. During the senior year, the degree evaluator confirms degree candidacy and answers any questions that may arise regarding degree eligibility.

Students with questions about their academic records are welcome to visit the Office of the Registrar on the first floor in Bayley Hall.

For transcript inquiries please call (973) 275-2285.

http://www.shu.edu/offices/registrar-about.cfm

University Bookstore
The University Bookstore is located in the lower level of Duffy Hall. It is the primary resource for student textbooks, Pirate gear, and sundries.

http://www.bkstr.com/setonhallstore/home

University Library

The University Library has extensive collections and resources for students. Students can find assistance for further class study, research materials, and databases. The Library staff are available to assist students.

http://library.shu.edu/welcome

INFORMATION TECHNOLOGY

About the Mobile Computing Program

Ubiquitous Computing refers to programs aimed at making a computer available to every member of a learning community so that everyone in that community is able to communicate and access learning materials “any time, any place.” One of the most visible aspects of Seton Hall's technology plan is the University's Mobile Computing Program, Seton Hall's version of ubiquitous computing. The computers used in this program are replaced every two years for students and three years for faculty, ensuring that students and faculty have state-of-the-art mobile computers.

Why a University-issued laptop

Standardizing the computer used by both faculty and students contributes to a consistency of experience when utilizing technology both in and out of the classroom.

Economy

The University annually purchases a significant amount of laptops, taking advantage of the lower pricing per unit such quantities engender and negotiating the best laptop for the lowest cost.

Ease of Use

Each incoming class receives training on the same laptop, lowering the learning curve for each student while insuring a shared experience.

Streamlined Support
Standardized configuration, on-site support, the availability of spare parts all contribute to efficiency in supporting how technology is experienced at the University. Software and virus updates can be handled automatically through centralized management.

Participation

Participation guidelines have been established which outline who is eligible to participate in the Mobile Computing Program.

All full-time undergraduate students and graduate students in specific graduate programs are required to participate in the Mobile Computing Program. All full-time and adjunct faculty as well as some administrator whose area of responsibility impacts teaching and learning are also issued laptops through the Mobile Computing Program. Program policies and procedures have been developed which govern participation and are broken down by your role at the University.

One of the primary focuses of the Mobile Computing Program is to find and implement the technology that meets the hardware requirements and supports the academic goals of the University. After extensive research and undergoing an external bid process, the Department of Information Technology procures and distributes the new model laptop for the current academic year.

https://www.shu.edu/offices/technology/about-mobile-computing.cfm

Appropriate Use Policy

Purpose

Seton Hall University provides access to computer systems and networks it owns or operates to Seton Hall students, faculty, administrators, staff and alumni in order to promote legitimate educational, research and administrative efforts in keeping with the University's role as an educational institution. Such access has broad impact and imposes certain responsibilities and obligations. Users have the responsibility to use these resources in an efficient, ethical and responsible manner, consistent with the law and the mission of the University. The purpose of this policy is to ensure the appropriate use of the University's information technology ("I.T.") systems.

Scope

This is a University wide policy.

Policy

I. General Principles
Appropriate use is always ethical, reflects academic honesty and is exercised fairly with respect to the consumption of shared resources. Users are expected to demonstrate respect for intellectual property, copyright and data ownership, system security mechanisms and individuals' rights to privacy and freedom from intimidation, harassment and annoyance.

This policy governs appropriate use of information technology resources and is based on the following:

Seton Hall University, as owner or operator of University computer and communications systems, has specific proprietary rights of access, regulation of use, resource allocation and management.

Authorized users have reasonable expectations of access for legitimate purposes, ownership of intellectual property, including data and ideas, privacy from unauthorized monitoring of electronic files and intrusion and freedom from intimidation, harassment and annoyance.

Authorized users have the responsibility to utilize Seton Hall University computer facilities and resources for legitimate University purposes. They must respect the rights of others to privacy and protection of their intellectual property, including data, ideas, and copyrighted material, and freedom from intimidation, harassment and annoyance. As an institution of higher education, Seton Hall University is committed to providing students and faculty with the opportunity to explore the full potential of electronic communication and data gathering to the extent that this use is ethical, consistent with the mission of the University and does not infringe on others' rights of privacy and access to limited resources. Appropriate use of computer facilities for an educational institution extends beyond specific University-related business but can be restricted by the University to protect its mission and the rights of other users.

The University will make reasonable efforts to ensure that the privacy and security of individual users is protected. However, no user should expect that his/her University electronic mail or personal electronic mail, if accessed using University equipment, is private. Furthermore, the University cannot guarantee that its computer systems and networks are completely secure. By using University computer systems and networks, each user assumes the risks of invasion of privacy and misappropriation of confidential information or material protected by copyright and other intellectual property rights.

II. University Rights of Access

1. As owner or operator of University electronic communications systems, Seton Hall University has proprietary rights of access, regulation of use and resource allocation and management. The University may exercise these rights when it deems it appropriate and in the best interests of the University. These rights include, but are not limited to, the following authority.
a. To make and retain copies of University data, including e-mail and any other files deemed appropriate, for a time period determined by the University;

b. To access all files maintained on University equipment, including e-mail, for specific authorized purposes, including, but not limited to:

i. To review files for resource management. This may include analysis of corrupt files, potential threats such as viruses or other malware or files that consume an inordinate amount of resources. This review shall be by file characteristics only, such as origination date, frequency of use or some other resource management criterion, not file subject matter. In such a case, University I.T. Services will make a reasonable effort to contact the user before any action is taken.

ii. To investigate an allegation of violation of law or University policy or in response to a subpoena. In the case of a subpoena or an allegation of violation of law, authorization for such access must be provided by the Office of General Counsel. In the case of an allegation of violation of University policy, authorization for such access must be provided by the Office of General Counsel in consultation with: (1) Human Resources if the allegations involve an employee: (2) the Office of the Provost if the allegations involve a faculty member or (3) Student Affairs if the allegations involve a student.

iii. To protect legitimate business needs, such as when an employee is unexpectedly absent for an extended time and another employee must assume the absent employee's projects or operational responsibilities. Authorization for such access must be provided by the Office of General Counsel in consultation with Human Resources or the Office of the Provost, as applicable.

c. To remove files from University systems, including but not limited to the following reason:

i. To conserve limited resources in accordance with established procedures. These procedures may be based on origination date, frequency of use, file size or other resource management criteria, including the nature of file content. Authorized resource managers will make their best effort to notify file holders of these procedures before removing such files.

ii. To purge from University systems illegal files or files that infringe on the rights of other users by inequitably consuming limited resources, abrogating creative property rights or invading privacy (including harassment, intimidation or annoyance).

iii. To perform other necessary resource management, after making best effort to notify the file holder.
iv. To limit or otherwise restrict creation or file size of email, Web pages, network storage or other resource allocation to Seton Hall University faculty, students, staff and alumni or other specifically authorized users of University facilities, as system capacity permits. In doing so, the University seeks not to restrict expression of diverse opinions or viewpoints, but to ensure the efficient management of I.T. resources.

d. To manage the University's voice, data and video bandwidth to maintain the integrity and robustness of university-owned equipment, data and services as well as the appropriateness of bandwidth use.

2. These proprietary rights of the University, as applicable, will extend to electronic messages, data or files that are sent or received on a personal, password-protected account on a web-based communication system (such as e-mail, text messaging, and file sharing services) if University equipment is used to access such a personal account, to the extent permitted by law.

3. The University is not liable for loss of data because of systems failures, emergencies or the unauthorized access, use, or corruption of data by any individuals, including University employees.

III. User Responsibilities

Authorized users have the responsibility to utilize Seton Hall University computer facilities ethically, with respect for other users and the limited resources made available to them by the University. These include:

1. Being responsible for all activities performed under their user ID and for all use of resources assigned to them. Sharing IDs and passwords is prohibited

2. Being courteous and considerate in using all University computer resources. Users should be sensitive to the needs of others and use only what a reasonable person would consider a fair share of computing, network, fax, dial-up networking and telephone resources.

3. Respecting the rights of others to privacy, including freedom from intimidation, harassment and annoyance. Users must abide by University guidelines for the distribution of e-mail and may not persist in corresponding with others if they have been notified to cease.

4. Respecting the intellectual and creative property of others, including data, ideas and copyrighted material. Use of another person's creative property without proper attribution may be considered plagiarism under University policy and constitutes a violation of copyright or other laws.
5. Handling confidential information appropriately. Users should always follow best practices in the transmission and storage of University confidential information. Users must appropriately protect any confidential University information they have on their computers. Users should take particular care to protect confidential data when using public computers, laptop computers, external storage devices (such as external hard drives or flash drives), and home computers, and when emailing or posting confidential data to third party file sharing services.

IV. User Expectations

1. Authorized users of Seton Hall University computer and network facilities for legitimate purposes have reasonable expectations of:

   a. Access to files properly stored under their access privileges and to all Seton Hall University computer files and facilities that are relevant to the legitimate and appropriate use of such University facilities. Denial of access privileges to University computer files and facilities shall be made only in accordance with this and other University policies and procedures. Access privileges, however, are subject to the availability of such files and the University does not warrant or ensure that files will be preserved and uncorrupted due to human error, equipment failure or the need to purge files for resource allocation purposes. All users are responsible for frequently and appropriately backing up all data to guard against such possibilities.

   b. Respect for the ownership of intellectual and creative property, including data and ideas, in accordance with the United States Copyright Act and relevant state and federal laws.

   c. Limits on the receipt of certain kinds of communications. The University will attempt to strike a balance between the individual user’s interest in limiting receipt of certain kinds of communications and the interests of other users in reaching an appropriate audience. However, the University has no control over messages originating from beyond the University community and can exercise only limited control over communications from members of the University community if it is to respect the interests of its members in communicating with each other. To this end, the University will encourage the use of managed organizations (such as those available in the campus portal or the campus learning management systems) for general-purpose communications and the use of approved broadcast facilities when they are of potential interest to large numbers of community members. Individual users are expected not to send information except to recipients they reasonably expect to welcome such communications and are expected to honor requests from recipients not to receive further communications.
2. Users should not expect the privacy of personal electronic mail or other Web based communications, or of content residing on or transmitted through University equipment. The content of electronic messages and files sent or received through personal accounts on Web-based services such as email, text messaging services, file sharing services, or social media sites often leave copies on the equipment used; if University equipment is used to access such private accounts, the University to the extent provided by law reserves the right to access and disclose such content without the consent of the user.

V. Inappropriate Uses

Examples of inappropriate uses of Seton Hall University computer facilities include, but are not limited to:

1. Commercial uses not specifically authorized by the University.

2. Copying any University-owned software for any purposes, unless specifically authorized by the copyright and licensing provisions of the software and approved by the University.

3. Any circumvention of Seton Hall University computer security, including using another user’s password, decoding passwords, misrepresentation in order to obtain access to data or computer systems or otherwise devising unauthorized access.

4. Activities that damage or disrupt hardware or communications, such as irresponsible or destructive use of equipment, the use of unauthorized network equipment, including the use of wireless equipment that operates above the 900-Megahertz range, virus creation and propagation, wasting system resources and overloading networks with excessive data.

5. Intentional damage to or altering of systems, software, or information owned by others, including individual and University files, except as specifically allowed by the file holder.

6. Using computing resources to access any other computer system (on- or off-campus) without authorization.

7. Sending offensive, harassing or threatening messages or repeated sending of unsolicited e-mail after being asked to stop.

8. Illegal use of downloaded copyrighted materials including text, audio, and video. While peer-to-peer (P2P) file-sharing utilities (e.g., BitTorrent) are not illegal and are not banned by the University, it is illegal to download or share copyrighted material that has not been approved for such distribution and such downloading of copyrighted material is a violation of this and other University policies.
9. Disseminating any confidential information unless such dissemination is required by the individual's job at the University and is done securely.

VI. Consequences of Violation of Policy

In the event that the University believes a student or employee has violated any part of this policy, the University may suspend or terminate the employee’s computer and/or network access. In addition, violation of this policy may subject students or employees to disciplinary action, up to and including expulsion from the University or termination from employment.

Responsible Offices:

Information Technology
Human Resources
Student Affairs
Office of the Provost
Office of General Counsel

Approved

On the recommendation of the Executive Cabinet, approved by President Esteban on January 28, 2011.

Effective Date: January 28, 2011

https://www.shu.edu/offices/policies-procedures/systems-appropriate-use-policy.cfm

Blackboard

Blackboard is the University’s Learning Management System. All students have access to the system and encouraged to make use of its robust features.

https://www.shu.edu/offices/technology/blackboard/index.cfm

Teaching, Learning and Technology Center

Support for faculty in the classroom and in the scholarship of teaching is provided by the Teaching, Learning and Technology Center located in Walsh Library. The TLT Center promotes and support the use of technology in the classroom as well as providing campus-wide training opportunities through the Computing Training Classroom.
Student Technology Assistant (STA) Program

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

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

Academic Consultants for Excellence (ACE) promotes and supports technology projects in the Teaching, Learning, and Technology Center." STA’s employed by ACE assist with maintaining the classroom audiovisual equipment, implementing faculty technology projects and facilitating training classes offered by the CTC.

STA’s employed by PC Support Services (PCSS) work side by side with the professional staff to provide first level support for the Mobile Computing Program. PCSS is responsible for the troubleshooting, distribution/set-up and maintenance of all IT assets as well as maintaining and staffing the public computer labs on the SHU campus.

Program Requirements

Must be a student in good standing at Seton Hall University.

Must attend an annual training program prior to the start of the Fall semester.

Applying

To apply for a job working as a student technology assistance, contact the department in which you would like to work.

| ACE                | Walsh Library, 1st Floor | (973) 275-2929 |
The Digital Media team is responsible for mentoring the Student Technology Assistant (STA) program and employs their services directly. STA’s are specifically trained to handle tasks such as audio and video production and editing, document scanning with or without optical character recognition (OCR), digital imaging, poster production, graphic design, Blackboard support, web development and a host of other new media skills. The Digital Media team also often employs these student workers to beta test our projects as well as provide quality assurance reviews.

Any faculty or staff member can take advantage of this valuable resource by bringing material to the TLT Center and filling out an STA Resource Request form with the help of an STA. The STA will walk you through the process and work with you to ensure your request and materials are handled with the utmost care. Most non-video projects left with the STA’s are completed within 48 hours. Video projects, being much more labor intensive, are typically quoted a two-week turn around.

https://www.shu.edu/offices/technology/sta-program.cfm

Computer Training

The Computer Training Classroom (CTC) offers training to the entire SHU community on all university supported software. We are located on the lower level of the Walsh Library in room 154B.

Flexible Training Opportunities

Training sessions are offered face-to-face in the CTC throughout the year. Sessions are also offered online that allow participants to attend from a remote location; all that is needed is a computer and internet connection. Group training, e.g. department or student groups, can be scheduled by special request. Please contact us at training@shu.edu for more information.

Online Banner Training

Online self-paced Banner training is available to the Seton Hall community. The Digital Campus Academy (DCA) provides a comprehensive training curriculum for faculty, staff and administrators in a secure online environment. Accessible 24/7, the Digital Campus Academy is the next step in achieving your individual training goals.

Training Topics

Courses and workshops can be categorized using five main headings:
Blackboard

Research Support

I.T. Basics

Teaching & Learning

Productivity

SwitchedOn

SwitchedOn is a series of student technology workshops and training events offered by the Computer Training Center.

https://www.shu.edu/offices/technology/computer-training.cfm

PC Support Services

PC Support Services manages and maintains four public computer labs on the SHU campus. Each lab is equipped with state of the art desktop computers, public access networked printers, and mobile stations for laptop or tablet use. The software in the computer labs consists of the standard university software as well as several discipline specific applications that have been installed at the request of various departments throughout campus.

