Student Handbook

This handbook contains many of the policies and procedures for students at Fairfield University. It also contains information about Fairfield’s history, mission, and culture, as well as a number of the services and resources available to students.

The policies contained in this handbook are applicable to all Fairfield University students - undergraduate, graduate, and part-time. Students are responsible for being familiar with and complying with the current version of the handbook, as well as any additional Fairfield University Handbook(s) issued by the program or activities in which they are enrolled. Responsible behavior is required of Fairfield students, wherever they are, and the Student Conduct Code applies to students both on and off campus. This handbook is disseminated upon enrollment at Fairfield University, at which time all students are responsible for its contents and compliance therewith.

The provisions of this handbook do not and are not intended to create either an express or implied contract with any student. The University reserves the right to modify, add, delete, or amend the provisions of this handbook at any time and without prior notice, or to grant exceptions from the applicability of its terms.

Web Resources

Fairfield University: fairfield.edu
DiMenna-Nyselius Library: fairfield.edu/library
Fairfield Stags (athletics): fairfieldstags.com
My.Fairfield: my.Fairfield.edu
StagCard Online Office: stagcardonline.com
Bookstore: fairfield.edu/bookstore
Webster Bank Arena at Harbor Yard: www.arenaatharboryard.com
Students 411: fairfield.edu/students
Message to Students

Dear Students,

Whether you are a student from our newest class, the Class of 2023, a returning undergraduate student, or graduate student, there is a great sense of renewal that accompanies the beginning of each academic year. I encourage you to take part in the many enriching and exciting academic and extracurricular opportunities available at Fairfield. Learning is a dynamic experience. The Office of the Dean of Students is just one of many offices within Student Life and the University as a whole here to assist you in making those important connections and pushing you towards success in all your endeavors on campus. That is our commitment to living and learning, and to you.

The Student Handbook applies to all Fairfield University students. In addition to the policies, procedures, and residency and meal plan agreements contained herein, the Student Handbook provides valuable information about services and resources available to you. Your enrollment at the University implies that you accept and agree to comply with the entire contents of the Handbook, and that you agree to be bound by all policies, procedures, and agreements set forth herein. For that reason, you should read and familiarize yourself with the Student Handbook and make use of it over the course of the academic year. The Student Handbook may be revised from time to time during the academic year. Any such revisions will be posted here at www.fairfield.edu/studenthandbook.

Fairfield University is your school, your community, and your home. When we speak of a Fairfield education, we often make reference to the concept of a holistic learning process. We are interested in students' needs, well-being, and formation, both within and outside the classroom. You will see collaborative practices and programs that support this interest. Additionally, the Office of the Dean of Students is committed to the holistic development of all students in a manner consistent with the University's Jesuit ideology, which seeks to develop individuals who know themselves, advocate for others, and are invested in serving the broader community. We expect students to respect themselves, each other, and the community in which they now belong. In addition to communicating the Student Conduct Code and other policies contained in the Student Handbook, the Office of the Dean of Students serves informational
functions as well. We often say to students, if you have a question and are not sure where to go for an answer, our office is generally a good place to start!

During this academic year, I encourage you to make the most out of your Fairfield education by embracing our diverse community. Your presence and contributions to our community are what make Fairfield such a special place. Please feel free to stop by our office at any time. I wish peace, blessings, and success throughout this academic year.

Sincerely,

William H. Johnson, PhD
Dean of Students
Overview

Mission

Fairfield University, founded by the Society of Jesus, is a coeducational institution of higher learning whose primary objectives are to develop the creative intellectual potential of its students and to foster in them ethical and religious values and a sense of social responsibility. Jesuit education, which began in 1547, is committed today to the service of faith, of which the promotion of justice is an absolute requirement.

Fairfield is Catholic in both tradition and spirit. It celebrates the God-given dignity of every human person. As a Catholic University it welcomes those of all beliefs and traditions who share its concerns for scholarship, justice, truth and freedom, and it values the diversity which their membership brings to the University community.

Fairfield educates its students through a variety of scholarly and professional disciplines. All of its schools share a liberal and humanistic perspective and a commitment to excellence. Fairfield encourages a respect for all the disciplines—their similarities, their differences, and their interrelationships. In particular, the undergraduate schools provide all students with a broad-based general educational curriculum with a special emphasis on the traditional humanities as a complement to more specialized preparation in disciplines and professions provided by the major programs. The University is also committed to society’s need for liberally educated professionals. It meets the needs of its students to assume positions in this society through its undergraduate and graduate professional schools and programs.

A Fairfield education is a liberal education, characterized by its breadth and depth. The University offers opportunities for individual and common reflection, and provides training in such essential human skills as analysis, syntheses, and communication. The liberally educated person is able to assimilate and organize facts, to evaluate knowledge, to identify issues, to use appropriate methods of reasoning, and to convey conclusions persuasively in written and spoken word. Equally essential to liberal education is the development of the esthetic dimension of human nature, the power to imagine, to intuit, to create, and to appreciate. In its fullest sense, liberal education initiates students at a mature level into their culture, its past, its present, and its future.
Fairfield recognizes that learning is a lifelong process and sees the education which it provides as the foundation upon which its students may continue to build within their chosen areas of scholarly study or professional development. It also seeks to foster in its students a continuing intellectual curiosity and a desire for self-education which will extend to the broad range of areas to which they have been introduced in their studies.

As a community of scholars, Fairfield gladly joins in the broader task of expanding human knowledge and deepening human understanding, and to this end it encourages and supports the scholarly research and artistic production of its faculty and students.

Fairfield has a further obligation to share with its neighbors its resources and special expertise for the betterment of the community as a whole. Faculty and students are encouraged to participate in the larger community through service and academic activities. But most of all, Fairfield serves the wider community by educating its students to be socially aware and morally responsible persons.

Fairfield University values each of its students as individuals with unique abilities and potential, and respects the personal and academic freedom of all its members. At the same time, the University seeks to develop a greater sense of community within itself, a sense that all of its members belong to and are involved in it, sharing common goals and a common commitment to truth and justice, and manifesting in their lives common concern for others, which is the obligation of all educated, mature human beings.

**Fairfield University Overview**

Fairfield University offers education for an inspired life, preparing students for leadership and service through broad intellectual inquiry, the pursuit of social justice, and cultivation of the whole person: body, mind, and spirit.

A comprehensive University built upon the 450-year-old Jesuit traditions of scholarship and service, Fairfield University is distinguished by a rigorous curriculum, close interaction among faculty and students, and a beautiful, 200-acre campus with views of Long Island Sound.

Since its founding in 1942 by the Society of Jesus (the Jesuits), the University has grown from an all-male school serving 300 to a competitively ranked coeducational
institution serving 3,500 undergraduate students, 1,100 graduate students and approximately 400 continuing studies students.

Fairfield offers 44 undergraduate majors, 16 interdisciplinary minors, and 41 graduate programs. The University is comprised of five schools: the College of Arts and Sciences, the Charles F. Dolan School of Business, and the schools of Engineering, Graduate Education and Allied Professions, and Nursing. Students benefit from small class sizes, an outstanding faculty, a rich array of study abroad, internship, and service opportunities, and the resources and reputation of a school consistently ranked among the top regional universities in the north by the *U.S. News & World Report*.

In the past decade, more than 60 Fairfield students have been named Fulbright scholars, and the University is among the 12 percent of four-year colleges and universities with membership in Phi Beta Kappa – the nation's oldest and most prestigious academic honor society.

Fairfield is located one hour north of New York City at the center of a dynamic corridor of educational, cultural, and recreational resources, as well as leading corporate employers.

**Diversity and Inclusive Excellence**

Members of the Fairfield University community are committed to respecting and valuing one another, finding the common good rooted in us all, and working collaboratively to achieve our potential as a modern Jesuit Catholic institution. We aspire to be an inclusive, welcoming community that is representative of an ever-changing and diverse global populace. The Jesuit tradition of *cura personalis* – care for the whole person – animates our mission. We educate men and women who serve for and with others within the rich tapestry of cultures that comprise our contemporary world.

By encouraging dialogue, communication, community partnerships, and a culture of understanding, we foster in our students, faculty, and staff the capacity and desire to build a better world through productive citizenship and societal stewardship.
At Fairfield University, we advance this mission through:

**Inclusive Excellence** as a critical dimension of our academic mission. We strive to educate through engaging with the broadest possible range of dynamic ideas, perspectives, and identities in an ever-changing world. Embracing the challenges of competing viewpoints is integral to the rigor of our academic enterprise, pushing the horizons of what is known and possible as we pursue our commitment to excellence in teaching and learning.

**A Diverse Community**, which is a distinguishing hallmark of Jesuit education. We recognize the inherent value and dignity of each person, guided by our Jesuit heritage as informed by the contemporary context. Fairfield is committed to shaping a community of learners from diverse social, economic, racial, cultural, national, and religious backgrounds.

**Global Engagement** as a defining outcome of a modern Fairfield education. We hope to develop men and women to serve as global citizens, at home in the world, able to engage in diverse cultural circumstances with an open mind and the capacity to empathize with the perspectives of others. We actively promote an awareness of and sensitivity toward the full range of differences within and well beyond our community of learners.