Each lab is staffed with a Student Technology Assistant who provides software and hardware troubleshooting during the lab hours of operation. In the absence of a lab consultant the Service Desk may be contacted for further instance.

Public computer labs can be found in the following locations:

Anderson Lab (Jubilee Lab) - Jubilee Hall, Room 524

Nursing Lab - Schwartz Building, Room 205

Walsh Library Information Commons - Walsh Library

Language Lab - Fahy Hall, Room 202

http://www.shu.edu/offices/technology/computer-labs.cfm

PirateNet

PirateNet is the online portal for students to access information, services, email, account information and much more.
STUDENT SERVICES

Campus ID Office

The Campus ID Office, in conjunction with other authorized Departments, is responsible for creating, issuing and maintaining the Seton Hall University SHUCARD.

The SHUCARD is the official ID card of the University, and it is used by all Seton Hall University students, faculty and employees. Upon approval, the card may also be issued to visiting Students, Scholars or Fellows, as well as authorized Contractors, Vendors, Volunteers and Consultants.

The SHUCARD is used for electronic access, e-commerce and in the Walsh Library. Electronic access into Residence Halls and Buildings, equipped with card access readers, is determined by the cardholder’s status and /or by authorization from designated Departmental administrators who are responsible for individual buildings and privilege assignments.

The SHUCARD also functions as a debit card for purchases made on campus and with our off campus commercial partners. Cardholders may also use the SHUCARD at the Walsh Library to pay fines, make copies, reserve books and reserve group study rooms.

Identification Cards

Campus ID office issues student, faculty and employee, vendor, visitor and temporary identification cards with no initial fee for the ID card, however the cost to replace it is $35. Temporary cards which are valid for seven days may be purchased for a user fee of $20 at Campus ID office or during off-hours at the Department of Public Safety and Security Office. Temporary ID cards must be returned to Campus ID office within seven business days. Failure to do so will result in a $25 fine. All students and employees are required to show another form of photo identification in order to purchase a replacement or temporary ID.

The Career Center

Career/Education Preparation:

4219 students and alumni participated in more than 179 career programs (resume/interviewing, career education/assessment, networking forums and career fairs).
3016 individualized career advising/counseling sessions were held with 1508 students and alumni.

Career-based Experiential Education Participation:

73% of 2013 graduates had participated in a university-sponsored, career-based experiential education program (Internship, Clinical, Practicum and/or Student Teaching). The School of Diplomacy and International Relations, College of Education and Human Services, College of Nursing, and Sport Management majors are required to complete career-based experiential education programs to fulfill degree requirements.

Internship Highlights:

603 University-approved Internships were reported.

97% of Arts & Sciences internship employers rated their intern's performance as "Exceeds Expectations" or "Meets Expectations".

99% of Stillman internship employers rated their intern's performance as "Exceeds Expectations" or "Meets Expectations".

Career Status of Graduates:

Within six months of graduation, the career-related employment rate for 2012 graduates was 84% (2013 data will be available in December, 2013.)

Average starting salary for 2013 baccalaureate graduates -$45,355 (Nursing-$45,000, Business-$50,606, Diplomacy- $40,357 Education-$36,000, Arts and Sciences-$38,594

20% of 2013 graduates pursued graduate school (Acceptance Rates as of May 2012: College of Arts & Sciences-77%, College of Education and Human Services -92%, Stillman School of Business-71%, School of Theology-64%, School of Diplomacy and International Relations–67%)

Employer Recruitment:

311 organizations attended career recruiting events that included the On-Campus Interviewing Program and multi-school career fair collaborations. Campus recruiting events targeted specific industries and included: the annual Career Fair, Education Career Fair, Healthcare Professions Networking and Recruiting Forum, Careers in Business, Communications Networking Forum, the Nursing Networking Forum, and the Science Networking Forum. Multi-school collaborations included the Big East Virtual Career Fair and the Big East Career Fair that was held at Madison Square Garden in New York City.
116 organizations attended industry specific networking forums that were designed to increase students' networking, communication and interpersonal skills.

37 organizations participated in The Career Center's On-Campus Interviewing Program (OCI) during the 2012-13 academic year.

Web Based Career Resources:

Career resources include online career assessments, an eRecruiting system that posts thousands of employment opportunities (part-time, internship and professional), web-based resume writing and interviewing practice and tutorials, and a variety of career research tools.

Alumni:

108 alumni represented their organizations at career fairs and networking forums and/or served as program presenters and on-campus interviewers.

2940 experienced-level professional jobs were posted to Alumni Navigator, a dedicated job board exclusively for Seton Hall alumni.

The Career Center manages an extensive alumni career mentor program (Pirate Mentors).

Stillman Facts:

297 internships were reported by Stillman students. By graduation, 80% of seniors had participated in at least one internship experience.

99% of Stillman internship employers rated their intern's performance as "Exceeds Expectations" or "Meets Expectations".

Average hourly internship earnings for Stillman undergraduates: $15.34

86% of Stillman graduates received a professional job offer from their internship employer.


Within three months of graduation, 2013 Stillman graduates' employment rate was 84%.

Mission

We are career educators dedicated to facilitating career development and career-based experiential education opportunities that empower students to discover their unique calling and to engage in lifelong career management. Utilizing faculty, employer and alumni networks, we provide a practical learning environment to ensure that our students are prepared for professional success and service to the common good.
Counseling and Psychological Services

The Counseling and Psychological Services (CAPS) provides free year-round counseling, crisis intervention, consultation, and referral services to the SHU community. Our mission is to foster the psychological health and well-being of our students in order to enable them to thrive, develop, and achieve academic success.

Counseling and Psychological Services promotes overall health and well-being by helping students overcome obstacles that may otherwise prevent them from attaining academic, personal, and professional goals. Our mission is to foster the psychological health and well-being of our students in order to enable them to thrive, develop, and achieve academic success. We embrace the diversity that is embodied in the community we serve, and we acknowledge that the individual needs of our students are unique. Thus we treat each person with respect and dignity. Through collaboration with others across Seton Hall, we work to provide programs and services that build a supportive community for all.

We provide free year-round counseling, crisis intervention, consultation, and referral services to the Seton Hall University community. All matriculated students, including undergraduate, graduate, law, and seminary students, are eligible for direct services. Direct services include individual and group counseling. We offer short-term, individual counseling with 12 maximum sessions per academic year. The duration of participation in group counseling is unlimited. University faculty, staff, administrators, and alumni can receive referrals and consultations.

Students seeking counseling are encouraged to call to set up an appointment at (973) 761-9500. Students may also stop by in-person and request to meet with a counselor. Our offices are located on the second Floor of Mooney Hall. We are open Monday - Friday, 9 a.m. - 5 p.m. Limited evening hours are available by appointment only. Counselors are available after hours (between 5 p.m. - 9 a.m. weekdays and on weekends) for emergency phone consultation and crisis intervention. To reach an on-call counselor, please contact Public Safety at (973) 761-9300.

In addition to our clinical services, student groups and organizations can request psycho-educational presentations, programs, and workshops that can help to enhance the interactions, performance, and well-being of their members.

Disability Support Services

The mission of Disability Support Services (DSS) is to provide students with disabilities equal access to all University programs and activities, while raising campus-wide awareness of issues
impacting this student population. DSS works collaboratively with academic departments and student affairs offices to engage and support the intellectual and social development of students with disabilities. To this end, DSS employs policies and programming to promote academic excellence, the development of self-advocacy skills, and increased student leadership opportunities. Accommodations are provided based on submission of appropriate documentation, which is reviewed by DSS staff in compliance with University policy, Section 504 of the Rehabilitation Act, the Americans with Disabilities Act (ADA), and the New Jersey Law against Discrimination (NJLAD).

http://www.shu.edu/offices/disability-support-services/index.cfm

Health Services

The Health Services staff support Seton Hall University's mission by being of service, treating each individual with respect and dignity, providing a caring, accepting atmosphere for a diverse population, and contributing to the development of students and community. We are dedicated to providing accessible and high quality health care.

As a Catholic institution, the staff of the Health Services abides by the Ethical and Religious Directives for Catholic Health Services.

Accreditation:

University Health Services is fully accredited by the Accreditation Association for Ambulatory Health Care (AAAHC). It is one of only five health services within the state of New Jersey that has earned this distinction.

Hours:

Monday-Friday 8:45 a.m. - 4:45 p.m. Academic year
Shortened Fridays 8:30 a.m. - 12:30 p.m. in summer months
Closed Saturday and Sunday

Eligibility:

Matriculated students who are currently enrolled in classes.

Cost:

No co-pay required. Insurance information requested at time of service. Insurance will be billed for visit with exception to holders of the school-sponsored health insurance plan. No balance
billing charges. Medicines and vaccines dispensed through Health Services will be charged to your student account. Some of these charges may be eligible for insurance reimbursement.

Appointments:

Call office (973) 761-9175 to schedule your appointment.

Appointment times will vary depending upon need for visit. Plan to arrive 10 minutes prior to scheduled appointment time. Bring your insurance card at time of visit.

Privacy Notice:

Our office is committed to maintaining the privacy of your medical records as mandated by federal and NJ laws.

http://www.shu.edu/offices/health-services/about.cfm

Housing & Residence Life

Our department develops and implements programs and services designed to challenge residents to contribute to their community and to appreciate the diversity in Seton Hall's residence halls, campus and society. Students are also offered opportunities to learn and practice servant leadership skills as part of the residence hall floor, residence hall councils and for the entire resident student population. Resident students are encouraged to explore their faith and spirituality as they gain academic and life skills to assist them in their education.

There are six traditional style residence halls on campus. The Department also supports and staffs two apartment style residence halls in close proximity to campus. In total the department manages approximately 2350 bed spaces for students in residence.

Professional and paraprofessional staff provide support for students in our halls. There are professional Residence Hall Directors (RHD) and Residence Coordinators (RC) who live and work in the residence halls to assist students in building an inclusive community where their social, spiritual, personal and academic growth is enhanced. Student staff leaders, including Resident Assistants, Tutors in Residence and Desk Assistants play critical roles in the department success.

The RHD and RC staff are supported by the central management team including the Director, Associate Director, Assistant Directors, Receptionist and Secretary.

http://www.shu.edu/offices/housing-residence-life/about.cfm
Parking Services

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

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

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

Our staff is committed to providing the best service possible to each member of the Seton Hall University community and each person visiting campus. Our staff will be happy to offer any assistance or clarify information during your visit to the Seton Hall University campus.

http://www.shu.edu/offices/parking-services/index.cfm

Public Safety & Security

Public Safety & Security is available 24 hours per day, every day of the year. In addition to providing a security presence on campus, the department also provides extensive services to the campus community including Safe Ride, RAD classes, Emergency Preparedness and Response, Security Escorts, and much more. A full description of all programs can be found on the website.

http://www.shu.edu/offices/public-safety/index.cfm

Reservations Center

Students and employees seeking to reserve space for a meeting or an event are able to utilize the University’s reservation system – 25Live. Employees access the system online. Student organizations access the system through the Program Proposal process.

http://www.shu.edu/offices/reservations-center/index.cfm
SHUFLY

SHUFLY is the Seton Hall shuttle service provided by Parking Services. With stops throughout campus and the town of South Orange, it is a convenient way for Seton Hall students, staff and accompanied guests to get where you need to go.

SHUFLY runs until 2:10 a.m. on Monday, Tuesday and Wednesday nights. On Thursday, Friday, Saturday and Sunday, the service runs until 2:40 a.m.

If you are a guest, you must be accompanied by your host who must have a valid SHU ID card.

Here are some things you will need to know in order to utilize SHUFLY:

- Community members need an SHU ID. There is no cost for riding SHUFLY.
- Please swipe your SHU ID as you board SHUFLY.
- Schedule times are all approximate. Please be at the SHUFLY stop 5 minutes before the scheduled time. Every effort will be made to operate according to the published schedule. Circumstances sometimes develop beyond our control, and accordingly we cannot hold ourselves responsible for errors in timetables and inconveniences resulting from delayed shuttles. Connections are not guaranteed and schedules are subject to change without notice.
- SHUFLY can only pick up or drop off passengers at designated SHUFLY stops.
- Animals: No animals are permitted, with the exception of certified Guide Dogs accompanying persons with disabilities.
- SHUFLY service is subject to change, including increases or decreases in service or fares. We will give as much advance notice as possible in such cases.

For questions or concerns regarding the SHUFLY shuttle service, contact Parking Services or send an e-mail to shufly@shu.edu.

http://www.shu.edu/offices/parking-services/shufly.cfm

Student Activities Board (SAB)

The Student Activities Board (SAB) is a volunteer student organization dedicated to enhancing the overall feel and energy of campus life at Seton Hall University. Through extra-curricular programming, SAB offers vibrant and cutting edge programs which are beneficial to the mind and spirit of the Seton Hall community. The Student Activities Board provides programming such as Blue Day, Winter Ball, Spring Fling, Coffee House and SHU Speaks Series just to name a few! Have a great event idea? Come to an SAB meeting and learn about what you need to do to make an event happen.

Joining SAB
There is no membership required to join SAB and students can come to meetings at any time throughout the year. Students can participate as much they would like in each committee. Please feel free to look around, find out more about the committees that you are interested in and join a committee or two or three!

Meetings are held on Monday nights at 9 p.m. in the University Center's Living Room (first floor).

http://www.shu.edu/offices/community-development/sab.cfm

Student Government Association

The Student Government Association (SGA) is the student run governing body of Seton Hall University. The SGA is comprised of the Executive Board and the Student Senate. SGA is represented by students from across campus and each Senate seat represents one of the academic schools as well as multiple student constituencies. SGA oversees over 100 clubs and organizations which includes groups for academic, cultural, social, honor societies and political interests. Our goals are to represent the voices of all Seton Hall students and also to meet the needs of student interests and connect students to leadership opportunities, other students and new experiences.

http://www.shu.edu/offices/community-development/sga.cfm

Student Life

Students and their development are the focus of our work. Guided by our Catholic identity, we emphasize leadership, diversity, responsibility and engagement. The services and opportunities provided encourage students to challenge themselves, to develop community and to succeed.

Through our offices, services, and programs we work with students to complement their academic experience with an exciting and enriching out of classroom experience. Whether it is through developing leadership skills that will serve you throughout your life or just hanging out with friends at a concert on campus, you can always find something to do at SHU.

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

We encourage you to learn more about our programs and services

- Behavioral Intervention Team
University's Community Standards

Introduction to University's Community Standards

As a Catholic university, Seton Hall is dedicated to manifesting the truth that human persons are unique individuals, endowed with inherent dignity. We also believe that the human person is inherently social, and so we are called to form a community that is built on mutual respect, and the correlation of rights and responsibilities.

In order to fulfill this purpose, a set of Community Standards is necessary. These Community Standards reflect the values of our community and set forth a code of conduct for all students. These Community Standards also define clear behavioral expectations that help to ensure an orderly educational environment and encourage free inquiry and expression. However, it is important to bear in mind that a code of conduct is normally framed in negative terms – that is, it describes behaviors that are not acceptable. As such, it can only be taken to embody minimum standards of behavior. The University encourages all students to embrace a commitment to ethical behavior that is positive, open-ended, and reflective of our mission as a Catholic university.

The Community Standards also outline the process for addressing reported violations of our community standards. This process is rooted in the fundamental concepts of fairness to, and respect for, each person who participates in it. The goal is to provide a forum for the unbiased pursuit of truth in matters of dispute, and for the creative resolution of conflicts. Situations in which one or more students have violated the rights of others will involve the application of
sanctions. However, with the acceptance of responsibility, this community always holds out the possibility of restitution and healing. The point of sanctions is not simply deterrence and punishment, but rather the protection of the community and its values, as well as the education and reformation of those who have failed to live up to those standards and values.

As a Catholic institution of higher education we are committed to the inherent dignity and respect of each person and the needs of a community of learners. These Community Standards are a resource, created by this community, to assist in maintaining a social environment where all our members can flourish and grow intellectually, spiritually and socially.

http://www.shu.edu/offices/community-development/community-standards/introduction.cfm

Definitions

Article I: Definitions

1. The term “University” means Seton Hall University.

2. The term “student” includes all persons taking courses at the University, either full-time, part-time or on-line, pursuing undergraduate, graduate, or professional studies. Persons who have been notified of their acceptance for admission are considered “students.” These Community Standards apply at all locations of the University including programs or terms conducted abroad. The only exception to this is students enrolled at Seton Hall University School of Law; students enrolled at the Law School will adhere to the Code of Student Conduct adopted at the Law School.

3. The term “faculty member” means any person employed by the University to conduct classroom or teaching activities or who is otherwise considered by the University to be a member of its faculty.

4. The term “University official” means any person employed by the University performing assigned administrative or professional responsibilities.

5. The term “member of the University community” means any person who is a student, faculty member, University official or any other person employed by the University. A person’s status in a particular situation shall be determined by the Dean of Students.

6. The term “University premises” means all land, buildings, facilities or other property in the possession of or owned, used or controlled by the University.

7. The term “Community Standards Review Board” means those persons who have been authorized by the Vice President for Student Affairs to determine whether a student has violated specific Community Standards, as charged, and to recommend sanctions that may be imposed when a violation has been committed. The Dean of Students, or his/her designee, will be responsible for assigning individual Board members to each Review Board that is deciding specific allegations of violations by a Respondent.
8. The term “Student Conduct Administrator” means a University official or group authorized to impose sanctions upon any student(s) found to have violated the Community Standards.

9. The term “Appeal Authority” means any person or persons authorized by the Vice President for Student Affairs to consider an appeal from a decision by a Community Standards Review Board or a Student Conduct Administrator.

10. The term “shall” is used in the imperative sense.

11. The term “may” is used in the permissive sense.

12. The Dean of Students is the person designated by the Vice President for Student Services to be responsible for the administration of the Community Standards.

13. The Assistant Dean of Students is the person designated by the Dean of Students to manage the Community Standards review process.

14. The term “policy” means the written regulations of the University as found in, but not limited to, the Student Code, Residence Hall License Agreement, the University policies website, Information Technology Appropriate Use Policy, and Graduate/Undergraduate Catalogs.

15. The term “cheating” includes, but is not limited to:
   a) use of any unauthorized assistance in taking quizzes, tests, or examinations;
   b) use of sources beyond those authorized by the instructor in writing papers preparing reports, solving problems, or carrying out other assignments (this includes but is not limited to sites such as CourseHero);
   c) the acquisition, without permission, of tests or other academic material belonging to a member of the University’s faculty or staff;
   d) engaging in any behavior specifically prohibited by a faculty member in the course syllabus or class discussion.

16. The term “plagiarism” includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling or providing of term papers or other academic materials.

17. The term “Complainant” means any person who submits a report alleging that a student violated a Community Standard.

18. The term “Respondent” means any student accused of violating a Community Standard.
19. The term “Advisor” shall refer to any member of the University Community, except someone who is also an attorney, that a complainant or respondent selects to provide assistance and support during the adjudication of a matter, at any administrative level in the Community Standards process. If a complainant or respondent’s parent or guardian is a member of the University Community, that person may not serve as an advisor.

20. The term “notification” shall mean providing notice via a student’s University assigned e-mail account.

21. The term “consent” shall mean the agreement to engage in specific sexual contact, which may be given by verbal agreement or active and willing participation in the sexual activity. Consent to sexual contact or any specific sexual act cannot be given if an individual is incapacitated or impaired because of a physical or mental condition or the ingestion of drugs or alcohol, or under the age of 17. Silence, previous sexual relationships, current relationships, or the use of alcohol and/or drugs is not an indication of consent. The use of force, threat of force, threat of immediate or future harm, or use of physical intimidation to secure compliance with sexual activity is evidence of lack of consent. Consent may be initially given, but it may be revoked at any point, either verbally, through physical resistance, or by losing consciousness. Failure to cease sexual contact promptly in response to a withdrawal of consent constitutes prohibited nonconsensual sexual contact. “No” or any other negative statement or acts/physical gestures supporting the desire to cease contact in response to sexual contact or an invitation to sexual contact will be regarded as a denial of consent to such sexual contact.

http://www.shu.edu/offices/community-development/community-standards/definitions.cfm

Article II: Scope and Administration of the Community Standards

Scope

The University Community Standards shall apply to conduct that occurs on University premises, at University sponsored activities and to off-campus conduct that adversely affects the University Community. Students are members of the larger community as well; therefore the University retains the right to refer any student whose behavior on or off campus may have violated the University’s Community Standards to the appropriate authorities and/or the Dean of Students.

Each student shall be responsible for his/her conduct from the time of application for admission through the actual awarding of a degree, even though conduct may occur before classes begin or after classes end, as well as during the academic year, during periods between terms of actual enrollment and including conduct that is not discovered until after a degree is awarded. If the student withdraws while a disciplinary matter is pending, the student must resolve the matter before he/she may be considered for readmission.
The Dean of Students is the person designated by the Vice President for Student Services to be responsible for the administration of the Community Standards, including the interpretation of all policies and statements within the Community Standards. The Dean of Students shall determine whether the Community Standards shall be applied to conduct occurring off campus, on a case by case basis, in his/her sole discretion.

B. Administration

1. The Dean of Students, in consultation with the Vice President for Student Services, shall develop policies for the administration of the Community Standards and procedural rules for the conduct of Community Standards Review Board Hearings.

2. The Assistant Dean of Students or his/her designee shall determine the appropriate administrative level within the discipline system that is authorized to hear each matter. There shall be no appeal from that determination.

3. Decisions made by a Community Standards Review Board and/or Student Conduct Administrator shall be final, pending the normal appeal process.

C. Administrative Levels of the Community Standards Review Process

There are four (4) levels of Student Conduct Administrators within the Community Standards Review process. The first level is the Housing & Residence Life staff; the second level is the Coordinator for Community Standards or his/her designee; the third level is the Dean of Students or his/her designee; the fourth level is the Community Standards Review Board. Each disciplinary level is responsible for reviewing and deciding specific levels of violations and sanctions as described below and as assigned by the Coordinator for Community Standards in his/her sole discretion.

1. The Housing & Residence Life staff is the first level, being responsible for most cases that occur in University operated housing. Reviews are conducted on an informal basis, held as an educational dialogue. The Housing & Residence Life staff may assign any sanction except Suspension or Expulsion from the University.

2. The Assistant Dean of Students (or his/her designee) is the second level of the Community Standards Review process and is responsible for those cases that are more serious in nature. Reviews are conducted on an informal basis, held as an educational dialogue. The Assistant Dean of Students may assign any sanction with the exception of University Expulsion.

3. The Dean of Students is the third level of the Community Standards Review process. Reviews are of a serious nature, held as a formal meeting with the Respondent. The Dean may assign any sanction listed in the Student Code.

4. The Community Standards Review Board is the fourth level of the Community Standards Review process and consists of students and University employees appointed by the
Dean of Students. The Board reviews cases within prescribed, formal hearing procedures. The Board is advised by the Assistant Dean of Students or his/her designee who is a non-voting member. In those instances when the Assistant Dean of Students has been integrally involved in the investigation of the matter, the Dean of Students will assign another administrator to serve as the Board Advisor. The Community Standards Review Board may recommend any sanction listed within the Student Code. These sanction recommendations are made to the Dean of Students or his/her designee.

The scheduling of cases will be accomplished as expeditiously as possible. Cases are received by the Assistant Dean of Students. Normally cases before the Housing & Residence Life staff or the Assistant Dean of Students will be heard within ten (10) business days of the complaint being received. Cases heard by the Dean of Students will normally be heard within fifteen (15) business days of the complaint being received. Cases heard by the Community Standards Review Board will normally be heard within twenty (20) business days of the complaint being received.

At times when classes are not in session, the Dean of Students or his/her designee will adjudicate all cases and has the authority to issue any sanction(s).

D. Violation of Law and University Discipline

1. The Community Standards Review process may be initiated against a student charged with conduct that potentially violates both the criminal law and any Community Standard. Determinations made or sanctions imposed under the Community Standard Review process shall not be subject to change because criminal charges arising out of the same incident giving rise to violation of University rules were dismissed, reduced or resolved in favor of or against the criminal law defendant.

2. When a student is charged by federal, state or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also being processed under the Community Standards Review process, the University may advise off-campus authorities of the existence of the Community Standards and how such matters are typically handled within the University community. The University will cooperate with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of student violators (provided that the conditions do not conflict with campus rules, sanctions or the University’s mission or interests).

http://www.shu.edu/offices/community-development/community-standards/scope.cfm
Community Standards

Article III. Community Standards

Any student found to have committed or to have attempted to commit the following misconduct may be subject to the disciplinary sanctions outlined in Article IV. In all instances where examples of specific misconduct are cited, they shall serve as examples and not as an exhaustive or complete list of such conduct.

1. Acts of dishonesty, including but not limited to the following:
   a. Cheating, plagiarism, other forms of academic dishonesty or actions inconsistent with academic integrity.
   b. Furnishing false information to, or intentionally withholding information from, any University official, faculty member, or office.
   c. Forgery, alteration, or misuse of any University document, record, or instrument of identification.
   d. Representing the University, any recognized student organization, or any official University group without authorization and explicit prior consent from the appropriate University official.

2. Disruption or obstruction of teaching, research, operations, disciplinary proceedings, other University activities, including its public service functions on or off campus, or of other authorized non-University activities when the conduct occurs on University premises.

3. Physical abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens or endangers the health or safety of any person.

4. Verbal abuse, threats, intimidation, harassment, coercion, and/or other conduct which threatens the health or safety of any person, including but not limited to oral, written, and electronic communication.

5. Sexual Misconduct which includes but is not limited to the following:
   - Rape – The penetration, no matter how slight, of the vagina or anus with any body part or object, or oral penetration by a sex organ of another person, without the consent of the victim.
   - Fondling – The touching of the private body parts of another person for the purpose of sexual gratification, without the consent of the victim, including instances where the victim is incapable of giving consent because of his/her age or because of his/her temporary or permanent mental incapacity.
Dating Violence – Dating violence is any act of violence committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim. The existence of such a relationship shall be determined based on the victim’s statement and with consideration of the type and length of the relationship and the frequency of interaction between the persons involved in the relationship. Two people may be in a romantic or intimate relationship, regardless of whether the relationship is sexual in nature; however, neither a casual acquaintance nor ordinary fraternization between two individuals in a business or social context shall constitute a romantic or intimate relationship. This definition does not include acts covered under domestic violence.

Domestic Violence – Domestic violence is any violent felony or misdemeanor crime committed by a current or former spouse or intimate partner of the victim, a person sharing a child with the victim, or a person cohabitating with the victim as a spouse or intimate partner.

Stalking – The term stalking means intentionally engaging in a course of conduct, directed at a specific person, which is likely to causes a reasonable person to fear for his or her safety or the safety of others or cause that person to suffer substantial emotional damage. Examples include, but are not limited to, repeatedly following such person(s), repeatedly committing acts that alarm, cause fear, or seriously annoy such other person(s) and that serve no legitimate purpose, and repeatedly communicating by any means, including electronic means, with such person(s) in a manner likely to intimidate, annoy, or alarm him or her.

Any violation of the University’s sexual misconduct policy and/or New Jersey state law related to sexual misconduct is also a violation of this policy.

6. Intentional setting of a fire. Actions that create a fire hazard. Misuse or abuse of fire safety equipment, including the setting of false alarms, the misuse of emergency exits, the wrongful discharge of fire extinguishers, or tampering with alarm systems and/or smoke alarms. Included in this is failure to immediately evacuate a building or area upon the sounding of an alarm. More information about the University’s policy about fire safety can be found here.

7. Attempted or actual theft of property of the University or property of a member of the University community or other personal or public property, on or off campus.

8. Vandalism and/or damage to property of the University or property of a member of the University community or other personal or public property, on or off campus.

9. Hazing, defined as an act which endangers the mental or physical health or safety of an individual, or which destroys or removes public or private property, regardless of intent, for the purpose of initiation, admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim does not waive responsibility for any participant. Apathy or acquiescence in the presence of hazing are not neutral acts; they are violations of this Code. Students
are further reminded of their obligations under New Jersey state law, which can be found here. Additional information is also available here.

10. Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so.

11. Unauthorized use, possession, duplication or use of keys or ID card to any University premises, facility, or service.

12. Violation of any University policy, rule, or regulation published in hard copy or available electronically on the University website.

13. Violation of any federal, state or local law or regulation.

14. Use, possession, manufacturing, or distribution of marijuana, heroin, narcotics, or other controlled substances (i.e. prescription drugs) except as expressly permitted by law. This includes possession or use of any form or type of paraphernalia associated with controlled substance(s). Paraphernalia includes but is not limited to bongs, hookahs, rolling papers, etc.
   a. Parents or legal guardian will be notified if their student is found to be in violation of this policy.

15. Use, possession, manufacturing, or distribution of alcoholic beverages (except as expressly permitted by University regulations), or public intoxication. Alcoholic beverages may not, in any circumstance, be used by, possessed by or distributed to any person under twenty-one (21) years of age.

Being responsible and knowledgeable means knowing and abiding by New Jersey state laws and University policies regulating the use of alcohol. Students should be specifically aware of the following:

a. Furnishing alcohol to someone under 21 years of age is a serious violation of University policy and of New Jersey state law.

b. Students who are 21 years of age or older may have alcohol in their rooms or apartments. Alcohol is not permitted in public areas of the residence halls such as halls, baths, lounges, and lobbies.

c. Kegs, bars, punch containing alcohol, beer bongs, drinking games, and “around the world parties” (moving a party from room to room) are not permitted on campus or in/at University premises.

d. Open containers of alcohol are not permitted to be outside on campus grounds at any time. This includes walkways around the residence halls.
e. Intoxication as exhibited by behavior is prohibited and will subject the student to
disciplinary action. Inappropriate behavior relating to alcohol use will be
regarded as a serious violation of the Student Code. The involvement of alcohol
and/or other drugs is not considered a legitimate excuse for violation of any
University policy.

f. Parents or legal guardians of students under 21 years of age will be notified if
their student is found to be in violation of the University’s alcohol policy.

16. Illegal or unauthorized possession or use of firearms, explosives, other weapons, or
dangerous chemicals on University premises; even if legally possessed, if used in a
manner that harms, or threatens others. For the purpose of this policy, “weapons” shall
include but not be limited to any knife, firearm or implement capable of inflicting bodily
injury.

17. Unsportsmanlike behavior at any University-sponsored event, on or off-campus.

18. Obstruction of the free flow of pedestrian or vehicular traffic on University premises or
at University sponsored or supervised functions.

19. Conduct that is disorderly, lewd, or indecent; breach of peace; or assisting another
person to breach the peace on University premises or at functions in which the
University or members of the University community participate or sponsored.

20. Unauthorized use of electronic or other devices to make an audio or video record of any
person while on University premises without his/her prior knowledge, or without
his/her effective consent when such a recording is likely to cause injury or distress. This
includes, but is not limited to, surreptitiously taking pictures of another person in a gym,
locker room, or restroom.

21. Theft or other abuse of computer facilities and resources, including but not limited to:

   a. Unauthorized entry into a file, to use, read, or change the contents, or for any
      other purpose.

   b. Unauthorized transfer of a file.

   c. Use of another individual’s identification and/or password.

   d. Use of computing facilities and resources to interfere with the work of another
      student, faculty member or University official.

   e. Use of computing facilities and resources to send annoying, harassing, obscene
      or abusive messages.

   f. Use of computing facilities and resources to interfere with normal operation of
      the University computing system.
g. Use of computing facilities and resources in violation of copyright laws.

h. Any violation of the University Information Technology Appropriate Use Policy.