**Radical Hospitality** as a way of relating with others, shaped by our Jesuit traditions. Fairfield recognizes the importance of learning about, and living in, an increasingly interconnected, intercultural world and reflects this by striving to become a microcosm of the global community, in which the other is unconditionally welcomed, respected, and valued.

Through radical hospitality, we welcome and invite all into our learning community. We are committed to pursuing shared standards of excellence. In these ways, Fairfield University strives for the *magis* (“the more”) in a way that defines modern Jesuit Catholic education.
Seal of the University

Fairfield's seal combines elements of its several traditions. The gold pinecones come from the coat of arms of the family of Saint Robert Bellarmine, S.J., for whom the University was originally named. Superimposed on the cones is the badge of the Society of Jesus--the letters IHS surmounted by the cross and surrounded by the instruments of Christ's passion--to indicate that the University is in the care of members of the same religious family.

There are three compartments in the upper portion of the shield because "the school is dedicated and exists in the Name of the Father, and of the Son, and of the Holy Spirit." The central compartment portrays a hart crossing a ford, a part of the coat of arms of the Diocese of Hartford, whose boundaries encompassed the Town of Fairfield when the University was founded. Finally, the two outer compartments show clusters of grapes, charges taken from the town seal and symbolic of the fertility of the verdant fields of the Town and County of Fairfield.

When the University was founded in 1942, the official name of the University was "Fairfield University of St. Robert Bellarmine." Three of the original seals with this name still exist on campus--in the main lobby of Alumni Hall, on the exterior of the Barone Campus Center, and on the glass front of Regis Hall facing the Quad.

Motto of the University

Fairfield's motto is "Per Fidem ad Plenam Veritatem" which translates as "Through Faith to the Fullness of Truth."

Patron Saint

Born in 1542, Saint Robert Bellarmine, S.J. (feast day, September 17) was a Cardinal and Doctor of the Universal Church and is the Patron Saint of Fairfield University. He was one of the most learned men of his time, and his books were such a powerful vindication of the Catholic Church that Queen Elizabeth I forbade her subjects from publishing or selling them under pain of death. A very popular orator, he could memorize an hour-long Latin sermon by reading it over once. He had the ability to simplify the great truths of theology and put them within range of ordinary people. Bellarmine confronted the Protestant Reformers and justified the right of the Catholic
Church to defend herself and the faith, to meet moral issues, and to somehow guide and correct the temporal order.

In spite of his protests, the Pope made him a Cardinal "because he was without equal for learning in the Church of God." From this new vantage point he set about to root out the abuses which gave the Reformers grounds for their criticisms of the Church, and he presented to Pope Clement VIII a denunciation of the major abuses prevalent in the Pope's own Roman Curia. He also pointed out that the Pope was not the Church's overlord but its administrator. Only Pope Sixtus V's death prevented him from putting some of Bellarmine's writings on the list of forbidden books after Bellarmine opposed the Pope's theory of direct papal power over civil authority.

Bellarmine's concern for education was apparent from the letters he wrote urging careful training of mathematics teachers. Galileo invited Bellarmine to see the newfound wonders of the sky in his telescope and later Bellarmine turned to Jesuit scientists to confirm Galileo's findings. This resulted in Bellarmine's gentle treatment of Galileo at his trial, which did not please the Holy Office.

It is hard to imagine anyone with better qualifications to be the patron of Fairfield University not only because of his brilliant scholarship offered freely in the service of others, but also because of his commitment to intellectual integrity. In fact, his theories of government are reflected in the writings of Thomas Jefferson.

**Color**

Fairfield's color is Cardinal Red (PMS 186).

**Nickname/Mascot**

The nickname/mascot for all intercollegiate athletic teams is the "Stags."
Alma Mater

Fairfield! See the stag with cross of gold
Rears once more its undefeated head.
Fair our field, as any field of old,
Bids our banners, like our blood, be red.

"Through faith, unto total truth," our cry
Swells from the sea to spire and sky;
Hear, Alma Mater, hear! Fairfield, hail!

Mem'ries fold away the thought of thee:
Autumn roses crimson on the bough,
Bright snow breaking to the dogwood tree
Keeps spring singing, then as now.

"Through faith, unto total truth," our cry
Swells from the sea to spire and sky;
Hear, Alma Mater, hear! Fairfield, hail!

Lyrics by John L. Bonn, S.J.

Fight Songs

"The Fairfield University Fight Song" was written by Prof. Brian Torff during the 1995-96 academic year for a contest sponsored by the Fairfield University Student Association.

Come catch the spirit, Fairfield U.
For all to hear it, Fairfield U.
Red and White will always conquer,
Go for the winner 'till the end, and so we'll
Fight! Fight! Fight! Fight for Fairfield U.,
Each day and night our hearts will be true,
And all across the land we'll always stand by Fairfield U.
And all across the land we'll always stand by Fairfield U!

"The Men in Red" was written by Rudy Ross '51 when Fairfield was an all-male institution.
The men in Red will always fight for Fairfield.
The men in Red will fight tonight for Fairfield.
We'll stick out our chin, and we'll wind up with a win, with a grin.
The men in Red will raise a shout for Fairfield.
The men in Red will go all out for Fairfield,
As we go on rolling up the score for dear old Fairfield ever more.

Presidents of Fairfield University

Rev. John J. McElaney, S.J.
1942-1944

Rev. James H. Dolan, S.J.
1944-1951

Rev. Joseph D. FitzGerald, S.J.
1951-1958

Rev. James E. FitzGerald, S.J.
1958-1964

Rev. William C. McInnes, S.J.
1964-1973

Rev. Thomas R. Fitzgerald, S.J.
1973-1979

Rev. Aloysius P. Kelley, S.J.
1979-2004

Rev. Jeffrey P. von Arx, S.J.
2004-2017

Marc R. Nemec, PhD
2017-Present
Jesuit Colleges and Universities

1789 Georgetown University
Washington, D.C.

1818 St. Louis University
St. Louis, Missouri

1830 Spring Hill College
Mobile, Alabama

1831 Xavier University
Cincinnati, Ohio

1841 Fordham University
New York, NY

1843 College of the Holy Cross
Worcester, Massachusetts

1851 St. Joseph's University
Philadelphia, Pennsylvania

1851 Santa Clara University
Santa Clara, California

1852 Loyola College in Maryland
Baltimore, Maryland

1855 University of San Francisco
San Francisco, California

1863 Boston College
Boston, Massachusetts

1870 Canisius College
Buffalo, New York
1870 Loyola University of Chicago
Chicago, Illinois

1872 St. Peter's College
Jersey City, New Jersey

1877 Regis University
Denver, Colorado

1877 University of Detroit-Mercy
Detroit, Michigan

1878 Creighton University
Omaha, Nebraska

1881 Marquette University
Milwaukee, Wisconsin

1886 John Carroll University
Cleveland, Ohio

1887 Gonzaga University
Spokane, Washington

1891 Seattle University
Seattle, Washington

1910 Rockhurst College
Kansas City, Missouri

1911 Loyola Marymount University
Los Angeles, California

1912 Loyola University
New Orleans, Louisiana

1923 University of Scranton
Scranton, Pennsylvania
1942 Fairfield University
Fairfield, Connecticut

1946 LeMoyne College
Syracuse, New York
Compliance Statements & Notifications

Under the Student Right to Know and Campus Security Act, colleges and universities produce statistics and/or information on the following subjects: (1) retention and graduation rates; (2) financial assistance available to students; (3) crime statistics on campus; (4) athletic program participation rates and financial support pursuant to the Equity in Athletics Disclosure Act; and (5) other institutional information, including cost of attendance, accreditation information, services available to students with disabilities, and withdrawal /refund policies. Information relating to the items contained in this last subparagraph is available generally in this Handbook, or through online resources on the University website. The following describes information and resources available to students seeking to access such information:

Campus Sex Crimes Prevention Act

In compliance with the Campus Sex Crimes Prevention Act of 2000, members of the Fairfield University community can visit the following website maintained by the Connecticut State Police for information concerning registered sex offenders: www.ct.gov/dps/site/default.asp.

Drug-Free Schools and Campuses Act

The Drug Free Schools and Campuses Act of 1989 requires the University to provide information to students about the health risks and legal consequences of substance abuse. This information, as well as the University's alcohol and drug policies, are outlined in the Student Conduct Code and the appendix of this Handbook.

Equity in Athletics Disclosure Act (EADA)

In accordance with the Equity in Athletics Disclosure Act, information regarding the intercollegiate athletics program is available for review upon reasonable advance request of the director of athletics.

Graduation and Retention Rates

Graduation and retention rate data appear in the Fact Book which is posted on the University website and are available from the Office of Institutional Research.
Higher Education Opportunity Act (HEOA)

The Higher Education Opportunity Act of 2008 (HEOA) contains federal reporting and disclosure requirements. In order to make this information readily available, Fairfield University has created a webpage to provide access to this information.

Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act

Fairfield University complies with the Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act. This report contains a summary of Department of Public Safety policies and procedures along with crime statistics as required. A copy of this report may be obtained at the department office in Loyola Hall, Room 2, or by calling the department at 203-254-4090.

The Department of Public Safety is open 24 hours per day, 365 days a year. The University is in compliance with the Student Right to Know and Campus Security Act (PL 103-542).

Non-Discrimination Statement

Fairfield University adheres to all federal and state civil rights laws and regulations prohibiting discrimination in private institutions of higher education. Fairfield University does not discriminate against any employee, applicant for employment, student, or applicant for admission. For additional information, please refer to the Non-Discrimination and Harassment Policy.

Family Educational Rights and Privacy Act (FERPA) Annual Notice

In accordance with the Family Education Rights and Privacy Act (FERPA) as amended, Fairfield University provides the following notice to students regarding certain rights with respect to their educational records. FERPA rights apply to students "in attendance" (regardless of age) and former students. For purposes of the University's FERPA policy, a student is considered "in attendance" the day the student first attends a class at the University. That is the day that the FERPA rights described in this policy go into effect for the student.
The rights afforded to students with respect to their education records under FERPA are:

1. **The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.** Students should submit to the registrar, dean, head of the academic department, or other appropriate official, written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed. While students have the right to inspect and review their academic records and, in general, have the right to transcripts of their academic records, the University reserves the right to refuse to provide transcripts of academic records for reasons such as nonpayment of financial obligations.

2. **The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.** Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write to the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. 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 or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

   a. One exception that permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is 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 (including but not limited to, an attorney, auditor, collection agent, or a provider of e-mail, network or other technological
services (such as Google/Gmail); 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 school 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. FERPA does make exceptions for disseminating information to students' parents or legal guardians, including if the student is under 21 years old and the disclosure concerns the student's violation of University policy concerning the possession or use of alcohol or a controlled substance.

c. FERPA permits the non-consensual disclosure of personally identifiable information from education records in connection with a health or safety emergency.

d. FERPA permits the non-consensual disclosure of education records in compliance with a lawfully issued subpoena or court order.

e. Another exception that permits disclosure without consent is the disclosure of directory information, which the law and Fairfield University define to include the following: a student's name, home address including e-mail address, telephone number, date and place of birth, visual image (photographs), dates of attendance, major and minor, enrollment status, class year, degrees/awards received, other institutions attended, and weight and height information for members of athletic teams.

This exception related to directory information is subject to the right of the student to object to the designation of any or all of the types of information listed above as directory information in his or her case, by giving notice in writing to the University Registrar on or before September 15 of any year. If such an objection is not received, Fairfield University will release directory information when appropriate.

f. Another exception that permits disclosure without written consent is disclosure to another school where the student seeks to enroll, intends to enroll, or is already enrolled (if related to enrollment or transfer). No disclosure of academic progress will be made to those outside the institution, including parents, without the written consent of the student.
4. The right to file a complaint with the U.S. Department of Education concerning alleged failures 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, S.W.
Washington, DC 20202-4605

Questions regarding FERPA and the procedures followed by Fairfield University to comply with FERPA may be referred to the Office of the Dean of Students. Information about FERPA can be found online at www.ed.gov/offices/OM/fpco.

**Financial Aid Policies**

Policies and procedures pertaining to all forms of financial assistance are established and published by the Office of Financial Aid, as set forth in the Undergraduate and Graduate Catalogs and posted on the University website.

**Peer-to-Peer File Sharing**

Peer-to-peer file sharing, which is defined here as the use of Fairfield University's computer network to illegally download or share any copyrighted material, including but not limited to video, music, or games is strictly prohibited. The distribution or sharing of copyrighted materials without the copyright owner's permission is a violation of the U.S. Copyright Act and the Digital Millennium Copyright Act of 1998 and is also a violation of Fairfield University's Acceptable Use Policy (AUP).

Additionally, the programs that are used to share these files impede network traffic and can do harm to the entire network. The music and motion picture industries have taken legal action against students who share files of copyrighted materials illegally. Fairfield University is not a party to such legal action, but as a provider of the network service on which such illegal activity may take place, the University is required to comply and will comply with all lawful warrants, subpoenas, and court orders. In the typical circumstance, this will involve the University receiving information regarding a specific user's alleged violation, either in the form of a letter or subpoena. If lawfully issued, the University will pass this information on directly to the student with instructions for the
student to respond to the allegations directly to the complainant. The University will
also take separate action under its own policies for any instances of illegal downloading
or file sharing. Sanctions can include, but are not limited to, restrictions on the student's
use of the University network. Students with questions about downloading or file sharing
are encouraged to contact Information Technology Services.

**Tuition and Fees**

Policies and procedures pertaining to the payment of tuition and fees are established
and published by the Office of the Bursar, as set forth in the undergraduate and
graduate online catalogs posted on the University website.

**Grievance Process Complaints**

Fairfield University endeavors to resolve all grievances, complaints, and disputes in a
timely and fair manner. In the event a student believes a complaint remains unresolved
after the conclusion of Fairfield University's grievance and/or dispute resolution
processes (including all appeals), the student may request that the complaint be
reviewed by the State of Connecticut Office of Higher Education. The Office of Higher
Education is responsible for quality review of independent colleges and will investigate
complaints concerning matters within its statutory authority.

For more information or to file a complaint, contact the Office of Higher Education, 450
Columbus Boulevard, Suite 707, Hartford, CT 06103-1841; 860-947-1801;
www.ctohe.org/studentcomplaints.shtml

Fairfield University is accredited by the New England Association of Schools and
Colleges (NEASC). Students may contact NEASC at 3 Burlington Woods Drive, Suite
100 Burlington, MA 01803; 855-886-3272; www.neasc.org.
Student Resources

Academic Policies and Resources

All academic policies and information on academic resources is contained in the Undergraduate and Graduate Catalogs which can be found online at catalog.fairfield.edu.

Academic Support and Retention

DiMenna-Nyselius Library, ext. 2222

The Office of Academic Support and Retention provides individual and group services aimed at facilitating student transition and increasing student engagement and academic success. The Office supports a strong faculty advising model with supplemental resources aimed at elevating the importance of student mentoring and advising. Services are provided for first-year students transitioning to Fairfield University, undergraduate students who are undeclared, changing majors and/or schools and students seeking additional guidance as they develop their academic and professional goals. The Office supports and monitors students’ academic progress, offers tutorial programs and learning support resources, and coordinates with faculty advisors, deans’ offices, and campus resources to assist students in achieving academic success. Using a holistic advising model, the staff assists students to meet their academic, personal, and professional goals through comprehensive and integrated academic support services and resources.

Accessibility

DiMenna-Nyselius Library, ext. 2615

Fairfield University is committed to providing qualified students with disabilities an equal opportunity to access the benefits, rights, and privileges of its services, programs and activities in an accessible setting. In compliance with Section 504 of the Rehabilitation Act, the Americans with Disabilities Act, and applicable state law, the University provides reasonable accommodations to reduce the impact of disabilities on academic functioning or upon other major life activities. The Office of Accessibility is responsible for evaluating and coordinating appropriate academic and campus life accommodations for students with disabilities. Students with disabilities or temporary impairments
seeking accommodations because of a disability or temporary impairment must contact the Office as early as possible in the semester to complete the registration process for accommodations. Once a student with a disability has registered and has been approved for accommodations, the student is responsible for providing his or her accommodation letter to each of his or her professors. Students with accommodations are encouraged to set up a meeting with their professors at the beginning of the semester to discuss how their accommodations will be implemented. If a student with a disability feels discriminated against on the basis of their disability or feels that they have been denied access or accommodations they are legally entitled to, they are encouraged to review the University’s disability grievance procedure located in the Students with Disabilities section of the Student Handbook. Students can also contact the Office of Accessibility to learn more about the disability grievance procedure.

**Project Excel**

Barone Campus Center, ext. 4064

Project Excel is a TRiO Student Support Services (SSS) Program funded by the US Department of Education for first-generation college students, students whose families meet the federal guidelines for income, or individuals with disabilities. The programs’ overall objectives are to increase and support the retention of participants, ensure that participants are in good academic standing at the University and to have participants graduate in a timely way. Project Excel works to accomplish its objectives by providing an array of support services including academic advising and mentorship, academic tutoring, assistance with financial aid and scholarship searches, financial aid and economic literacy education, and graduate and professional school planning assistance.

**Career and Professional Development**

College of Arts and Sciences – CNS 7, ext. 2227  
Dolan School of Business – DSB, ext. 3040 or 2518  
Egan School of Nursing and Health Studies – Kelley Center, ext. 4081  
School of Engineering – Kelley Center, ext. 4081  
Graduate School of Education and Allied Professions – Kelley Center, ext. 4081  
University Career Center – Kelley Center, ext. 4081

Fairfield University is committed to helping undergraduate and graduate students, and alumni throughout their career development process. Comprehensive services, including career counseling, career readiness programs, professional development offerings, and on- and off-campus recruiting opportunities are available.
Career services are available to all students and alumni. The staff holds personalized one-on-one career counseling sessions and workshops on resume writing, interviewing skills, professionalism, making the most of career fairs, and more. The Strong Interest Inventory and Myers-Briggs assessments are common tools used because they help clarify interests, personality characteristics and possible careers for exploration. These assessments can be administered individually or in a group setting.