22. Any misconduct that is bias-based and/or a violation of the University’s Racial and Ethnic Discrimination Policy.

23. Abuse of the Community Standards System, including but not limited to:
   a. Initiation of a Community Standards Review proceeding knowingly without cause or reason.
   b. Attempting to discourage an individual’s proper participating in, or use of, the Community Standards system.
   c. Attempting to influence the impartiality of any Student Conduct Administrator or member of a Community Standards Review Board prior to, and/or during and/or after, any disciplinary review, hearing or appeal proceeding.
   d. Harassment (verbal or physical) and/or intimidation of any Student Conduct Administrator or member of a Community Standards Board prior to, during and/or after, any disciplinary review, hearing or appeal.
   e. Failure to comply with the sanction(s) imposed under the Community Standards Review process.
   f. Influencing or attempting to influence another person to commit an abuse of the Community Standards system.

24. Engage in or offer gambling or any game of chance for money or any other thing of value; soliciting, selling or raffling of any item or services of any kind for personal gain without approval of the appropriate University official.

25. Students are responsible for the actions of their guests. Guests must be in the presence of the student host at all times. The student is responsible for advising the guest of all University policies.

26. Actions which are inconsistent with the University’s mission as an institution of Catholic higher education.

27. Encourage, support or influence another individual to violate University policy. The intent of this policy is to advise students of their responsibilities within the campus community. All students are expected to behave in a proper manner while enrolled at Seton Hall, as well as in the course of normal participation in any community. When a student becomes aware of a real or potential violation(s) of University policy, s/he is expected to advise those who may engage in the action that such action is a violation of policy, report the potential violation to a University official and not participate in the violation by remaining present.
Article IV: Review, Hearing Procedures and Sanctions

A. Charges and Community Standards Review Board Hearings

1. Any member of the University community may file a report against a student for violation of a Community Standard. The report shall be prepared in writing and directed to the Assistant Dean of Students who will assign the matter to the appropriate Student Conduct Administrator. The report should be submitted as soon as possible after the event takes place, preferably within one week.

2. Other than the Community Standards Review Board, the Student Conduct Administrator may conduct an investigation to determine if the report has merit and/or if it can be disposed of administratively by mutual consent of the parties involved and on a basis acceptable to the Student Conduct Administrator. If the Respondent accepts responsibility for violating a Community Standard, the Student Conduct Administrator shall issue the appropriate sanction(s). If it is believed that a student has participated in the violation of a Community Standard and he or she does not accept responsibility for violating the Community Standard, the matter will be referred to the Community Standards Review Board.

3. All meetings and hearings associated with any conduct matter will be scheduled to avoid conflict with a Respondent or Complainant’s enrolled academic class schedule. This is the only reason that a meeting or hearing may be rescheduled.

4. In the event of a Community Standards Review Board hearing, the report, associated Community Standard violation and notice of the date and time of a hearing shall be presented to the Respondent in written form by the Coordinator for Community Standards at least 48 hours prior to the scheduled hearing using the Respondent’s University assigned e-mail. A time shall be set for a Community Standards Review Board hearing that is not less than two (2) nor more than twenty (20) calendar days after the Respondent has been notified of the hearing. Maximum time limits for scheduling of Community Standards Review Board hearings may be extended at the discretion of the Dean of Students or his/her designee.

The Community Standards Review Board shall be composed of three (3) members selected by the Assistant Dean of Students from those appointed by the Dean of Students to serve on the Board. At least two (2) of the three (3) members shall be students. However, if the referred matter is for an alleged violation of the sexual misconduct policy, then the Board will not include students.
5. Hearings shall be conducted by a Community Standards Review Board according to the following guidelines except as provided by article IV(A)(7) below:

a. Community Standards Review Board Hearings shall be conducted in private.

b. The Complainant, Respondent and their advisors, if any, shall be allowed to attend the entire portion of the Hearing at which information is received (excluding deliberations). The presence of any other person at the Hearing shall be at the discretion of the Dean of Students.

c. In Community Standards Review Board hearings involving more than one Respondent, the Dean in his or her sole discretion, may permit the hearings concerning each Respondent to be conducted either separately or jointly.

d. The Complainant and the Respondent have the right to be assisted by an advisor they choose. The advisor must be a member of the University community and may not be an attorney or parent/guardian. The Complainant and/or the Respondent is responsible for presenting his or her own information, and therefore, advisors are not permitted to speak or to participate directly in any Community Standards Review Board hearing. A student should select as an advisor a person whose schedule allows attendance at the scheduled date and time for the hearing because delays will not normally be allowed due to the scheduling conflicts of an advisor. The Assistant Dean of Students shall be notified by the Complainant or the Respondent at least two days prior to the Hearing if either plan to have an advisor present for the hearing and if so, the identity of the advisor. Failure to inform the Assistant Dean at least two days prior to the Hearing of the name of the advisor shall result in the advisor not being permitted to attend the hearing.

e. The Complainant, the Respondent and the Assistant Dean of Students may arrange for witnesses to present pertinent information to the Community Standards Review Board. The Complainant and/or Respondent are responsible for notifying the witnesses they choose to present at the Hearing, being mindful that only those with direct knowledge of the matter are permitted to be witnesses. The Complainant and Respondent shall notify the Assistant Dean of Students at least two days prior to the hearing of any expected witnesses and their identity. Failure to inform the Assistant Dean at least two days prior to the hearing of the name(s) of expected witness(es) shall result in the witness(es) not being permitted to attend the hearing. Witnesses will be asked to provide only that information which is directly relevant to the matter before the Community Standards Review Board. The witnesses will also be asked to answer any questions from the Complainant, the Respondent and/or the Board members. Any question of whether potential information will be received or if a specific question may be posed, shall be resolved by the Board Advisor in consultation with the Dean of Students.
f. Pertinent records, exhibits and written statements may be accepted as information for consideration by the Board at its discretion.

g. All procedural questions are subject to the final decision of the Board Advisor in consultation with the Dean of Students.

h. After the portion of the hearing concludes in which all pertinent information has been received, the Community Standards Review Board and the Board Advisor shall go into closed session for deliberation. The Board shall determine, by majority vote, whether the Respondent has violated each section of the Student Code as alleged and recommend appropriate sanction(s) to the Dean of Students or his/her designee.

i. The Board’s determination shall be made on the basis of preponderance of the evidence - whether it is more likely than not that the Respondent violated a Community Standards.

j. Formal rules of process, procedure, and/or technical rules of evidence, such as are applied in criminal or civil court, are not used in Community Standard Review proceedings.

6. There shall be a single verbatim record, such as a digital recording, of all Hearings before a Community Standards Review Board, except that deliberations shall not be recorded. The record shall be the property of the University.

7. If a Respondent, with notice, does not appear before a Community Standards Review Board hearing, the information in support of the charges shall be presented and considered even if the Respondent is not present.

8. The Board may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the Complainant, Respondent, and/or other witnesses during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement, or other means, where and as determined in the sole judgment of Dean of Students to be appropriate. Such means may also be used in rare circumstances when the Complainant, Respondent, and/or other witnesses are unable to be physically present at the hearing.

B. Sanctions

1. The following sanctions may be imposed upon any student found to have violated a Community Standard. To determine the sanction or combination of sanctions, the following is considered:

   • The severity of the violation

   • The Respondent’s previous record of disciplinary sanction(s), if any
• The effect of the Respondent’s misconduct upon the University community

• Consistency with previously issued sanction(s) for similar misconduct

a. Disciplinary Reprimand—A notice in writing to the student that the student is violating or has violated a Community Standards.

b. Loss of Privileges—Privileges within the University community may be restricted or revoked for a specific period of time.

c. Fines—A dollar amount required to be paid to the University, appropriate to the level of violation.

d. Restitution—Compensation for loss, damage, or injury. This may take the form of appropriate service and/or monetary or material replacement.

e. Educational/Discretionary Sanctions—Sanctions intended to contribute to the education of the student, the University community and/or to be a form of social restitution. Examples include but are not limited to:

Developmental exercises—requirement to attend, plan and/or participate in a program, workshop or other appropriate activity.

University-mandated service—service assignment for a number of hours or the equivalent that is appropriate to the violation.

Educational class—attendance at a class or workshop appropriate to the violation such as Fire Safety class or Alcohol/Drug Education class.

Administrative Reassignment of Housing—A temporary or permanent relocation of a person’s housing assignment in University operated housing.

f. Probation I—A written reprimand for violation of a Community Standard. Probation I is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to have violated any Community Standards during the probationary period. This sanction may impact a student’s eligibility for housing selection.

g. Probation II—A written reprimand for violation of a Community Standard. Probation II is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to have violated any Community Standards during the probationary period. This sanction will impact a student’s eligibility for housing selection and eligibility to participate in other University activities (e.g. leadership positions, Greek Life new member education, etc.). A student on Probation II is considered to be “not in good social
standing” and may also be prevented from engaging in Study Abroad and internship opportunities.

h. Residence Hall Suspension—Separation of the student from University operated housing for a specified period of time, after which the student is eligible to return. Conditions for readmission may be specified.

i. Residence Hall Expulsion—Permanent separation of the student from University operated housing.

j. University Suspension—Separation of the student from the University for a specified period of time, after which the student is eligible to return. Conditions for readmission may be specified.

k. University Expulsion—Permanent separation of the student from the University without opportunity for readmission.

l. Revocation of Admission and/or Degree—Admission to or a degree awarded from the University may be revoked for fraud, misrepresentation, or other violation of Community Standards in obtaining the degree, or for other serious violations committed by a student prior to the actual start of classes or graduation.

m. Withholding Degree—The University may withhold the awarding of a degree otherwise earned until the completion of the process set forth in this Community Standards Review process, including the completion of all sanctions imposed, if any, at its sole discretion.

C. Student Disciplinary Record

1. Other than University suspension, University expulsion or revocation or withholding of a degree, disciplinary sanctions will not be made part of the student’s transcript, but shall become part of the student’s disciplinary record. Cases involving the imposition of sanctions other than University suspension, University expulsion or revocation or withholding of a degree are not maintained seven (7) years beyond the date of the original incident.

2. All records of the process and of the sanctions imposed, if any, shall be considered to be the education records of both the Respondent(s) and the Complainant.
D. Interim Suspension

In certain circumstances, the Dean of Students or his/her designee, may impose a University or residence hall suspension prior to the hearing before a Community Standards Review.

1. An interim suspension may be imposed at the discretion of the Dean of Students for reasons including but not limited to, a) to prevent disruption of, or interference with, the normal operations of the University; b) to protect the best interests of the University; c) to ensure the safety and well-being of members of the University community or preservation of University property; d) to ensure the student’s own physical or emotional safety and well-being.

2. During an interim suspension, a student shall be denied access to University operated housing and/or to the campus (including classes) and/or all other University activities or privileges for which the student might otherwise be eligible, as the Dean of Students may determine to be appropriate.

3. An interim suspension does not replace the regular Community Standards process, which shall proceed on schedule, up to and through a Community Standards Review Board hearing, if applicable.

4. The student shall be notified by the Dean of Students or his/her designee, in writing, of the interim suspension as soon as possible and the notice should include instruction for a subsequent meeting at which the student shall have the opportunity to establish why the Interim Suspension is unnecessary.

E. Appeals

1. A decision reached by the Community Standards Review Board or a sanction imposed by a Student Conduct Administrator may be appealed by either the Respondent or the Complainant within five (5) calendar days of notification of the decision. Such appeals shall be in writing and shall be delivered to the Assistant Dean of Students who will forward it to the appropriate Appeal Authority. Appeals submitted by third parties, including legal representation, will not be considered.

   This is only period for appeal. Should one party decide to appeal and the other does not, the party not appealing does not receive a new five (5) day period.

2. The written appeal must be based upon one or more of the following grounds for appeal:

   a. The severity of the sanction is disproportionate to the violation committed.

   b. There was a significant procedural error before the Community Standards Review Board or applicable Student Conduct Administrator, citing specific examples.
c. To consider new information sufficient to alter a decision not brought out in the original hearing because such information and/or facts were not reasonably available at the time of the hearing.

3. An appeal shall be limited to a review of the verbatim record of the hearing and supporting documents from the hearing or review along with the written appeal.

4. If sufficient grounds for appeal are evident, the Appeal Authority will take action on the appeal. The Appeal Authority may reduce the severity of the sanction, increase the severity of the sanction, or sustain the sanction. When circumstances warrant, as determined by the Appeal Authority, the case may be referred to a different Community Standards Review Board for additional proceedings.

If sufficient grounds for appeal are not evident, the Appeal Authority will deny the appeal and the original sanction will stand.

The decision of the Appeal Authority is final.

5. The sanction imposed as a result of the original hearing shall be in effect until such time as an appeal is granted and the sanction is changed. Any exception to this shall only be made at the discretion of the Dean of Students.

http://www.shu.edu/offices/community-development/community-standards/review.cfm

Interpretation and Revision

Article V: Interpretation and Revision

Any question of interpretation or application of the Community Standards shall be referred to the Dean of Students or his or her designee for final determination.

http://www.shu.edu/offices/community-development/community-standards/interpretation.cfm

UNIVERSITY POLICIES

Academic and Professional Integrity

All forms of dishonesty, whether by act or omission, including, but not limited to, cheating, plagiarism and knowingly furnishing false information to the University, are prohibited. Intentional disruption or obstruction of teaching, research or administrative proceedings is prohibited. University sanctions may extend to suspension and dismissal.
Work submitted in courses must be the product of the efforts of the student presenting the work, and contributions of others to the finished work must be appropriately acknowledged. The presentation of another's work as one's own is a serious violation of the academic process, and it is penalized accordingly. The decision on the appropriate penalty is in the first instance the professor's, and it may extend to a failing grade for the course.

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

**Academic Grievance Procedure**

**College/Division Process**

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

**Face-to-Face Mediation Hearing**

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

**Formal Grievance Hearing**
Constitution of the College/Division Grievance Board

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

Preliminaries

- Within seven business days of the filing of the failure to resolve and intent to pursue the grievance memorandum, the aggrieved party must file a statement of the grievance, a copy of each document that is to be presented in support of the grievance and a list of witnesses to be called with the chairperson of the college/division grievance board.
- The chairperson will proceed, within two business days, to distribute copies of submitted materials and establish a hearing date, no less than 14 and no more than 21 business days following the distribution of the materials.
- Within seven business days of the distribution, the second party in the dispute must submit a copy of each document to be presented in support of his or her position and a list of witnesses to be called.
- The chairperson will distribute copies of the above.

Hearing Procedure

- Parties, accompanied by witnesses and an adviser if desired, should present themselves before the college/division grievance board on the date and time established.
- Should either party allege that the documents or witnesses proposed by the other require submission of addition documents or witnesses, the board may grant a stay of hearing for up to seven business days.

The hearing will proceed under the following format:

- opening statements;
- presentation of grievance, including witnesses and documents;
- cross-examination of presenting party;
- questions from hearing committee;
- presentation of second party to dispute;
- cross-examination of second party;
- question from hearing committee;
- review of evidence;
- closing statements; and
- closed deliberation by hearing committee.

Resolution of the Hearing Committee

- The hearing committee must first determine if there is substance to the grievance and the nature of appropriate redress.
- If such a compromise is inappropriate to the nature of the dispute or unacceptable to either party, the committee will, by two-thirds vote, recommend a final resolution to the dean/director in writing.
This resolution will be communicated to the dean/director and the parties by letter from the chairperson of the committee within two business days of the hearing.