The University Career Center also coordinates Career and Internship Fairs, Alumni Career Panels, Stags in the Field, Stags in the City and many other opportunities for students. The University Career Center uses Stags4Hire, a web-based career management system. Students upload their resumes and cover letters to apply for positions electronically, and employers review the resumes and invite them to interview.

**Advancement - Fairfield Fund and Special Gifts**

Bellarmine Hall, ext. 4004  
[fairfield.edu/fairfieldfund](http://fairfield.edu/fairfieldfund)  
[fairfield.edu/studentphilanthropy](http://fairfield.edu/studentphilanthropy)

The Office of University Advancement at Fairfield University seeks to involve students, alumni, friends, parents, corporations, foundations, and other benefactors and partners who want to provide opportunities for current students and believe in the importance of vibrant educational experiences grounded in the University's Jesuit values.

The Senior Class Gift and Student Philanthropy Committee is a student-run giving program that works alongside the Office of University Advancement to build a culture of philanthropy at Fairfield University. This program allows students the opportunity to spread this important message and, as seniors, to continue the longstanding legacy of giving to the University by participating in their class gift.

**Alumni Relations**

Alumni House, ext. 4280  
[fairfield.edu/alumni](http://fairfield.edu/alumni)

All Fairfield University undergraduate and graduate students automatically become members of the Alumni Association upon graduation, gaining instant access to all of our alumni resources and opportunities. Additionally, as an alumnus/na, Stags have the opportunity to join the Alumni Online Community. Within the Online Community, graduates gain access to an all-alumni directory, event registration, and the ability to share life updates through Class Notes. The Online Community also gives our
graduates access to their own personal alumni profile where they can update their home and business information to ensure that they can keep in touch with Fairfield after graduation. Alumni also provide students with a unique networking opportunity through the Fairfield’s Job Shadow Program. Held during winter break, this program pairs students with alumni professionals across the Northeast and beyond for an opportunity to build a personal connection and experience rewarding career exploration. For more information, visit fairfield.edu/jobshadow.

Our Alumni Regional Chapters located across the country also offer a variety of programs and services to keep alumni involved long after graduation. Alumni events focused on and around such topics and initiatives as career development and networking, community service and spirituality, lifelong learning and showing your Stag Pride, take place throughout the year. Current students are also invited and encouraged to join the Student Alumni Association (SAA). This group of undergraduate student leaders is a campus organization aimed at engaging students on campus with alumni through various networking and social opportunities throughout the year. SAA is also a great way to show school spirit, make new friends, build leadership skills, participate in community service activities, staff exclusive alumni events, and help strengthen the lifelong bond between alumni and their alma mater. For more information, e-mail FairfieldSAA@gmail.com or visit fairfield.edu/saa. Remember, "Once A Stag, Always A Stag!"

Arts and Culture

fairfield.edu/arts

Fairfield takes great pride in the arts and intellectual extra-curricular programming offered to students. On any given night, it is not unusual for there to be a Grammy Award-winning artist in the Regina A. Quick Center for the Arts, a National Book Award recipient in the Barone Campus Center, or an exhibition opening at The Bellarmine Museum of Art, to name just a few.

The Fairfield University Art Museum

The Fairfield University Art Museum (FUAM) is a dynamic space for engagement with the visual arts on the campus of Fairfield University. In its Bellarmine Hall Galleries,
located on the lower level of Bellarmine Hall, FUAM presents its small but choice permanent collection of European and American paintings, drawings, prints and photographs, as well as Asian, African and Pre-Columbian objects. Objects on long-term loan include antiquities and medieval pieces from the Metropolitan Museum of Art, the Worcester Art Museum, and the American Numismatic Society; Asian art on loan from the Columbia University Collection; and European paintings and objects borrowed from private collections. FUAM presents special exhibitions showcasing works of art in all media from a broad swathe of time periods and world cultures, ancient to contemporary, in both the Bellarmine Hall Galleries, and the Walsh Gallery in the Quick Center for the Arts. FUAM is an essential academic and cultural resource that brings original works of art to the Fairfield University community, and to the residents of Fairfield County and beyond by partnering with local schools and cultural institutions, and by serving all audiences through outreach, free admission and free events.

https://www.fairfield.edu/museum/

Athletics

Thomas J. Walsh Athletic Center, ext. 2208
fairfieldstags.com

The University sponsors 20 varsity sports: nine men’s programs (baseball, basketball, cross country, golf, lacrosse, rowing, soccer, swimming and diving, and tennis) and 11 women's sports (basketball, cross country, field hockey, golf, lacrosse, rowing, soccer, softball, swimming and diving, tennis, and volleyball). Seventeen of those teams compete in the NCAA Division I Metro Atlantic Athletic Conference (MAAC), while field hockey is a part of the Northeast Conference (NEC), men’s lacrosse is a member of the Colonial Athletic Association (CAA) and men’s rowing competes in the Intercollegiate Rowing Association (IRA).

Administrative offices for the Athletics Department are located in the Walsh Athletic Center, as well as the varsity sports performance center, sports medicine, basketball and volleyball practice gym, locker room facilities, and the equipment room. Walsh Athletic Center is also home to the academic center, which features individual and group study areas, computer terminals, hardwire and wireless internet access, a portal to educational systems, and a complete reference library.

The majority of coaches’ offices are located in Walsh Athletic Center, with the exception of volleyball, men’s and women’s rowing, and men’s and women’s swimming and diving, which are located at Alumni Hall.

Outdoor varsity teams compete on-campus on Conway Field at Rafferty Stadium (men’s and women’s lacrosse), Lessing Field (men’s and women’s soccer), Alumni Diamond (baseball); Alumni Field (softball), University Field (field hockey), and the Walsh Athletic Center Tennis Courts.
Men’s and women’s swimming and diving compete in the pool located inside the Leslie C. Quick Jr. Recreation Complex.

George Bisacca Court at Alumni Hall, with a current seating capacity of 2,479, is the on-campus home for volleyball and men’s and women’s basketball. The basketball programs also utilize the 9,500-seat Webster Bank Arena in Bridgeport for select home games. Free transportation between campus and the Arena is available for students during all home games (excluding semester break).

Fairfield also has spirit groups which consist of the cheerleading squad, dance team, and the mascot, Lucas the Stag. These groups perform at all home men's and women's home basketball games, as well as other athletic contests and University events, including the MAAC Basketball Championships.

Admission is free to all home, regular season games in all sports for full-time undergraduate and graduate students. Students must present a valid StagCard for entry.

**Barone Campus Center**

The John A. Barone Campus Center is the focal point of student life on campus. The first floor contains a large, open lounge equipped with wireless access to the campus network with the University radio station, WVOF-FM 88.5; the Offices of Student Diversity and Multicultural Affairs, Student Engagement, and Residence Life; the StagCard Office; the Fairfield University Student Association (FUSA); and the Fairfield University student newspaper - *The Mirror*.

Meeting rooms are located on the second floor, and two large multi-function rooms - the Oak Room and the Dogwood Room, are located on the third floor. The Office of Conference & Event Management is on the second floor, and the Offices of the Vice President for Student Affairs and the Dean of Students are located on the fourth floor.

Additional services in the Barone Campus Center include the following:

**ATM**

An automated teller machine (ATM), operated by Bank of America, is located on the second floor near the Stag Spirit Shop. Additional ATM machines on-campus are located in the Dolan School of Business (operated by Bank America), and The Levee and the Gonzaga Hall Auditorium lobby (operated by Personal Care America Federal Credit Union).
Commuter Lounge
Located at one end of the large lounge on the first floor, this designated area offers commuting students a place to relax, socialize, or study during the day. Lockers are also available.

Dining
Three dining areas, including the Tully Dining Commons, Dunkin Donuts, and the Stag Snack Bar are on the third and fourth floors. For more information visit fairfielddiningservices.com.

Meal Plans
For information regarding the meal plan or changes to the meal plan, please contact the StagCard Office at ext. 4009, or visit fairfielddiningservices.com.

Game Room
The game room, located on the lower level, has pool tables, a foosball table, ping pong table, and other assorted games. The games are free to use for registered students, faculty and staff. Equipment may be signed out from the Information Desk during operational hours.

Information Desk
Ext. 4222

The Information Desk is staffed daily during academic sessions and provides information regarding scheduled events and services to visitors, students, faculty, and staff.

Mailroom
Ext. 2302

Applies to undergraduate students only

All full-time undergraduate students are assigned a campus mailbox located on the second floor. Graduate and part-time students are not eligible for campus mailboxes. The mailroom offers all students a full range of postal services (e.g., stamps, mailing packages). Mailing supplies such as envelopes and packing tape can be purchased in the Stag Spirit Shop.
Window Hours: Monday through Friday, 9:30 a.m. to 3:45 p.m.