Action of the Hearing Committee

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

Appeals

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

- **Manifest injustice of the action**: Burden of proof of such injustice shall rest with the appealing party and must be included in the appeal.
- **Procedural irregularities**: A violation of the rights of the appealing party under the "Student Rights and Responsibilities, Seton Hall University" or the procedures therein must be stated and commented on in the appeal.
- **Additional evidence**: The appealing party must demonstrate that substantial additional evidence bearing on the case could not have been properly introduced at the college/division hearing or has been discovered or developed since the time of the hearing, and is crucial to the resolution of the grievance.

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

Record of Hearing

A record of the hearing includes:

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

Access to Hearing Records

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

Academic Grievance Procedure Appeals Level

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

Constitution of the University Academic Grievance Appeals Board

- The University Academic Grievance Appeals Board is composed of four members selected by the provost from a list of presidents or other executive officers of the student body and professional college associations. Two members of the board are members of the faculty and two are students. The faculty members serve two-year terms beginning in alternate years; the student members serve a one-year term. Members of the board elect one of their members to chair the board and coordinate its activities.
- In the hearing of specific grievances, the board augments itself by selecting four additional members, so as to constitute an eight-member ad hoc hearing board. The ad hoc hearing board must be composed of:
  o Two members of the faculty of the college, school or division from which the appeal is taken;
  o Two students matriculated in that college;
  o Two faculty members who are not members of the faculty of the college from which the appeal is taken; and
  o Two students not matriculated in that college.
• In the event that a permanent member of the board should be disqualified from hearing an appeal case, the remaining members of the board will replace that member on the ad hoc hearing board, subject to the veto of the board’s nomination by the provost.

Grounds for Acceptance of an Appeal by the Provost

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

Procedures of a University Grievance Appeals Board Hearing

Preliminaries

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

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

• No later than seven business days or 10 calendar days prior to the date of hearing, both parties to the dispute must submit to the chairperson of the board:
  ▪ one copy of each document to be presented in support of the position; and
  ▪ a list of witnesses to be called.

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

The hearing must proceed under the following format:
- opening statements;
- presentation of appeal cases, including witnesses and cross-examination of presenting party;
- posing of questions from board members by moderator;
- presentation of second party to the dispute;
- cross-examination of second party;
- posing of questions of board members by moderator;
- review of evidence;
- closing statements; and
- closed deliberations of the board.

Judgment of the Hearing Board

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

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

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

Within seven business days of the hearing, the provost will inform the parties and the hearing board members of the action being taken in the case. The decision of the provost may be appealed to University president only on the following grounds:
- manifest injustice; and
- procedural irregularities.

Rights to be Protected During an Academic Grievance Resolution Process

The Academic Grievance Resolution Process must provide all parties:

- the right to notice and clear formulation of the grievance issues in dispute;
- the right to access to documents and knowledge of witnesses to be presented in the dispute to ensure an opportunity to prepare for each hearing, and the right of discovery;
- the right to the assistance of an adviser from within the University community to assist in the preparation and presentation of the dispute;
- the right to hear and cross-examine adverse witnesses and rebut adverse testimony;
- the right to present a defense;
• the right against self-incrimination, including the right to answer any questions posed without prejudice; and
• the right of appellate review.

Records of Hearing

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

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

Access to Hearing Records

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

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

Disposal of Hearing Records

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

http://www.shu.edu/offices/community-development/academic-professional-integrity.cfm
Alcohol Policy – Residence Halls

In addition to the University-wide policies involving alcohol and other drugs, the following regulations apply to the use of alcohol in University housing:

- The state law of New Jersey allows possession and consumption of alcoholic beverages by those 21 years of age and over.

- Only residents and their guests, who are 21 years of age and over, may legally possess and consume alcoholic beverages in their rooms and/or in the rooms of other students 21 years of age (and over), and only if they live in alcohol designated living areas.

- These alcohol-designated areas are Cabrini Hall, Neumann Hall, Ora Manor, Turrell Manor, Serra Hall and Xavier Hall.

- In these buildings, the consumption of alcohol is prohibited in all public areas including University housing property.

- Anyone under the age of 21 is not permitted to be in a room where alcohol is visible and/or being consumed unless that person is the roommate of a person over the age of 21.

- In Boland and Aquinas Halls, the possession and consumption of ANY alcoholic beverage by any person, regardless of age, is prohibited.

- In Cabrini Hall, Neumann Hall, Ora Manor, Turrell Manor, Serra Hall and Xavier Hall, alcohol may be transported by individuals 21 years of age or older, provided that all alcoholic beverages are in the original containers and remain unopened.

- If a University official has reason to believe that alcohol is being transported in a non-designated area, or by an individual under 21 years of age, the University official has the right to check any packages, book bags, etc.

- Any individual bringing alcohol into University housing must show appropriate identification (such as driver's license, ABC card and/or County ID) to the person working at the residence hall reception desk. Seton Hall students must have their SHU ID scanned for validation of legal drinking age.

- Possession and consumption of alcoholic beverages is limited. No kegs or beer balls are permitted.

- The purchase or sale of any alcohol is prohibited in ALL University housing.
• No person shall provide any alcoholic beverages to any person not 21 years of age for possession and/or consumption.

• All alcoholic beverages present during violation of University or housing policy will be confiscated and disposed.

• In addition, any violation relating to the possession or consumption of alcoholic beverages in University housing will result in a judicial hearing with an appropriate adjudicating officer.

• Repeat violators may be given sanctions ranging from the reassignment to another hall, cancellation of the apartments/residence hall license or civil prosecution. (Refer to University Standards of Conduct, Student Handbook).

• Students will be held responsible for their actions while they are under the influence of alcohol.

• Students hosting guests will be held responsible for their guests' violation of any portion of the above alcohol policy.

• The sanctions of the University have been developed by a University wide committee. The sanctions include community service, fines, attendance at an alcohol education class, mandatory assessment and counseling of students who violate the alcohol policy. The sanction is determined by the person adjudicating the hearing and is contingent upon the severity and frequency of the offense.

• Repeated violations can lead to expulsion.

**Alcohol/Drug Related Laws and Penalties in the State of New Jersey**

Driving While Intoxicated

_A. Operating Motor Vehicles while Under the Influence of Intoxicants (N.J.S.A. 17:29A-35b(2) and 39:4-50)_

**Definition:**

A person is said to be legally intoxicated in New Jersey if their blood alcohol concentration is at or above 0.10%. A person may also be arrested and charged with driving while intoxicated (DWI) if the individual is determined to be under the influence of alcohol or drugs, regardless of the blood alcohol concentration level. A person can also be charged with or convicted of DWI for "allowing" an intoxicated driver to operate their vehicle.
Penalties
All persons convicted of DWI must pay an insurance surcharge of at least $1,000 per year for three years.

In addition:
- For a first offense, there are additional fines and charges of at least $470 (bringing the total minimum charges for a first offense to $3,470); loss of license for 6-12 months; and a requirement to spend 12-48 hours in an Intoxicated Driver Resource Center or jail. There is also a possible potential 30-day jail term.
- For a second offense, there are additional fines and charges of at least $720; loss of license for 2 years; a requirement to perform 30 days of community service and to spend 48 hours in an Intoxicated Driver Resource Center or jail. There is also a possible 90-day jail term.
- For a third offense, there are additional fines and charges of at least $1,220; loss of license for 10 years; and a 180-day jail term. The insurance surcharge for a third-time offender is at least $1,500 per year for three years.

These fines and charges do not include court and legal fees.

B. Driving While License is Suspended due to DWI (N.J.S.A. 39:3-40)

If a person is found driving while their license is suspended due to a conviction of Driving While Intoxicated, they will lose their license for an additional 1-2 years, be fined $500, and face a possible 90-day jail term. There is a minimum 10 day sentence. If they are involved in an accident that results in an injury, they face a mandatory 45-day jail sentence.

C. Refusal to Take the Breathalyzer Test (N.J.S.A. 39:4-50.4a)

Refusal to take the breathalyzer test where there is probable cause for arrest for DWI will result in a 6-month loss of license, a fine of $250-$500, and an obligation to satisfy the requirements of an alcohol education or rehabilitation program.

A person can also be convicted of DWI without the results of a breathalyzer test. In that case, they will suffer all the additional fines and penalties specified for the DWI conviction.

D. Underage Driver who has Consumed Alcohol (N.J.S.A. 39:4-50.14)

A new law passed in 1992 which applies to almost any alcohol consumption by underage drivers (with blood alcohol above 0.01%, but below 0.10%) and mandates suspension of driving privileges for 30-90 days with 15-30 days community service. A person, in addition to being charged with underage consumption of alcohol, can also be charged with DWI and face the additional fines and penalties specified for a DWI conviction.

Open Alcoholic Beverage Containers

In the Car (N.J.S.A. 39:4-51a)
A. Anyone found to have an open or unsealed container holding alcoholic beverages in a car faces a fine of $200 for a first offense and a fine of $250 or 10 days of community service for a second offense.

On the Streets

B. Penalties for possessing and consuming alcoholic beverages in public vary from town to town. In New Brunswick (Ordinance. 6-14.1), the penalty for such an action is a fine of $100-$1000 and/or a 90-day jail term. In Piscataway (Ordinance. 5-13.3), the penalty is a fine and up to $100 and/or a jail term of up to 15 days. The penalty in Newark (Ordinance. 17:2-7) and in Camden (Ordinance. MC-1017) is a fine of up to $500 and/or a jail term of up to 90 days.

Alcohol and the Underaged

The purchase and consumption of alcohol is a right extended by the state of New Jersey. The legal age of purchase and consumption of alcoholic beverages in the state of New Jersey is twenty-one.

A. Possession or Consumption of Alcohol in Public places by the Underaged (N.J.S.A. 2C:33-15)

Any person under the legal age to purchase alcoholic beverages who knowingly possesses without legal authority or who knowingly consumes any alcoholic beverage in any school, public conveyance, public place, place of public assembly, or motor vehicle is guilty of a disorderly persons offense and shall be fined not less than $500. If the offense occurs in a motor vehicle, it will also result in a six month loss of license.

B. Purchase of Alcohol by/for the Underaged (N.J.S.A. 33:1-81)

An underage person who purchases or attempts to purchase alcohol, or lies about their age, or a person of legal age who purchases alcohol for an underaged person faces a conviction of a disorderly person's offense, which incurs a fine of not less than $500 and loss of license for 6 months to one year. In addition, underage persons may be required to participate in a state-sponsored alcohol education program.

C. Serving an Alcoholic Beverage to a Minor (N.J.S.A. 2C:33-17)

Anyone who purposely or knowingly offers or serves or makes available an alcoholic beverage to a person under the legal age for consuming alcoholic beverages or entices that person to drink alcohol or makes real property owned, leased or managed by him available for the consumption of alcohol by underaged persons is committing a disorderly persons offense and is subject to a fine of up to $1000 if convicted.

D. Transfer of ID (N.J.S.A. 33:1-81.7)

Someone who is underage and uses another person's ID card to obtain alcohol, or someone of legal age gives their ID card to an underage person so that they can obtain alcohol, faces a fine of up to $300 or up to 60 days in jail.

E. False ID (N.J.S.A. 2C:21-2.1)

A person who knowingly sells, offers, or otherwise transfers or intends to transfer a document that simulates a driver's license or other document issued by a government agency and that could be used to verify a person's identity or age is guilty of a crime of the third degree. There is a fine of $1000 if convicted with possible jail term of 4 years (or sometimes more).

Bartender Liability (N.J.A.C.13:2-23.1)
If a bartender either serves a minor or a visibly intoxicated customer, the bartender can be held liable for that customer's injuries as well as injuries to a third party due to the negligent driving on the part of the customer.

Host/Hostess Liability (N.J.S.A2A: 15-5.6)

A host or hostess who provides alcoholic beverages to a visibly intoxicated guest can be held liable for injuries inflicted on a third party if that guest is involved in a motor vehicle accident.

Some New Offenses and Stiffer Penalties that Can Affect the College Student

New Offenses
1. Designer Drugs - These drugs, for example, Ecstasy and the look-alike, are now included in the list of controlled dangerous substances.
2. Criminal Homicide - If a person dies as a result of a drug given by another, the giver of the drug can be charged with criminal homicide.
3. Drug-Free School Zones - There is a special provision in this Act if you are on any school property (elementary or secondary) or within 1000 ft. of any school property or school bus or on any school bus and are convicted of distributing, dispensing or possessing with intent to distribute a controlled dangerous substance, you will be sentenced to a term of imprisonment and a fine up to $100,000 depending upon amount of the substance you possess. During part of this term of imprisonment you would not be eligible for parole.

Stiffer Penalties
1. There is a penalty of mandatory loss or postponement of driving privileges of at least 6 months upon conviction of many drug offenses, for example, possession of drug paraphernalia such as pipes, sifters, and spoons.
2. Especially harsh penalties are established to impose stern punishment for persons involved in illegal manufacture of drugs.
3. If a person distributes a drug to a minor (under the age of 17) or a pregnant female, there is now a stiffer penalty.
4. The Act provides for forfeiture provisions where the state may confiscate a motor vehicle in which any controlled dangerous substance is found, no matter how small the amount.

Law enforcement officers are instructed to enforce all offenses strictly.

Potential penalties for a conviction
1. Simple possession, use or being under the influence of:
   a. Marijuana: 0-18 months in jail and a fine of $500 to $15,000 and mandatory loss of driver's license for 6 months to 2 years.
   b. Cocaine/Crack: 3-5 years in jail and a fine of $1,000 to $25,000, and mandatory loss of driver's license for 6 months to 2 years.
   c. Speed: same as cocaine.
   d. Psilocybin and LSD: same as cocaine.
2. Use or possession with intent to distribute:
   - Marijuana: 0-10 years in jail and a fine of $750 to $100,000, and mandatory loss of driver's license for 6 months to 2 years.
   - Cocaine: 3-20 years in jail (with a 3-5 year* mandatory sentence with no parole if amount exceeds 5 oz.) and a fine of $1,000 to $300,000, and mandatory loss of driver's license for 6 months to 2 years.
   - Speed: 3-10 years in jail and a fine of $1,000 to $100,000, and mandatory loss of driver's license for 6 months to 2 years.
   - Psilocybin and LSD: 3-5 years in jail and a fine of $2,000 to $300,000, and mandatory loss of driver's license for 6 months to 2 years.

   In addition to the foregoing fines, every defendant convicted of any drug offense or who goes into a drug diversionary program must pay a mandatory penalty ranging from $500 to $3,000 and a mandatory $50 laboratory charge.

3. Use or possession of drug paraphernalia: Up to 6 months in jail, mandatory fine of $500 to $1,000 and a mandatory loss of driving privileges for 6 months to 2 years.

4. The Act provides that any person, 18 years or older, who uses, solicits or directs a juvenile (17 years or younger) to manufacture or distribute drugs is guilty of a second degree crime and is subject to imprisonment for 5-10 years and a fine of up to $300,000.

5. It is unlawful for any person to deliver drug paraphernalia to a person under 18 years of age.

http://www.shu.edu/offices/community-development/alcohol-drug-penalties.cfm

**Authorized Search Policy**

No search may be conducted on the University campus without authorization by the municipal, state or federal authorities, or an officer of the University.

A University search authorization may be issued by the Dean of Students when there is sufficient cause to believe that an object or substance that is prohibited is present, or conduct that is prohibited or harmful is taking place. “Sufficient cause” means that based upon the evidence present a reasonable person would believe that an object or substance that is prohibited is present, or conduct that is prohibited or harmful is taking place.

**Campus Security and Fire Safety Report**

All incidents occurring all Seton Hall University property and public areas immediately adjacent to campus, that are reported to the Department of Public Safety and Security, as well as other identified campus authorities, the South Orange Police Department, the Newark Police
Department and the Essex County Sheriff’s Department are annually calculated and included in our “Campus Security and Fire Safety Report” available on the Public Safety website at: http://www.shu.edu/offices/public-safety-index.cfm

This report of crime statistics is compiled and published by the Department of Public Safety & Security in accordance with the guidelines put forth in the Jeanne Clery Disclosure of Campus Security Policy and Crime Statistics Act. The report contains detailed information regarding campus crime, arrests, and referral statistics reported to the Department of Public Safety and Security, as well as other identified campus authorities, The South Orange Police Department, The Newark Police department and the Essex County Sheriff’s Department.

State Statutes Concerning Arson

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

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

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

1. Thereby purposely or knowingly placing another person in danger of death or bodily injury; or
2. With the purpose of destroying a building or structure of another; or

Arson (3rd degree crime) 2C:17-1(b)

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

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

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

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

http://www.shu.edu/offices/community-development/arson-state-law.cfm

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

Fire Protection Equipment

Disabling or decreasing the effectiveness of any fire suppression or alarm device or system:

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

Please Note:

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

http://www.shu.edu/offices/community-development/fire-code-penalties.cfm

Campus Sex Crimes Prevention Act

The Campus Sex Crimes Prevention Act requires sex offenders to report to the appropriate state and local agencies responsible for sex offender registration and document their enrollment as a student, volunteer or acceptance of employment at all educational institutions. The University will be notified of all offenders who fit these notification criteria. Upon notification, Seton Hall University, along with the South Orange Police Department and the Essex County Prosecutors Office, will coordinate the notification of the university community members. The New Jersey State Police website for information on registered sex offenders can be found at: http://www.nj.gov/njsp/info/reg_sexoffend.html

Class Absence Notification Policy

Each professor sets the attendance policy for his/her class. Students should refer to the course syllabus to know the absence policy for each class.

Students are responsible for notifying their professors when a class is missed and for completing any course work associated with that class.

For absences of less than three (3) days the student should contact the professor(s) directly.
As a courtesy to students and professors, the Dean of Students will notify professors of a student’s absence of three (3) or more consecutive calendar days ONLY IF the following criteria are met:

1. The student must provide written documentation from the appropriate third party to document the cause of the absence (i.e. doctor’s note specifying the illness and requirement to miss classes).

2. The cause of the absence is for illness or family emergency.

3. The request to the Dean’s Office, including the supporting documentation, MUST be made within two (2) weeks of the absence.

**NOTE:** In all cases it is the professor's prerogative as to how any class absence(s) will be treated. Notice from the Dean of Student’s Office is for informational purposes only.

Effective Date: August 1, 2010

[http://www.shu.edu/offices/policies-procedures/class-absence.cfm](http://www.shu.edu/offices/policies-procedures/class-absence.cfm)

**Drug Free Schools and Communities Act**

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

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

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

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

Purpose
Seton Hall University is committed to protecting the safety, health and well-being of all employees and individuals in our workplace. As a residential community with a significant number of individuals under the age of 21 residing on our campus, we have an even stronger commitment to insuring that our community is free of illegal drugs and alcohol. We recognize that alcohol abuse and illegal use of drugs poses a significant threat to our mission. We have established a drug-free workplace program that balances our respect for individuals with the need to maintain an alcohol- and drug-free environment.

Scope
This policy applies to all University employees (as defined below) during all working hours and when conducting business or representing the University on and off-campus.

Policy
It is the policy of Seton Hall University to maintain, to the extent possible, a secure work environment that is free from the effects of employees under the influence of unlawful drugs or abuse of alcoholic beverages. The illegal manufacture, possession, distribution, purchase, sale or use of prescription drugs and controlled substances or the unauthorized use of alcohol on University premises or while on University business is strictly prohibited. Reporting to work under the influence of alcohol, illegal drugs and illegal use of prescription drugs is also prohibited.

The use of alcoholic beverages is regulated primarily by the State of New Jersey. The possession and use of any of the regulated beverages by employees must be in compliance with state law and University policy. Alcoholic beverages may only be consumed by those persons over the age of 21 on campus in areas designated for officially sanctioned or authorized campus events, such as alumni reunion events. Requests for program authorization must be obtained in advance. Employees are expected to comply with state law regarding the consumption and possession of alcoholic beverages and to exercise good judgment when using alcoholic beverages.

The University fully subscribes to the provisions of the Drug-Free Workplace Act of 1988 and the Drug-Free Schools and Communities Act Amendments of 1989. In compliance with these Acts, University employees are hereby notified of the serious dangers associated with drug use in the workplace.

One of the goals of our drug-free workplace program is to encourage employees to voluntarily seek help with alcohol and/or drug problems. If, however, an individual violates the policy, he or
she will be subject to disciplinary action up to and including termination of employment. As a condition of continued employment, an individual may be required to participate in a drug abuse assistance or rehabilitation program. An employee required to enter such a program who fails to successfully complete it and/or repeatedly violates the policy may be terminated from employment. Nothing in this policy prohibits the employee from being disciplined or discharged for other violations and/or performance problems.

Definitions

Controlled Substance:
Controlled substances are listed in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. 812) and are further defined in regulation 21 CFR 1308.11-1308.15.

Conviction:
A finding of guilt (including a plea of nolo contendere) or imposition of sentence, or both, by any judicial body charged with the responsibility to determine violations of the federal or state criminal drug and alcohol statutes.

University Employee:
For purposes of this policy, any employee who performs services for Seton Hall University whether on a regular full-time or part-time basis, also including, but not limited to, work-study employees, regular student employees, interns, practicum students, graduate and teaching assistants and contractors.

EAP
An Employee Assistance Program provided by an outside vendor designed to confidentially assist employees and their families with alcohol, drug, emotional, family, financial, marital, or personal problems.

Procedures
Offers of employment to new employees will be contingent upon their signing a copy of this policy certificating that they agree to abide by the terms of this Drug and Alcohol-Free Workplace Policy. The signed certification letter must be returned to the Department of Human Resources within ten (10) days of receipt and will be retained in the employee’s personnel file.

1. Students should refer to the Seton Hall Student Handbook for information on the application of this policy.

2. To emphasize the importance of this policy, every employee will be notified of this policy annually.

3. Any employee or work-study student convicted of violating a criminal drug statute must inform the Associate Vice President for Human Resources or the Dean of Students of such conviction in writing (as defined above) within five (5) days of conviction Failure
to notify the Associate Vice President for Human Resources or the Dean of Students may result in termination of employment.

4. Within thirty (30) days of receiving notice of the conviction, the Associate Vice President for Human Resources or the appropriate campus administrator may impose sanctions or remedial measures on the employee or student worker.

5. Violations of local ordinances or of state or federal laws regarding controlled and/or dangerous substances, including alcohol, by members of the University community may result in University disciplinary actions regardless of where such violations occur.

6. An employee who has self-disclosed a problem with alcohol or other drugs may be referred to EAP or Counseling Services as appropriate. Such disclosure will not excuse any inappropriate behavior in the workplace relating to drug or alcohol use or abuse.

7. An employee who suspects that another employee may be impaired and not able to perform his/her job duties and responsibilities is encouraged to immediately notify a manager/supervisor/department chair.

8. The signs that may indicate substance abuse include, but are not limited to, behavioral changes, absenteeism/lateness or impaired job performance. More specific behaviors which may indicate a lack of fitness for duty include lethargy, slurred or incoherent speech, or speech which differs from the employee’s usual pattern, unusual odor on breath, and/or accidents.

9. Managers/supervisors/department chairs should not automatically assume that certain behaviors are the result of drugs or alcohol. They should immediately report unusual behavior or circumstances to the Department of Human Resources.

10. Managers/supervisors/department chairs are responsible for administering this policy according to the regulations and procedures identified herein. In addition, they are responsible for reinforcing an employee’s understanding of the fitness for duty requirement and for administering this policy in a fair, uniform and consistent manner.

Education and Training
To protect the vast majority of employees who do not misuse drugs or alcohol and to insure that the University’s interests are properly safeguarded, a program, which includes awareness, training, communication, and employee assistance, will be conducted periodically.

The University recognizes drug abuse as a potential health, safety, and security problem. To assist employees or students in overcoming drug and alcohol abuse problems and/or to inform employees and students about the dangers of drug and alcohol abuse in the workplace, the University offers programs and resources to all employees. For information about any of the following, faculty/staff should contact the Department of Human Resources and students should contact the Division of Student Affairs:
• Medical benefits for substance-abuse treatment
• Community resources for assessment and treatment
• Counseling and educational programs/resources of the University
• Employee Assistance Program (EAP)

Employees or students who seek treatment for their drug and/or alcohol disorder will be treated confidentiality to the extent possible.

Implementation and Responsibilities
The Associate Vice President for Human Resources will be responsible for implementing and monitoring the Seton Hall University Drug and Alcohol Free Workplace Policy. When there are known incidents or reason to believe that the University’s policy on substance abuse has been violated, details concerning such incidents and the individuals involved must be immediately reported to the Associate Vice President for Human Resources or the Dean of Students.

It is also the responsibility of all Vice Presidents, Deans, Directors, and Department Chairs to ensure that this policy is communicated and implemented throughout the University to all employees and students.

Enforcement
The University reserves the right to offer employees or students convicted of violating a criminal drug statute in the workplace, participation in an approved rehabilitation or drug abuse assistance program as an alternative to, or concurrent with, disciplinary action.

Within thirty (30) days after receiving notice that an employee or student has been convicted of violating a criminal drug statute in this workplace, the following sanctions or remedial measures will be imposed upon that employee or student:

• Taking whatever necessary and appropriate corrective action against such an employee or student, up to and including termination of employment for employees and in the case of students, whatever action the Division of Student Affairs deems appropriate;
• Requiring such employee or work-study student to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a federal, state or local health, law enforcement, or other appropriate agency;
• During and after participation in the assistance program, the employee or student will be required to maintain an alcohol and/or drug-free status in order to remain employed. The Division of Student Affairs will monitor students’ participation and take whatever actions may be necessary.

It is the goal of Seton Hall University to provide a safe, productive work environment for our students and employees. On-going compliance with this policy statement is required by all.
Failure to comply with this law may result in suspension of all federal grant funding and suspension or debarment from future funding for Seton Hall University. USCS 11145g.

Review Process
The Department of Human Resources will periodically review this policy and:

- Determine its effectiveness and implement changes if they are needed;
- Ensure that the sanctions herein developed are consistently enforced.

The University reserves the right to amend this policy at any time.
This policy was amended and approved by Monsignor Robert Sheeran, President, upon the recommendation of the Executive Cabinet on October 29, 2009.

Effective Date
Effective date of this amended policy is October 29, 2009.

http://www.shu.edu/offices/policies-procedures/drug-and-alcohol-free-workplace.cfm

Family Education Rights and Privacy Act of 1974

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

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

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

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

a. University officials with legitimate educational interests. This refers to a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A University official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility;

b. officials of another institution where the student seeks or intends to enroll or is enrolled;

c. federal or state officials in connection with the audit and evaluation of federally funded programs;

d. persons or organizations in connection with the student’s application or receipt of financial aid;

e. state and local officials pursuant to certain statutes of the state;

f. organizations conducting studies for the purpose of developing predictive tests, administering student aid programs and improving instruction;

g. accrediting organizations in order to carry out their accrediting functions;

h. parents who claim the student as a dependent on their tax returns;

i. persons in a position to deal with an emergency when the health, safety or welfare of the student or others is at stake; and

j. parents of students under the age of 21 years found culpable of alcohol and drug offenses, if state law does not prohibit their release. When disciplinary action is taken against a student for violent misconduct, colleges are not prohibited by federal law from releasing to the public the student’s name, the violation committed and the sanction imposed.

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

Directory Information

A student’s name, address, telephone listing, date and place of birth, major field of study, participation in recognized activities and sports, photos, information on height and weight of athletic team members, dates of attendance, degrees and awards received, and most recent previous educational institution attended are directory information and may be released without the student’s permission, at the discretion of the University, unless the student has objected to such disclosure, in writing.
Right to Challenge Contents of Records
Students who believe their records or files are inaccurate should write to the vice president for student affairs, clearly identifying the part of the record they believe is inaccurate and specify why it is inaccurate. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedure will be provided to the student when notified of the right to a hearing.

Right to File a Complaint

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

*Family Policy Compliance Office*
*U.S. Department of Education*
*400 Maryland Avenue, SW*
*Washington, DC 20202-4605*

http://www.shu.edu/offices/community-development/ferpa.cfm

**Good Samaritan Policy**
Student health and safety are fundamental to our community. Whenever there is concern for another student or belief that assistance is needed, students are expected to contact Public Safety. In the case of a medical emergency, students should immediately call 911.

Students who seek medical assistance for themselves or for an individual who is intoxicated or experiencing an alcohol-related emergency will not be subject to University disciplinary action related to the alcohol policy. Furthermore, the intoxicated student who receives medical assistance will not be subject to University disciplinary action.

When an incident that falls under the Good Samaritan Policy occurs, the student(s) involved will be required to meet with the Coordinator for Community Standards to review the matter. While no formal disciplinary sanction (i.e. Probation) will be applied, an appropriate educational response may be. This may include participation in an educational class, mandated counseling assessment, additional fee for ambulance service, and/or parental notification. Failure to complete the educational requirements will result in referral to the University discipline system.

The following is also of important note:

- Other violations of the Student Code related to the same incident may be referred for disciplinary review and sanction.
A student involved in more than one incident that falls under the Good Samaritan Policy may be subject to disciplinary sanction.

Students may still be subject to local and state law for their behavior.

The University reserves the right to review each incident on a case by case basis.


Effective Date
August 1, 2010

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

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

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

Definitions
In 1980, the New Jersey legislature passed the following act regarding hazing and aggravated hazing under New Jersey Criminal Code (N.J.S.A 2C:40-3):
A. Hazing: A person is guilty of hazing, a disorderly offense, if in connection with initiation of a student or fraternal organization, he/she knowingly or recklessly organizes, promotes, facilitates or engages in any conduct other than competitive athletic events, which places or may place another person in danger of bodily injury.

B. A person is guilty of aggravated hazing, a crime of the fourth degree, if he/she commits an act prohibited in subsection "A", which results in serious bodily injury to another person.

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

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

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

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

1. "PT" (Physical Training): requiring calisthenics such as sit-ups, running or any form of physically abusive or excessive exercise; any physical action or restraint that may inflict harm or pain on an individual(s) or place them in a position or situation of possible harm or threat.

2. Forcing, requiring, recommending and/or coercing consumption of alcoholic beverages or any other kind of drug; requiring ingestion of an undesirable or unwanted substance (food, drink, concoction).

3. Harassment, whether verbal, mental or physical of individual(s) or group(s).
4. Scavenger hunts that require or result in theft; forced or coerced road trips and/or kidnapping.

5. Endorsing or conducting pranks such as borrowing or stealing items, destruction of property or objects, pulling false fire alarms, or any other activity in violation of the law.

6. Personal servitude (doing chores or errands for the group(s) or individual members).

7.  Sleep interruption or deprivation; conducting activities that do not allow adequate time to study.

8. Any required or recommended activity taking place between midnight and 7 a.m. during the weekday (1 a.m. on weekends), or series of activities that do not allow for 8 hours of sleep per night.

9. Morally degrading, humiliating or embarrassing games or activities.

10. Requiring or recommending the wearing of apparel or hairstyles that are conspicuous and or/normally in bad taste. This includes unusual clothing styles, repetitious wearing of uniforms or repetitious "dressing up" (coat and tie, dresses, etc.) Clothing that refers directly to the wearer as "pledge" or other terms is not acceptable.