Mail distributions by student clubs and organizations or other groups require the approval of the Office of Conference & Event Management.

The mailing address for full-time undergraduate students is:

Student Name  
Box XXXX  
Fairfield University  
1073 North Benson Road  
Fairfield, CT 06824-5195

(To expedite delivery, do not use "P.O. Box", use "Box")

StagCard Account Management Center (PHIL)

The StagCard Account Management Center (or PHIL, Payment Headquarters in Location) allows cardholders to check the balance of their StagCard accounts (StagBucks, Dining Dollars, Laundry and StagPrint) as well as make a deposit to their StagBucks account using cash or credit card (Master Card, Visa and American Express accepted). PHIL stations are located in the Barone Campus Center (next to the ATM) and in the DiMenna-Nyselius Library. Deposits can also be made online at www.stagcardonline.com.

Stag Spirit Shop

Barone Campus Center, 2nd floor  
203-254-4000 ext. 4262

The Stag Spirit Shop, located on the second floor of the John A. Barone Campus Center and operated by the Follett Higher Education Group, sells a variety of convenience and stationery items, as well as Fairfield Stags clothing, apparel, and other novelty and gift items.

The Stag Spirit Shop and the Downtown Bookstore accept "Stags on the Run", cash, checks, credit cards, and StagBucks.
"Stags On The Run"
Barone Campus Center, 2nd floor

Stags On The Run, also located on the second floor of the Barone Campus Center, is accessible from the Stag Spirit Shop. Offerings include snacks, beverages, frozen foods, canned foods, fresh foods, grab-and-go items, toiletries and personal care items, laundry and cleaning supplies, and general grocery items.

Bookstore

Fairfield University Bookstore
1499 Post Road
203-255-7756
fairfield.edu/bookstore

The Fairfield University Bookstore, located at 1499 Post Road in the center of the town of Fairfield and operated by the Follett Higher Education Group, is the official University bookstore. Textbooks for all classes may be purchased in the bookstore or online with pickup available at the bookstore, on campus at the Stag Spirit Shop, or via mail. The bookstore offers academic texts, current best sellers, and children's books, as well as Fairfield Stags clothing and Starbucks coffee. The bookstore accepts cash, checks, credit cards, and StagBucks.

Bursar

McAuliffe Hall, Room 111
fairfield.edu/bursar

The Office of the University Bursar receives tuition and fee payments, administers all accounts receivable for the University, and is available to answer questions about student accounts and/or student billing.

Campus Ministry

Egan Chapel of St. Ignatius Loyola, ext. 3405
Pedro Arrupe, S.J. Campus Ministry Center
fairfield.edu/campusministry
Reflecting our Catholic value that all people are created in the image and likeness of God, Campus Ministry strives to be a home for all students to integrate faith into the whole of their lives from an intellectual and spiritual perspective. Rooted in our Ignatian identity, we welcome students from all faith traditions and at all points on their spiritual journey. Recognizing the need for solidarity in today’s world, we seek to nurture a "faith that does justice."

Campus Ministry offers a wide variety of popular retreat programs, including first-year Escape, Kairos, Senior, Lenten Busy-Person, and 10-week Directed Prayer; musical, Eucharistic and lector liturgical ministries; and many social justice programs of service and advocacy, including Students for Social Justice and Students for Life. Campus Ministry also is home to many national and international service-immersion programs which take place during the Christmas and spring breaks to places such as Kentucky, New Mexico, Ecuador, and Costa Rica.

Located on the first floor of the Egan Chapel, the Campus Ministry team includes a Jesuit priest and four Catholic lay ministers, a Catholic Permanent Deacon, as well as Protestant, Jewish, and Muslim chaplains. Campus Ministry offers daily and weekly Masses, as well as other forms of prayer, including Eucharistic Adoration, and co-sponsors monthly Jewish Shabbat services as well as a weekly Muslim Juma services, along with interfaith prayer services throughout the year. There also are opportunities for individual conversations, pastoral counseling, and spiritual direction.

**Conference & Event Management**

Barone Campus Center, ext. 2377
fairfield.edu/cem

Conference & Event Management is responsible for centralizing reservations across campus and facilitating a wide variety of events for both internal and external groups. From small meetings to large-scale events, the staff books spaces, arranges work orders and rentals, facilitates catering and media services, and ensures that visitors to campus have a successful experience.

The office publishes the Campus Weekly flyer advertising the main events for the week; maintains the Events Calendar on the University website; manages the digital displays
in the Barone Campus Center; coordinates broadcast e-mail communications for students, faculty, and staff; and manages all transportation requests for the University.

**Counseling & Psychological Services**

John C. Dolan Hall, ext. 2146  
[fairfield.edu/cps](http://fairfield.edu/cps)

Counseling & Psychological Services provides psychological counseling to help facilitate personal, social, and emotional growth of the University’s undergraduate students. Licensed mental health providers, including psychiatrists, assist students in negotiating the challenges associated with a wide range of issues including depression, anxiety, eating disorders, substance abuse (including a Collegiate Recovery Program and Recovery House), sexual assault, family problems, relationship difficulties, and personal development. In times of emergency, immediate services are available. Individual and group sessions are provided, as well as consultation, referral, and presentations upon request. Clinical services are offered in a safe, caring environment, and are private and confidential.

Utilization of Counseling & Psychological Services is limited to full-time undergraduate students. However, the office will provide one consultation to graduate students, after which outside referrals can be made.

**Dining Services**

Barone Campus Center, ext. 4055  
Dolan School of Business (Catering), ext. 3233  
[fairfielddiningservices.com](http://fairfielddiningservices.com)

Dining Services at the University are managed by Sodexo, Inc. Dining facilities include the Tully Dining Commons, the Stag Snack Bar (with multiple options), and Dunkin in the Barone Campus Center, in the DiMenna-Nyselius Library, and the Dolan School of Business. Catering services are also available for meetings and events. Undergraduate students living in the residence halls are required to purchase a meal plan, and optional plans are available for purchase each semester for non-resident students.
Graduate students are not eligible for a meal plan, but may purchase meals on a per-visit basis.

Accommodations for Special Dietary Needs

Fairfield University is pleased to offer students in traditional residences one of the most complete and comprehensive special needs dining experiences in the country. In our ultra-modern Tully Dining Commons and in collaboration with our contract provider, Sodexo, along with support and guidance from the Fairfield University Health Center, critical, unique and challenging individual dining needs are addressed, monitored and provided for in a safe and healthy environment.

The process for addressing individual undergraduate dining needs is as follows:

- Students are requested to register with the Fairfield University Health Center
  www.fairfield.edu/foodallergies
- Highlight the food allergy box
- Scroll down to the line allergy forms
- Check onto the form "Release of Health Information"
- Return Release of Health Information Form to the Health Center in John Dolan Hall by the first day of classes in the fall semester. For new or transfer students for the spring semester, those forms should be delivered to the Health Center by the first day of classes in January.

Students are requested to setup up a group meeting with the Sodexo Dietitian and the Fairfield University Assistant Vice President for Administration & Student Life to review and develop an action plan that addresses the individual needs of that student.

Sodexo Dietitian
Mackenzie Gordon
mgordon@fairfield.edu

Assistant Vice President for Administration & Student Life
Jim Fitzpatrick
jfitzpatrick@fairfield.edu
Options available for students may include but are not limited to the following:

- Being provided access to My Zone safe room in the Tully Dining Commons provides student registered and approved with Sodexo the opportunity to swipe into the My Zone Room to be provided with gluten free, peanut free and tree nut free foods and snacks.

- Being provided with total access at any time the dining hall is open to the Simple Servings station in the Tully Dining Commons which provides students on any of the dining plans total access to dining options that are free from the seven major allergens (milk, eggs, peanuts, tree nuts, soy, shellfish and wheat), and gluten.

- Special accommodations can be made for those with severe allergies and dietary restrictions that are not met through our simple servings and gluten free station. Students who require individual meal preparation that meets the unique and special needs of that individual student only will be provided by a trained allergen executive chef.

For additional information, please contact Jim Fitzpatrick in Administration & Student Life at jfitzpatrick@fairfield.edu.

**Early Learning Center**

203-254-4028  
[fairfield.edu/elc](http://fairfield.edu/elc)

The Center provides an early care and education program based on accepted and researched theories of child development; individualized programs designed to meet the needs of each child; a curriculum that is child-oriented and emergent by the children; and teaching staff who have specialized educational training in child development and developmentally appropriate practice with young children, including health, safety, and nutritional guidelines.
The Center is open all year from 7:30 a.m. to 5:30 p.m. for children age 6 weeks to 5 years. Children may be enrolled on a fulltime basis depending upon space availability. Registration is ongoing throughout the year.

**Employment Opportunities**

All students granted federal work-study through the Office of Financial Aid are responsible for securing a job with an on- or off-campus office or department. Students without federal work-study eligibility (non-work study) may also find jobs on campus. All students (federal and non-work study) should act early so as not to miss opportunities and check back regularly throughout the year to inquire if openings exist. International and undocumented students are *not* eligible for federal work study. Some of the offices on campus that employ both federal and non-work study students include, but are not limited to, the following:

*Federal Work-Study Offices*

Athletics  
Barone Campus Center  
Library  
Quick Center for the Arts  
RecPlex

*Non Work-Study Offices*

Bookstore  
Career Planning Center  
Computer Labs (ITS)  
Dining Services (Sodexo)  
The Levee  
Library  
Peer Tutors  
Quick Center for the Arts  
RecPlex
Facilities Management

John C. Dolan Hall, ext. 2331
fairfield.edu/facilitiesmanagement

The Office of Facilities Management is responsible for maintenance, grounds, custodial services, building and event set-ups, fire safety and environmental health, campus planning and design, construction projects, and energy. The main offices are located in John C. Dolan Hall, with additional offices in the Central Utilities Facility (CUF) and the maintenance barn.

All students are asked to bring any situation requiring maintenance or repair, especially a situation where safety is a concern, to the attention of the Office of Facilities Management. For situations that represent a true emergency or require maintenance outside of normal business hours, students should report the situation immediately to Public Safety, Loyola Hall, ext. 4090.

Resident students should follow the procedures outlined in the "Residential Guidelines" section of this Handbook for reporting maintenance needs in the student residences.

Financial Aid

Kelley Center, ext. 4125
fairfield.edu/finaid

The Office of Financial Aid administers all institutional and outside financial assistance programs for the University. Full-time undergraduate students may be eligible for institutional, federal, and state financial aid. Graduate students may apply for nearly 50 on-campus graduate assistantship positions. Federal and private loan programs are available to all students to finance their education.

Federal work-study jobs are coordinated by the Office of Financial Aid. Please note that the notification, review, and acceptance of financial aid awards are managed in my.Fairfield.edu and that almost all correspondence to students about financial aid is sent to students’ University Gmail accounts.

Additional information about financial aid policies can be found in the Undergraduate and Graduate Catalogs.
Graduate Student Life

Barone Campus Center 094, ext. 2340
fairfield.edu/gradstudentlife

Fairfield University has a population of over 1,000 graduate students in 41 graduate programs. Each student works tirelessly to complete their graduate degree, or certificate, or by just continuing their education. We in Graduate Student Life recognize the unique experiences and needs of graduate students and we work to support them in whatever way we can. We offer resources for finding housing, connecting with fellow students, professional development events, and other important tools for graduate students to get ahead or simply maintain a social lifestyle while working through a rigorous program.

As a member of the graduate community, graduate students are automatically considered a member of the Graduate Student Assembly or GSA. The GSA is a group of proactive and engaged graduate students looking to support, advocate for, and advance the graduate student population at Fairfield University. The GSA will meet regularly during the school year to discuss challenges, resources, and issues pertaining to graduate students at Fairfield.

International Student Life

The international student community here at Fairfield University is growing and International Student Life provides important support to any students from outside of the United States. This includes processing student visa paperwork, introducing students to the Fairfield University community through International Student Orientation, advising on student issues, providing cultural adjustment programming, and helping to facilitate better cultural awareness at Fairfield University.

The goal of International Student Life is to help create a more international community by connecting domestic students and international students through several opportunities. You do not need to be studying on a student visa to be supported by our office. We hope to connect with any student who considers themselves international or would simply like to be more connected to the international community.
We are located in BCC 096. Contact extension 4110 or email international@fairfield.edu for more information.

Health Center

John C. Dolan Hall, ext. 2241
fairfield.edu/healthcenter

Applies to undergraduate students only.

The Student Health Center promotes healthy living and lifestyle choices, and provides medical care for common health problems. Health care is provided by our physician and a staff of nurse practitioners and registered nurses. Nurse Practitioners are "Advance Practice Registered Nurses" licensed to manage common illnesses and prescribe medication. The Student Health Center is open seven days per week when classes are in session. Hours are posted on the Student Health Center website. All full-time undergraduate students are eligible to use the Student Health Center.

The Student Health Center staff evaluates and treats ill and injured students. The Student Health Center also offers a Women's Health Clinic, an Allergy Injection Clinic, and certain immunizations. The staff coordinates laboratory testing, diagnostic imaging, and referrals to medical specialists as clinically indicated. Students with medical emergencies are transported via ambulance to an area hospital. St. Vincent's Hospital and Bridgeport Hospital both serve Fairfield University students.

Health education outreach events and literature are also offered. The Student Health Center is available to provide graduate and part-time students with recommendations for local healthcare providers.

Information Technology Services (ITS)

Thomas F. Dolan Commons
Help Desk, ext. 4069
fairfield.edu/its; itshelpdesk@fairfield.edu

The Information Technology Services (ITS) Department offers networking, wireless and computer technology resources for the entire Fairfield University community.
Our goal is to maximize the use of technological innovations in not only the learning environment but in all our business processes as well. ITS is responsible for managing the Banner platform, which securely houses all information on each individual student academic record. Additionally, ITS manages my.Fairfield.edu, a web-based portal from which most all university online resources can be accessed. The portal provides single sign on capability so each student will need to log in only once from my.Fairfield.edu to access course registration, review filing requirements, accept financial aid awards, participate in the housing processes, view/print academic schedules and grades, complete surveys, access student Gmail accounts, and access OrgSync and other student-related functions.

NetID – Your Passport to Fairfield Online Resources
A Fairfield University NetID is a username/password combination providing access to on/offline resources (e.g. my.Fairfield, Email, Desktop Computers). Your NetID is obtained by going through the claim process that can be found here. You will need to Claim your NetID in order to access Fairfield online resources.

Classroom Support
ITS maintains approximately 90 general-use classrooms across campus, as well as specialized instructional spaces and a number of public-use computer labs. The public labs are accessible to students with a valid Stag Card. Our goal is to consistently furnish cutting-edge technology to support a collaborative teaching and learning environment, and to provide as much compatibility as possible across all platforms and devices that students might own.

A listing of current labs is available at:
https://www.fairfield.edu/its/services/academiccomputing/publiclabs/

Faculty Staff and Student Networks
ITS is responsible for the maintenance and upgrades of both the student and faculty/staff networks on campus.

The ITS4U Help Desk provides technology support for issues such as wireless connectivity, warranty-covered hardware replacements (HP and Apple), malware prevention/cleanup, and limited software/hardware support for student-owned computers. ITS4U Help Desk offers loaners to students who are having computer
issues. We offer both MAC and Windows loaners, in limited supply.
Location: DiMenna-Nyselius Library, room 215 (Main Floor)

Phone: 203-254-4000 ext. 4069
E-mail: itshelpdesk@fairfield.edu
Wiki: wiki.fairfield.edu
Hours: Monday - Friday, 8:00 a.m-7:00 p.m. Summer Hours: Friday 8:00 a.m.-12:00 noon; Sunday 4:00PM - 8:00PM (Academic Year Only)

- ITS Offers Free Cell Phone Charging stations in the following locations:
  - Kelley Center
  - Library
  - Tully Dining Hall
  - Nursing and Health Sciences building
  - New Dolan School of Business

**IT Security** – The Office of IT Security exists to ensure the confidentiality, integrity and availability of all Fairfield University equipment and data. If you notice any situation which has the potential to create risk to the institution – such as exposed sensitive information, questionable links, or malicious attempts to gain access to University networks – please open a ticket with the ITS4U Help Desk.

Please follow us on Social Media to get the latest updates from ITS!
- Facebook: https://www.facebook.com/fairfieldITS4U
- Twitter: https://twitter.com/Fairfield_ITS4U
- Instagram: https://www.instagram.com/fairfieldu_its

Linkedin: https://www.linkedin.com/company/28177015

**The Levee**

fairfield.edu/levee

The Levee is Fairfield University’s only on-campus pub and pizza restaurant. The Levee is an all-age program venue and hosts a wide variety of late-night programs ranging from live music and trivia nights, to fundraisers and improv shows. The Levee is the only place on campus with HDTV in surround sound and WiFi throughout.
Library

DiMenna-Nyselius Library, ext. 4044
fairfield.edu/library

The DiMenna-Nyselius Library is the academic hub that fuels the creative intellectual curiosity of the Fairfield University community by fostering intellectual potential through teaching and learning and curating resources to expand knowledge and understanding through research and scholarship. The Library offers: access to one million books/ebooks and over 200 databases of academic articles and streaming media; one-on-one research consultations with a librarian in-person, by email, or phone and 24/7 help via chat; online research and citation guides; a student donated textbook collection and course reserves; reservable spaces to conduct group work; virtual reality room; designated graduate student study space; tech equipment such as computers, laptops, chargers, printers, scanners; Interlibrary Loan. 24/7 study space available in the Café and Innovation Lab.

Media Center and Campus Television

Xavier Hall – Ground Floor
fairfield.edu/mc

The Media Center serves as a resource center for students, faculty, and staff. Services include video development and production, motion graphic design, photography, A/V systems design, event and presentation support, live streaming, event broadcasts and more…

The Center has two high definition television studios, a mobile production truck, video editing rooms, screening spaces, audio recording facilities, and computer labs offering the latest digital equipment and software for teaching and production of digital media. The Media Center offers free workshops and training to faculty, staff, and students in media design, technology, and software.