11. Line-ups or any interrogation for information about the history, purpose or direction of the organization that is not consistent with legitimate testing

12. Requiring or recommending the carrying of unusual items (rocks, plants, pumpkins, pillows, etc.)

13. Forced isolation from other members, friends or the rest of the campus. This includes any prohibition on speaking or social interaction, including public marching or walking in lines or "on line."

14. Deception and/or threats contrived to convince the pledge he/she will not be able to join the organization or that purposely inflicts mental stress by not revealing the requirements or basic timetable for joining.

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

How to Know

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

1. Would you feel comfortable enough to show or perform the activity in front of key members of the administration, your coach or your adviser?

2. Would you show pictures of the event to your parents?

3. Would you print it in University recruitment publications as a selling point?
If you answered any of these questions with a "no" you are most likely involved in hazing. Hazing encompasses any action or activity that does not contribute to the positive development of a person; that inflicts or intends to cause mental or bodily harm or anxieties; or that may demean or disgrace any person.

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

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

Greek Membership Requirements

Academic Requirements

Membership in a fraternity or sorority is a privilege. In order to be eligible for membership in a fraternity or sorority, you must have completed at least 12 credits at Seton Hall University with a minimum cumulative GPA of 2.3. The completion of this requirement generally coincides with your second semester at the University.

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

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

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

New Member Education Process

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

Effective Date

January 1, 2000

https://www.shu.edu/offices/policies-procedures/non-hazing-policy.cfm
New Jersey Statute on Hazing

§ 2C:40-3. Hazing; aggravated hazing

A person is guilty of hazing, a disorderly person's 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.

   a) 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.

§ 18A:3-25. Pledge's Bill of Rights

The Attorney General shall develop a "Pledge's Bill of Rights" which outlines acceptable and unacceptable behavior and activities in regard to the pledge or rushing activities of college and university fraternities and sororities and other similar campus organizations. In developing the bill of rights, the Attorney General shall review the existing pledge and anti-hazing policies and procedures of public and independent institutions of higher education within the State and shall, as appropriate, incorporate those policies into the bill of rights. The Attorney General shall make the "Pledge's Bill of Rights" available to each institution of higher education within the State.

§ 18A:3-26. Information on hazing included

The bill of rights developed by the Attorney General pursuant to section 2 of P.L.1991, c.388 (C.18A:3-25) shall include information on the criminal penalties for hazing and aggravated hazing established pursuant to P.L.1980, c.169 (C.2C:40-3 et seq.).

http://www.shu.edu/offices/community-development/hazing-state-law.cfm

**Missing Resident Student Notification Policy**

Purpose

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

Scope

This is a University wide policy.
Policy

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

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

In an emergency, the South Orange Police Department should be contacted immediately by dialing 911 or (973) 763-3000.

Designation by Resident Student of Emergency or Confidential Contact Person

1. A resident student is any student residing in a University operated residential facility under a University housing license agreement.

2. All resident students are required to provide emergency contact information as part of the check in process to any such residential facility.

3. Whenever a student moves to another University residential facility, the student will be required to again supply emergency contact information upon check in to that residential facility.

4. In the event a resident student is reported missing, the emergency contact will be notified.

5. A resident student may elect to register a confidential contact who will also be notified in the event the resident student is reported missing.

6. All resident students are advised in their housing license agreements that they have the option of identifying a confidential contact.

7. A resident student may register a confidential contact by completing the online form available at http://www.shu.edu/offices/community-development/contact-form.cfm

8. Only authorized campus officials, as part of their responsibilities, and law enforcement officers in furtherance of a missing person investigation, may have access to emergency contact or confidential contact information.
Investigating Missing Student

Any report of a missing student will be immediately referred to the Office of Public Safety and fully investigated by appropriate University personnel under the coordination of the Office of the Vice President for Student Services.

Informing Emergency or Confidential Contact Person

Unless the student is located, the Office of the Dean of Students will inform the emergency contact, the confidential contact (if one has been registered), the custodial parent or guardian and the South Orange Police Department or other appropriate law enforcement agencies, within 24 hours of receiving a missing student report.

Effective Date

June 1, 2013

http://www.shu.edu/offices/policies-procedures/public-safety-missing-student.cfm

Parking Services Rules & Regulations

Rules, regulations, and policies governing parking on campus are designed to accommodate students, employees, and guests in a safe environment. The full set of all applicable rules can be found at the website or by requesting a paper copy from the Parking Services Office.

http://www.shu.edu/offices/policies-procedures/parking-services-rules-and-regulations.cfm

Publicity and Posting Procedures

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

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

College of Nursing
The bulletin board marked "Student Activities" located on the first floor may be used for posters and flyers. Materials placed on walls, doors or other bulletin boards will be removed.

Fahy Hall

Groups must have their materials approved and stamped by the dean of the College of Arts and Sciences, Room 118, before posting on public bulletin boards. Promotional materials on walls, doors and windows will be removed.

Walsh Library

All material must be approved by the dean of the library. No posting on library doors is allowed.

University Housing

All flyers, posters, etc., must be approved for distribution and/or posting and stamped by the administrative assistant or the residence hall director of each building. Information is to be posted on approved bulletin boards, not on painted or glass surfaces. Stuffing mailboxes or sliding materials under doors is prohibited.

Arts and Sciences Hall

Flyers and posters may be posted on bulletin boards. Materials may not be posted on walls, doors or in restrooms.

Bishop Dougherty University Center

All materials must be approved and stamped by the Department of Community Development.

University Center Posting Guidelines

Material (Based on Fire Code)

- Campus Organizations are responsible for reasonable removal and disposal of materials brought in by the group at the conclusion of their event.

- The Department of Student Life has been instructed to remove all poster, signs, notices and similar material that have not been placed in accordance with these regulations. Student Life will not be responsible for storage or condition of signs removed. Any costs incurred for their removal or for the repair of damage caused by unauthorized placement will be charged to the persons or organizations responsible. Groups and/or individuals violating this policy All requests for displaying fliers, advertisements, posters, etc., must be approved by the Department of Community Development.
• Signs that are not approved by the Department of Student Life will be removed.
  
• The following types of signage are not allowed:
  
  o Signs not in accordance with the Seton Hall University Catholic Mission
  
  o References to alcohol or anything that is deemed "inappropriate"
  
  o Credit Card and other solicitations not related to Seton Hall University

• Only recognized organizations of Seton Hall University can post fliers on the University Center boards.

• Only five (5) flyers and one poster will be approved for each event for the University Center.

• Poster's size is not to exceed 11" x 17".

• All signs must be hung on the designated bulletin boards in the University Center. Under no circumstances may posters or unauthorized signs be attached to walls, glass, classrooms or public spaces creating unnecessary maintenance cost, safety hazards or visual pollution. All signs should be left at the front desk.

• Any poster, notice or sign that creates a safety hazard will be removed and the offender subject to fine.

• Notices, posters, bills or like materials shall not be attached to building exteriors.

• The Department of Student Life must approve all banners. The conditions for approval or disapproval include, but are not limited to, the following:
  
  o Size
  
  o Method of attachment
  
  o Duration of display
  
  o Content
  
  o Material (Based on Fire Code)

• Student organizations are responsible for reasonable removal and disposal of materials brought in by the group at the conclusion of their event.

The Department of Student Life has been instructed to remove all poster, signs, notices and similar material that have not been placed in accordance with these regulations. Community Development will not be responsible for storage or condition of signs removed. Any costs
incurred for their removal or for the repair of damage caused by unauthorized placement will be charged to the persons or organizations responsible. Groups and/or individuals violating this policy may lose the privilege to advertise in the University Center.

Campus Wide Posting Guidelines

- No materials shall be attached to trees, lamp standards, ground furniture, traffic controls, buildings signs, directional signs, warning signs or other fixtures.
- No notices, fliers, bills or such materials are to be placed on vehicles parked on university grounds or in the parking lot.
- Building notice boards are under the supervision of the department or other unit in whose area they are located.
- Notices or other materials may be placed on boards only when approved by the respective building manager.
- The department or unit establishes posting and removal guidelines.

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

http://www.shu.edu/offices/community-development/publicity-posting-procedures.cfm

Policy against Racial and Ethnic Discrimination

I. PREAMBLE

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

Every person associated with Seton Hall brings the richness of a tradition that binds one to the past and points with hope to the future. We welcome the enriching experience of the growing diversity on campus. Diversity presents challenges and opportunities to the entire community. In order to achieve the goals of our University community, it is essential that we provide equal educational opportunities to assure a healthy environment for all students. We pledge to meet these challenges.
We categorically reject all forms of racial and/or ethnic discrimination. We acknowledge our obligation to safeguard and enhance the dignity of every member of our University community. We seek to foster an understanding of cultural differences and encourage and support the ethical and moral values that are the basis of a humane social order.

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

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

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

Because our University respects individual freedom and dignity, free speech is necessary in order to arrive at truth and to promote clearer reasoning through the debate of opposing views. Free speech must be maintained to reinforce our society’s commitment to the equality and dignity of all persons. Without compromising our stated Catholic mission, a commitment to support free speech may in some instances lead to permitting speech that some may find repugnant or offensive. One purpose of this policy, then, is to distinguish between permitted speech which may be objectionable, and speech and/or other communications which are intended to create a hostile environment, or to threaten abuse or harm.
This policy is based on the expectation that all members of the Seton Hall community will actively work to bring these values to full, living and genuine realization. Racial or ethnic discrimination is a violation of University policy and may be the basis for disciplinary action. No member of our University community may engage in racial and/or ethnic discrimination.

II. APPLICABILITY

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

III. DEFINITIONS

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

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

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

1. Is directed at an identifiable person or persons, and insults or demeans the person or persons to whom the conduct is directed, or abuses a power or authority relationship with that person on the basis of race, color, ethnicity, or national origin by the use of slurs, epithets, hate words, demeaning jokes, derogatory stereotypes and similar action; and/or

2. Is intended to inflict direct injury on that person or persons to whom the conduct is directed; and/or

3. Is sufficiently abusive or demeaning that a reasonable person would find it so severe or pervasive as to create a hostile environment; and/or

4. Occurs in any context or location such that an intent to inflict direct injury may reasonably be inferred; and/or
5. Is intended to affect negatively the work or educational environment in a way that makes the treatment of the affected party unequal with respect to his or her proper functioning, opportunities for promotion and development because of his or her race, color, ethnicity, or national origin; and/or

6. Is intended to damage or destroy, or damages or destroys private property of any member of the University community or guest because of that person’s race or ethnicity with the purpose of making the educational, work or living environment hostile for the person whose property was damaged or destroyed.

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

1. A person would be in violation if causing bodily harm to an individual because of that person’s race and/or ethnicity.

2. A person would be in violation by making a demeaning remark based on a person’s race or ethnicity, or by using racial slurs or “jokes”, and those remarks created a hostile work, educational or living environment for a person or persons hearing the remark, or for a person to whom the demeaning remark may have been specifically addressed.

3. A person would be in violation if intentionally placing visual or written material demeaning the race and/or ethnicity of an individual in that person’s work, study or living area; and such material made the work, educational, or living environment hostile for the person in whose work or study area the material was placed.

4. A person would be in violation when that person’s conduct resulted in making hostile the work, educational or living environment for a person subject to such conduct.

5. A person would be in violation of misusing grades, evaluations or promotion procedures to adversely affect a person on the basis of race or ethnicity.

6. A person would be in violation if intentionally not hiring a person on the basis of race or ethnicity.

IV. PROCESS FOR INVESTIGATING AND RESOLVING AN ALLEGED INCIDENT OF RACIAL AND/OR ETHNIC DISCRIMINATION

Any individual who becomes aware of an incident of racial and/or ethnic discrimination has a duty to report it to the Director of Compliance and Risk Management immediately. Investigation of alleged incidents is carried out in accordance with the Investigation and Mediation Guidelines for Complaints of Discrimination, Retaliation and Whistleblowing. The goal of the investigation process is to assist in achieving resolution in a timely and appropriate manner.
The guidelines are available on-line at the University web site, Compliance Risk Management Program home page.

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

V. SANCTIONS

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

VI. NON-RETALIATION

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

Approved

By Dr. Gabriel Esteban, President on the recommendation of the Executive Cabinet on January 27, 2011

http://www.shu.edu/offices/policies-procedures/compliance-racial-ethnic-discrimination.cfm

Records Retention Policy – Student Conduct Records

All student conduct records are maintained in the Dean of Students Office. All such records are considered confidential and, as such, are fully protected under the Family Educational Rights and Privacy Act of 1974.

Files which include suspension from the University, expulsion from the University, or revocation of admission/degree will be maintained indefinitely. Files directed to be maintained by the University’s legal counsel will be maintained within the parameters of that directive.

In July of each year, any record seven (7) years old or more and not included in the above paragraph will be destroyed.
**Satisfactory Academic Progress Policy**

Federal regulations mandate that the Student Financial Services monitor and evaluate the academic progress of all undergraduate students whether or not the student received financial aid. The following requirements apply for all periods of enrollment and all college work attempted, including transferable work. The measurement of academic progress is a monitoring process by which Seton Hall University compares the number of credit hours successfully completed to credit hours attempted. There is also a cumulative grade-point average (CGPA) component. Successful completion is defined as receiving a grade of A, B, C, D, P, or S for any course taken. The standards of measurement used in this process for the academic year are listed below. These standards are in compliance with federal and university regulations.

Standards Of Satisfactory Academic Progress: The Higher Education Act requires that financial aid recipients maintain "SATISFACTORY ACADEMIC PROGRESS" in their course of study. This status is determined by the qualitative (CGPA) and quantitative (cumulative credit hours attempted/ completed percentage and maximum credit hours for degree) measures below:

<table>
<thead>
<tr>
<th>Credit Hours Attempted</th>
<th>Current Minimum CGPA</th>
<th>Required Completion Rate</th>
</tr>
</thead>
<tbody>
<tr>
<td>0-29</td>
<td>1.75</td>
<td>72%</td>
</tr>
<tr>
<td>30-59</td>
<td>1.90</td>
<td>72%</td>
</tr>
<tr>
<td>60-195</td>
<td>2.00</td>
<td>72%</td>
</tr>
<tr>
<td>Graduate/Certificate Attempted Hours</td>
<td>3.00</td>
<td>72%</td>
</tr>
</tbody>
</table>

The CGPA is based on a 4.0 scale and only includes classes taken at Seton Hall University to determine this average. The maximum deficit credit hours allowed for the completion rate is the difference between the cumulative number of credit hours registered for and the number of credit hours successfully completed.

The minimum standard of Satisfactory Academic Progress includes the following:

1. Maintain the required cumulative grade point average.
2. Complete a minimum of 72% of cumulative attempted credit hours (including all transfer credits).
According to federal regulations, financial aid eligibility expires when a student has attempted more than 150 percent of the credit hours required for completing the degree or certificate program. Transfer credits are included in the total number of attempted hours for determining the maximum time frame. For Title IV purposes, the maximum credit hours allowed per degree or certificate at Seton Hall University are:

<table>
<thead>
<tr>
<th>Degree Type</th>
<th>Credit Hours</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bachelor's Degree</td>
<td>130 credit hours</td>
</tr>
<tr>
<td>Master's Degree</td>
<td>48 credit hours</td>
</tr>
</tbody>
</table>

Good Academic Standing: An attending student is considered to be in Good Academic Standing for purposes of Seton Hall University financial aid eligibility, reports, and communication to other institutions unless the student has not successfully completed the required number of credit hours, fallen below the minimum cumulative grade-point average, or been dismissed, suspended, or dropped from Seton Hall University and not readmitted.

Repeated Courses: All repeated course work will count in the maximum number of attempted credits each time the course is taken. Repeated courses are eligible for financial aid funding for students in good Satisfactory Academic Progress standing.