The Media Center also supports cable television services throughout campus.
My.Fairfield Portal

my.Fairfield.edu

My.Fairfield is a web portal, customized to the individual user for accessing personal, academic, financial, employment, and alumni records stored in University database systems. In addition, my.Fairfield is the official online account issued to and required for use by all Fairfield students (undergraduate, graduate, and part-time).

Students must use my.Fairfield to perform the following functions: register for courses, review filing requirements and accept financial aid awards by established deadlines, view billing account and statements and grant billing account access to authorized users, participate in the housing lottery and selection processes, view and print academic schedules, view final grades at the conclusion of each semester, and complete voluntary or mandatory surveys (e.g., satisfaction surveys, assessment outcomes, post-graduation intentions, etc.).

Payroll Office

McAuliffe Hall, Room 308, ext. 2756 or 2939

This office provides assistance with payroll checks, time tracking and guidance with the Workday self-service portal for payroll needs.

Public Safety

Loyola Hall, 203-254-4090
fairfield.edu/publicsafety

Open 24 hours a day, 365 days a year, the Department of Public Safety is authorized to prevent, investigate, and report any violations of state or federal law and/or Fairfield University policies and regulations on campus. Students can report any potential criminal act or emergency to any officer or representative of the department.

Public Safety officers patrol the campus in cars, on foot, and on bicycles. Officers are trained as emergency medical technicians (EMTs), and Public Safety is the first responder for medical emergencies on campus.
StagAlert is Fairfield University's emergency notification system and will be used to call student cell phones and/or send text messages in the event of an emergency or class cancellation. To add a cell number, students should log in to my.fairfield.edu, click on the Student pull-down menu, from Quick Links (on the left) select Personal Information (the fifth link from the bottom). Students are encouraged to download and set up an account for the DPS Safety App “LiveSafe, which features many services.

Public Safety officers perform a number of other services on campus, including an escort service, money escorts, and coordinating security needs for campus events. The department also sponsors personal safety and defense workshops for members of the University community, and students can also participate in a ride-along program.

**Quick Center for the Arts**

Box Office 203-254-4010  
quickcenter.com

Want to experience incredible performances and hear from some of the leading voices in global issues without having to take the train into the city? Join us at the Quick where Fairfield University students enjoy tickets for just $5. The Quick is a gathering space for the entire Fairfield community and encourages the highest caliber of artistic and intellectual offerings for everyone to enjoy. Engage in global conversations as the world comes to your doorstep when you make the Quick your home for meaningful and enriching experiences!

Student Ticket Discount Policy: All Fairfield University students with a valid Stag ID are entitled to purchase one ticket for just $5 to any Quick Center performance, Open VISIONS Forum lecture, and HD broadcasts of NT Live or The Met: Live in HD. Some events may have limited quantity at this rate so we encourage students to buy early. Some restrictions may apply. Visit Quickcenter.com to see the full list of events.

**Recreation**

Leslie C. Quick Jr. Recreation Complex, ext. 4141  
webpage

The Leslie C. Quick Jr. Recreation Complex (RecPlex) is used primarily for general recreation, physical conditioning, intramural sports programs, and sport club
practices/games. The Department of Recreation coordinates group fitness classes, intramural sports leagues & tournaments, as well as various other recreational programs. Recreational programs are geared toward individuals of all experience levels. The newly renovated facility is home to five exercise/multi-use studio rooms. Two of these rooms are equipped with floor to ceiling mirrors and a multi-level dance bar. Two levels of the RecPlex house a wide variety of top-end cardio and strength training equipment. The renovated Birkenstock Field House provides three full sized basketball courts, outfitted to also host volleyball, and tennis matches. Above the courts is an elevated indoor track. A 25-meter swimming pool is home to our Division I varsity swim and dive teams, as well as local high school teams. The Department of Recreation is a student-centric department with part-time student employment opportunities available that include, working with the intramural sports program, lifeguarding, facility operations staff, and opportunities for students to lead group fitness classes as certified instructors. Membership for full-time, undergraduate and graduate students is included with tuition and fees. Part time students are eligible for memberships at a cost of $50/year. All members must present a valid Stag card for entry into the RecPlex. Equipment, including towels, locks, and sports equipment is available from the equipment room.

Registrar
Kelley Center, ext. 4288
registrar@fairfield.edu

The Office of the University Registrar handles all matters relating to registrations, records, and scheduling for the University's five colleges and schools. Undergraduate students register in November for the spring semester, and in April for the fall semester. Graduate and part-time students register according to timelines established for each program or school. Detailed announcements concerning procedures and dates, are publicized prior to registration through my.Fairfield.edu announcements and Gmail.

The Undergraduate and Graduate Catalogs contain information and procedures for auditing, course changes, change of major, selection of a major, summer study, study abroad, and special academic programs.

Residence Life and Commuters
Barone Campus Center, ext. 4215
fairfield.edu/reslife
The Office of Residence Life oversees the residence halls, townhouse blocks, the apartments, and commuters. Student life on campus is an integral part of the Fairfield undergraduate's four-year experience. The Residence Life staff works with students to create a sense of community and an active, engaged atmosphere on campus and in the residence halls. There are programs and activities sponsored by the Residential Life staff that is specific to each community including our commuters.

In addition, the Residence Life staff members collaborate with other RAs, offices, and individual faculty and academic departments to provide a diverse array of programs designed to enrich students' lives and help them be more fully engaged in the life of the University.

This office administers the housing lottery and selection processes, in addition to providing other unique optional living and learning experiences such as the Sophomore Residential Colleges, Build-a-House programs for juniors and seniors, and a Recovery Program for students in recovery from alcohol and/or drug dependence.

On-campus housing for graduate students is only available on an extremely limited basis. It is recommended that graduate students pursue rentals and use the Graduate Student Housing Hub to begin their search for housing in the area.

Shuttle

fairfield.edu/shuttle

Fairfield University provides a daily off-campus shuttle service that departs from the Barone Campus Center. Seven days a week, the shuttle service goes to numerous locations along the Post Road as well as to the Fairfield train station (Metro-North; Amtrak connection at Bridgeport and Stamford) and the Fairfield University Bookstore. In addition, on Saturdays the shuttle runs service to the Trumbull Shopping Mall. The shuttles are handicapped accessible. Schedules for the campus shuttle are posted in the Barone Campus Center as well as on the University website.

Sport Clubs and Intramurals

RecPlex, ext. 4140
The Sport Clubs program strives to provide leadership and competitive athletic opportunities for students. These programs provide an excellent avenue for students to enhance their knowledge and skills in a specific sport through social, cognitive, and physical experiences. Team commitments, while competing regionally or nationally, are less demanding than varsity sports' competition. Practices are often only held once or twice each week. Currently, there are 21 active sport clubs, including men's and women's rugby, men's ice hockey, equestrian, men's and women's volleyball, skiing and snowboarding, men's and women's soccer, baseball, running, sailing, martial arts, men's and women's lacrosse, field hockey, co-ed tennis, and ultimate frisbee.

Intramural sports are an integral part of student life at Fairfield University. The program is administered by student supervisors and officiated by student employees. Intramural events include individual and team sport competition, with full-season schedules as well as tournament-style championships. Separate divisions include men, women, and co-ed participation. Programs typically offered include flag football, outdoor soccer, volleyball, basketball, indoor floor hockey, indoor soccer, softball, racquetball, pool/billiards, ping pong, tennis, disc golf and dodgeball.

**StagCard**

Barone Campus Center, Room 110, ext. 4009
8:30 a.m. to 4:30 p.m. (Mon., Wed., Thurs., Fri.)
11 a.m. to 7 p.m. (Tues.)
stagcard@fairfield.edu
fairfield.edu/stagcard
stagcardonline.com

The StagCard is the official identification card for Fairfield University students and employees. It also serves as a debit card, access card to buildings and facilities, laundry card, library card, meal plan card, and printing card. The online card office (stagcardonline.com) allows all StagCard holders to check their balances, verify their transactions, deactivate a card if it is lost or stolen, and add to their StagBucks account by credit card. (In addition, parents, spouses, or others can add cash value to their students' or others' card accounts.)
StagCard Accounts

The StagBucks debit account is an optional, prepaid cash value account. Funds deposited into this account can be used to make purchases at the University bookstore, dining locations throughout campus, vending machines, for University activities, and off-campus locations where merchants accept StagBucks. For a complete listing of all locations accepting StagBucks, visit fairfield.edu/stagcard.

The Dining Dollars account is a declining-balance account that is included as part of a meal plan. Only those individuals who purchase a meal plan that includes Dining Dollars will have this account. Unlike StagBucks, Dining Dollars can only be used at dining locations on campus that are managed by Sodexo Dining Services on behalf of the University. These locations include the Tully Dining Commons, the Stag Snack Bar, and Dunkin. (Please note that if an individual has both Dining Dollars and StagBucks available, the Dining Dollars account will always be charged first.)