Courses Dropped Before The Census Date: If a student drops courses before the semester census date (usually the end of the 100% refund period), those courses will not be counted towards credit hours attempted.

Dropping Or Withdrawing From Classes: Reducing your enrollment during any semester can create serious consequences for financial aid recipients. Before dropping or withdrawing from classes, check with Student Financial Services. One or more of the following may be the result:

- Satisfactory Academic Progress may be affected.

In cases of complete withdrawals, students may be required to repay a percentage of financial aid received for that semester. See Title IV Return of Funds.

Students receiving Federal Stafford Loans may go into repayment if current enrollment drops below six credit hours for a period of time greater than the six month grace period (or you may lose your grace period). See Title IV Return of Funds. Future disbursements of loans will also be cancelled once enrollment drops below 6 credit hours.

Second Degrees and Double Majors: Students seeking a second associate, bachelor's, or master's degree must pursue a different major from the degree(s) they already have completed to be eligible for federal financial aid. Students seeking double majors must complete their degree
program for the primary major within the limits set for that major. Additional hours will not be allowed for double majors for the maximum credit limits.

Graduate Students: Students starting a graduate program are considered to be starting a new degree program for tracking deficit credit ratio and maximum credit hours for financial aid. Maximum time frame requirements for aid eligibility are contingent upon the student completing degree requirements within 150 percent of the program's published length in accordance with the standards established by the academic department. This is usually 48 credit hours. A minimum 3.0 CGPA progress is required for students to remain in good standing in their program of study per department guidelines and to remain eligible for financial aid. Graduate students are reviewed once a year following the Spring semester to determine eligibility for the upcoming academic year.

Failure to Meet The Standards Of Academic Progress: In the following provisions, warning or suspension means financial aid warning or suspension, not academic probation or suspension.

Financial Aid Warning: In the "first review period" in which the standards of academic progress are not met, the student will be placed on warning and will be notified of that status. The student will be eligible to receive financial aid during the warning period. Eligibility for each term thereafter will be reviewed for compliance.

Financial Aid Suspension: If a student does not meet the requirements while on financial aid warning and has their financial aid suspended, the student may file a written appeal. The student must clearly explain why Satisfactory Academic Progress standards were not met and provide documentation of their academic plan.

Procedure for Review of Satisfactory Academic Progress: After every term following the posting of grades to the official transcript, Student Financial Services will review the student academic history and notify students who are being placed on financial aid warning or financial aid suspension. All students placed on suspension will be mailed a Satisfactory Academic Progress Appeal form. Students not meeting the minimum standards for the first time will be placed on financial aid warning. Students on warning are eligible to receive all aid. Students not meeting the minimum standards the following term after receiving a warning status will be placed on financial aid suspension. Students on suspension are not eligible to receive any federal or state financial aid. Pending financial aid awards for upcoming semesters will be cancelled. Students may appeal using the Satisfactory Academic Progress Appeal form.

Warning or Suspension Letters: Letters are generated for all students who apply for financial aid for the academic year. This includes students who have never received financial aid in prior
semesters of attendance and did not meet the standards for Satisfactory Academic Progress during that time. The letter will indicate the reason for not meeting Satisfactory Academic Progress standards. One or all of the following reasons may be checked:

- Deficiency in required number of credit hours successfully completed compared to the number of credit hours registered. Grades of I, W, F, and Audits do not count toward successfully completed hours.

- Cumulative grade-point average (GPA) below the standard set for each year in school based on credit hours attempted.

- Failure to meet conditions of probation period. No other appeal will be reviewed until the student has successfully completed at least 6 credit hours during one semester including summer. All classes attempted must be completed with no grades of I, W, F, or Audits, and improvement must be shown in the cumulative GPA toward the minimum required if below the required standard for credit hours attempted.

- Degree requirements have not been met within maximum timeframe allowed.

SATISFACTORY ACADEMIC PROGRESS APPEAL PROCESS: Students placed on financial aid suspension for not meeting the minimum standards for a second time may appeal for reinstatement of financial aid by filing a Satisfactory Academic Progress Appeal form. If approved, the student will be placed on financial aid probation for one semester. If Satisfactory Academic Progress is met for that semester, the status will be cleared. Reinstatement of all aid is subject to professional judgment, submission of proper documentation of the student’s circumstances and availability of funds. Circumstances of the appeal must have supporting documentation (such as police reports, death notices, etc.) and/or letters (such as verification from a doctor, instructors, counselors, etc.) to validate information provided in the students' written explanation statement.

The following special circumstances will be considered when processing an appeal:

1. A significant medical illness or injury that directly affected student’s ability to meet the academic standards.

2. The death of a close relative during the time period that directly affected the student’s ability to meet the academic standards.

3. The student attended school more than two years prior to the current year and experienced difficulties at that time that directly affected the student’s ability to meet the academic standards.
4. The student received a change of grade from a previous semester and is requesting that Satisfactory Academic Progress be re-evaluated.

5. The student experienced a significant personal tragedy or event that affected the student’s ability to meet the academic standards.

6. Other significant situation that affected the student’s ability to meet academic standards.

The Student Financial Services Satisfactory Academic Progress Appeals Committee will only evaluate appeals that are considered to be complete. A decision will be reached, and the student will be notified by mail of the results. Students will have the option of attending/enrolling in classes when an appeal is pending. However, financial aid will not be released unless the appeal is approved. The student is responsible for all tuition, fees, room and/or board charges for any period of enrollment with or without financial aid. Additionally, Seton Hall does not consider the student paying for classes on his/her own or sitting out for a period of time as sufficient to re-establish eligibility for Title IV aid.

For questions regarding the Financial Aid Satisfactory Academic Progress policy, call (800) 222-7183, or stop by Student Financial Services.

Effective Date

August 31, 2009

http://www.shu.edu/offices/policies-procedures/satisfactory-academic-progress-policy.cfm

**Sexual Assault and Misconduct Policy**

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

**Confidentiality**

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

Definition of Sexual Assault and Sexual Misconduct

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

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

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

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

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

Education to Promote Awareness and Prevention of Sex Offenses

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

Campus Sexual Assault Victims’ Bill of Rights

The boundaries of personal freedom are limited by applicable state and federal laws and institutional rules and regulations governing interpersonal behavior. In creating a community free from violence, sexual assault and nonconsensual sexual contact, the University deems respect for the individual and human dignity to be of paramount importance.
The state of New Jersey recognizes that the impact of violence on its victims and the surrounding community can be severe and long lasting. Thus, it has established a Bill of Rights to articulate requirements for policies, procedures and services designed to ensure the needs of victims are met, and that the colleges and universities in New Jersey create and maintain communities that support human dignity.

**Bill of Rights**

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

- On the campus of any public or independent institution of higher education in the state of New Jersey.
- Where the victim or alleged perpetrator is a student at that institution.
- 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 crimes to be.
  - Refrain from reporting crimes.
  - Refrain from reporting crimes to avoid unwanted personal publicity.

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

1. To be notified of existing campus and community-based medical, counseling, mental health and student services for victims of sexual assault whether the crime formally reported to campus or civil authorities.
2. To have access to campus counseling under the same terms and conditions that apply to other students in their institution.

3. To be informed have and assisted in exercising:
   - Any rights to confidential or anonymous testing for sexually transmitted diseases, human immunodeficiency virus and/or pregnancy.
   - Any rights that may be provided by law to compel and disclose the testing of sexual assault suspects for communicable diseases.

Campus Judicial Rights

1. To be afforded the same access to legal assistance as the accused.

2. To be afforded the same opportunity to have others present during any campus disciplinary proceeding that is allowed the accused.

3. To be notified of the outcome of the sexual assault disciplinary proceeding against the accused.

Legal Rights

1. To have any allegation of sexual assault investigated and adjudicated by the appropriate criminal and civil authorities of the jurisdiction in which the sexual assault was reported.

2. To receive full and prompt cooperation and assistance of campus personnel in notifying the proper authorities.

3. To receive full, prompt and victim-sensitive cooperation of campus personnel with regard to obtaining, securing and maintaining evidence, including a medical examination when it is necessary to preserve evidence of the assault.

Campus Intervention Rights

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

2. To be notified of the options and provided assistance in changing academic and living situations if such changes are reasonably available.

Statutory Mandates

1. Each campus must guarantee that this Bill of Rights is implemented. It is the obligation of the individual campus governing board to examine resources dedicated to services
required and to make appropriate requests to increase or reallocate resources where necessary to ensure implementation.

2. Each campus shall make every reasonable effort to ensure that every student at that institution receives a copy of this document.

3. Nothing in this act or any Campus Assault Victims' Bill of Rights developed in accordance with the provisions of this act shall be construed to preclude or in any way restrict any public or independent institution of higher education in the state from reporting any suspected crime or offense to the appropriate law enforcement authorities.

Resources Available

Reporting:

1. University Public Safety and Security: Victims are urged to report sex offenses to the Department of Public Safety & Security, (973) 761 - 9300. A representative of the Public Safety & Security department will come to students when called, and security personnel will summon the police to campus upon request.

2. Police: Victims are strongly encouraged to report sex offenses to the South Orange Police Department, (973) 763 - 3000. The department is located two blocks west of Seton Hall on South Orange Avenue.

3. Community Development: Victims may also report offenses to this department. Community Development is responsible for the enforcement of the University Community Standards of Conduct. The phone number is (973) 761 - 9076.

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

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

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

7. Housing: Victims who would like to move from their present University housing assignment can be accommodated by the Department of Housing and Residence Life.
8. No Contact Order: The Department of Housing and Residence Life or the Department of Community Development will issue a no contact order which prohibits contact between the accused and the victim.

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

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

University Community Standards Proceedings in Sex Offense Cases

The following section is intended to provide a general overview of the Community Standards process. Students should see the entire Community Standards process. The community standards process is the University's mechanism to adjudicate students' violations of the University's code of conduct. The University community standards process is not a substitute for the filing of a criminal or civil complaint by the victim or for a criminal prosecution by the state.

Advisory Services

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

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

Effective Date

January 1, 2010

http://www.shu.edu/offices/policies-procedures/misconduct-policy.cfm
Policy Against Sexual Harassment

The policy ID is taken from the original Policies and Procedures compilation. Revision 6, effective date, 10/1/1996.

I. PREAMBLE

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

II. APPLICABILITY

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

III. DEFINITION OF SEXUAL HARASSMENT

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

1. Submission to such conduct is made explicitly or implicitly a term or condition of an individual’s academic evaluation or employment;

2. Submission to or rejection of such conduct by an individual is used as the basis for academic decisions or employment affecting such individual; or

3. Such conduct has the purpose or effect of unreasonably interfering with an individual’s academic performance or employment by creating an intimidating, hostile or offensive academic or work environment.
Sexual harassment manifests itself in many forms. This behavior may include but is not limited to the following:

1. Conduct or comments directed at an individual, based on the individual’s gender, that are abusive in nature;
2. Sexual innuendoes in the guise of humor to coerce sexual favors;
3. Sexual teasing, jokes, remarks or questions;
4. Sexual remarks about a person’s body, clothing or behavior;
5. Patting, pinching or other unwanted touch of another’s body;
6. Leering or ogling;
7. Uninvited letters, e-mails and telephone calls;
8. Uninvited pressure for dates;
9. Inappropriate and offensive sexual advances;
10. Solicitation of sexual favors or other sexually related behavior by promise of rewards;
11. Coercion of sexual activity by threat or punishment; or
12. Sexual crimes, including rape, acquaintance rape, attempted rape or sexual assault.

IV. PROCESS FOR INVESTIGATING AND RESOLVING AN INCIDENT OF ALLEGED SEXUAL HARASSMENT

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

The process for investigation and resolution of complaints is outlined in the Investigation and Mediation Guidelines for Complaints of Discrimination, Retaliation and Whistleblowing. The guidelines are available online at the University’s web site, Compliance Risk Management Program home page.

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

V. SANCTIONS

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

VI. NON-RETAILIATION

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

VII. STATEMENT ON CONSENSUAL RELATIONSHIPS

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

Approved

By Dr. Gabriel Esteban, President on the recommendation of the Executive Cabinet on January 27, 2011.

http://www.shu.edu/offices/policies-procedures/compliance-sexual-harassment.cfm

Violence Prevention Policy

Purpose
This policy is intended to ensure that everyone associated with the University will not be subjected to threats and/or threatening behavior, or acts of violence by University employees against [themselves], other staff members, faculty, students, visitors or other individuals on University property or by University employees while in the conduct of University business off campus.
Scope
This policy applies to all Seton Hall employees and students.

Policy
Seton Hall University, in order to provide an appropriate level of safety for employees, students, visitors, and property, has established a policy of Zero Tolerance for any form of threats and/or threatening behavior, or acts of violence. Employees who engage in any type of violence in the workplace, threaten violence in the workplace, or exhibit behavior that creates a concern about violence will be subject to immediate removal from the workplace and disciplinary action up to and including termination of employment for cause. In addition, law enforcement authorities will be notified.

Ban on Firearms and Deadly Weapons
The University specifically prohibits the possession of any firearm (regardless of whether the individual is licensed to carry it or not) or other deadly weapon by an employee while in the workplace. This ban includes keeping or transporting a firearm or weapon in a vehicle in a parking area, whether public or private. Employees are also prohibited from carrying a firearm or weapon while performing University services off the University’s premises.

Deadly weapons include any kind of firearm, knife, explosive, or other item with the potential to inflict harm. A violation of this policy will result in confiscation of the weapon and immediate removal of the employee from the workplace. The employee will be subject to disciplinary action up to and including termination of employment for cause.

Procedures
1. Every member of the University Community is responsible for helping to prevent violence in the workplace. Employees are required to report an incident and/or any suspicious activity in the workplace that could indicate that someone may be in a position to commit an act of violence to the Department of Human Resources, the Department of Public Safety & Security or by calling the South Orange Police.

2. If a supervisor or employee believes that someone may be in imminent danger, or if the incident in question resulted in anyone being physically harmed, the supervisor must immediately contact the police by dialing 911.

3. For incidents where there is not an immediate danger, employees are responsible for reporting all incidents of threatening behavior or potential workplace violence, whether against them or witnessed against others, to their respective supervisor immediately. The supervisor, in turn, should notify the Department of Human Resources.
4. Reports of threatening behavior or potential workplace violence will be investigated by the appropriate University officials and any information received will be shared on a need-to-know basis. Retaliation for such a report is prohibited.

5. Employees who have Protection from Abuse Orders from other individuals should notify their supervisor and the Department of Public Safety and Security. Employees should cooperate with their supervisor and the Department of Public Safety and Security to take appropriate steps to minimize the opportunity for the legally identified violent offender(s) to contact or visit the employee on campus.

Prevention
Supervisors are critical to the prevention of employee violence in the workplace. By recognizing early signs and intervening prudently and appropriately, supervisors can reduce the chances of eruptive violent behavior. When left unchecked, inappropriate behaviors can escalate to higher levels. Behavioral warning signs which, in some combination, may indicate a potential for violence, could include but are not limited to:

- paranoia (e.g. "others are out to get me or get my job")
- frequent angry outbursts, difficulty controlling temper
- recent isolation of self from co-workers, seems to turn a cold shoulder
- rash or impulsive behavior without apparent forethought
- failure to accept criticism; blames others when things go wrong
- drug/alcohol use or abuse
- obsession about possessing or collecting weapons, or "getting" someone
- co-workers have concerns about or fear this person
- bragging about past acts of violence

Supervisors who observe inappropriate behavior should immediately contact the Department of Human Resources.

The University reserves the right to amend this policy at any time.

This policy was amended and approved by Monsignor Robert Sheeran, President, upon the recommendation of the Executive Cabinet on October 29, 2009.

Effective date of this amended policy is October 29, 2009.
Contact Us

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humanres@shu.edu
Martin House