The Laundry account is a pre-assigned allotment of wash or dry cycles provided to all students living on campus. Each resident student is provided $80 in laundry value per semester for the washers and dryers in the student residences. These cycles are not transferable to the following semester or academic year. (Please note that in the rare case where a student has used his or her full allotment of laundry cycles, StagBucks can be used to pay for extra laundry cycles.)

StagPrint/WEPA

StagPrint is the name of the University’s free-print allotment account. All full-time undergraduate students receive $25 in StagPrint value per semester, with graduate and part-time students receiving $5 per registered course.

Fairfield University uses WEPA (www.wepanow.com) to manage its public-access printers. WEPA, which is an acronym for Wireless Everywhere, Print Anywhere, allows users to send their print jobs to the cloud, and then release them at their convenience from one of ten kiosks around campus, and from any WEPA kiosk nationwide.

WEPA kiosks are located throughout campus, including the Bannow Science Center, the Barone Campus Center, the DiMenna-Nyselius Library, the Dolan School of Business, and the Walsh Athletic Center.
For more information on how to access the WEPA system, please visit fairfield.edu/stagprint.

**Adding StagBucks**

There are two PHIL Stations on campus where individuals can add StagBucks to their accounts. These stations are located in the Barone Campus Center and the DiMenna-Nyselius Library and accept cash, MasterCard, Visa and American Express. The StagCard Office accepts cash, checks, and MasterCard, Visa and American Express. The Online Card Office (stagcardonline.com) accepts MasterCard and Visa and allows parents, spouses, or others to add StagBucks to accounts.

**StagsTV**

Xavier Hall – Ground Floor
stagstv.com

StagsTV is Fairfield's high definition student-run television station, operating 24/7 on campus and the web. StagsTV strives to produce content that both inspires and challenges, and is entertaining and informative as well. The channel is a creative laboratory to learn while still having fun in the process. Under the guidance of the station manager and with support from the Media Center, students from a variety of majors and experience levels learn together how to create compelling television. A steering committee of student leaders oversee the day-to-day operations, including producing, marketing, programming and community relations.

**Student Diversity and Multicultural Affairs**

Barone Campus Center, ext. 2806
fairfield.edu/diversityprograms

The Office of Student Diversity and Multicultural Affairs serves the University community by providing support and activities for students that enhance their overall experience and knowledge in respect to the rich diversity and culture that exists at Fairfield and in our global society. The Office is committed to honoring and celebrating all cultures and backgrounds represented at Fairfield University, and its programs are designed to educate participants in a fun and exciting way. The office highlights nationally celebrated heritage months as well as nationally respected dates honoring
underrepresented populations. All students are encouraged to participate in and to help plan these events.

Resources available through the Office of Student Diversity Programs and Multicultural Affairs include Academic Immersion, a supplemental academic and personal support program; Safe Space, a program supporting LGBTQ students and their allies; and the Cura Personalis Mentoring Program, which provides mentorship opportunities for first-year students of color and/or first generation college students.

In addition, there are several affinity groups that receive support from the Office of Student Diversity and Multicultural Affairs. All of these groups work with various offices across campus to promote the development of a multicultural college environment conducive to learning for all students and to the development of a strong sense of unity and shared purpose within the entire Fairfield University community. They are all also part of an umbrella organization, Fairfield United, that strives to increase communication and collaboration amongst cultural and/or identity-based student organizations and other student organizations at Fairfield University.

**Student Engagement**

Baron Campus Center 096, ext. 4053

[fairfield.edu/engagement](http://fairfield.edu/engagement)

In our Jesuit tradition, Student Engagement seeks to promote the development of the whole person. We empower students to work together to build community, lead ethically, and value differences in one another. Our collaborative efforts connect students to curricular and co-curricular experiences, to encourage civic responsibility, personal growth, and lifelong learning.

Our work centers on:

- First-Year Student Development: The office coordinates the Orientation programs for first-year and transfer undergraduate students and the First Year Experience (FYE) program. Incoming first-year students become acquainted with the University through both Orientation and FYE, which serve as introductions to academic and co-curricular life at Fairfield.
• Student Leadership Development: The office works collaboratively to implement the Fall Student Leadership Conference, Exploring Leadership seminar, Leadership Recognition Ceremony, CliftonStrengths Assessment, and COMPASS Leadership Program.

• Social Justice & Civic Engagement: The office coordinates voter education, Election Day Registration, Across the Aisle Discussion Series, as well as promote student governance through advising Fairfield University Student Association (FUSA), Clubs and Organizations, and the Graduate Student Senate (GSS). Social Justice practices are inculcated throughout each of our initiatives which includes the training and development of our New Student Leaders, the inclusive delivery of our programmatic initiatives, the curriculum infusion within our First Year Experience and leadership development programs, and the development and maintenance of the Student Life Financial Assistance Program.

• Student Programs and Traditional Events: The office oversees and co-coordinates students’ traditional events such as Welcome Week, FUSA's Presidential Ball, Activities Fair, Fall Concert as well as Alumni & Family Weekend, Fall Welcome, and Fairfield @ Night (F@N). F@N provides fun, upbeat, safe, healthy, diverse, and engaging late night, weekend activities for all students.

• The Senior Experience: Student Engagement tends to our senior students through coordinating the Stag Grad Fair, Senior Week, as well as offering a senior transition workshop series.

• Graduate Student Life and International Student Life: Graduate students looking to get involved should visit Grad Student Life for more information.

Study Abroad

David J. Dolan House, ext. 4332
fairfield.edu/studyabroad

Applies to undergraduate students only.

The Office of Study Abroad is a resource for all students considering study abroad. Study abroad options at Fairfield include semester, academic year, summer,
intersession, and faculty led programs. Typically students go abroad for a semester or an academic year, but short-term programs are also an option to students at every level from freshmen to senior.

Fairfield University offers over 100 study abroad program options in 30 countries on five continents. Fairfield students in every major can have an international experience and financial aid can be used to make a semester or year abroad feasible in most cases. Students can make the most of their time abroad by linking major, language study, and destination to have an unforgettable experience. Study Abroad works closely with the academic deans, chairs, and faculty advisors to ensure that every course taken abroad is matched to students' programs of study.

Early planning is essential to ensure availability of programs that are consistent with major(s) and minor(s). Students wanting to go abroad must have a minimum cumulative GPA of 2.8 at the time of application, though some programs may have a higher GPA requirement. For complete information on application deadlines and requirements for semester and year-long and short term study abroad, visit the Study Abroad website at www.fairfield.edu/studyabroad or visit the Office of Study Abroad in Dolan House, 2nd floor.

Graduating seniors often say that their biggest regret was not studying abroad. The key is planning ahead. It is never too early to start planning to study abroad and we strongly encourage freshmen to meet with a study abroad advisor in the fall to begin planning for their study abroad experience.

**Telephone Service**

Thomas F. Dolan Commons, ext. 4049

All students are encouraged to bring a personal cell phone to campus, as the University does not provide phone service in residence hall rooms. Emergency phones are available at various locations within the residence halls, but these only connect the user to Public Safety.
The Writing Center

DiMenna-Nyselius Library
fairfield.edu/writingcenter

The Writing Center offers writing assistance and resources to all students. Tutors work with students on any writing project and at any stage of a project’s development. Visit the website for more information or to schedule an appointment.

WVOF
wvof.org

WVOF is Fairfield University's student-run radio station located in the Barone Campus Center and broadcasts at 88.5FM and on two web streams which are available online and on the WVOF iPhone App. From free-form music programming to talk sports, there is always an opportunity available for students to learn about broadcasting and have fun doing it.
Policies & Procedures

Academic Policies
All academic policies and information on academic resources is contained in the Undergraduate and Graduate Catalogs which can be found online at catalog.fairfield.edu or in hard copy form at the Registrar's office.

Administrative Policies

Assembly on Campus
Fairfield University generally supports the free expression of views or ideas, and allows for peaceful assembly by members of our community (i.e., Fairfield University students, faculty, staff, organizations, departments, and offices). Notwithstanding, for the safety, security, and well-being of the campus community, such expression and assembly is subject to the following conditions: (1) cannot block access to a University event or facility, (2) deny or deprive others the opportunity to speak or be heard, (3) interfere with or disrupt the University’s normal operation, (4) pose any threat to safety, or (5) interfere with a legitimate educational or institutional process. Those community members, as defined above, seeking to assemble are encouraged to utilize campus resources including, but not limited to, Public Safety and Conference and Event Management to guide them in their planning. Any violation of this policy or other related University policies is subject to disciplinary action. Additionally, the University may (in its sole discretion), for any of the reasons listed above, terminate the violating activity, including temporarily or permanently removing its participants from the University premises and/or community.

Class Attendance
All students are expected to attend every scheduled class session. Attendance requirements, as well as the impact of attendance on grading, are determined by the faculty member and specified in the syllabus for each course. Unexcused absences may be reported to the appropriate academic dean.

Absences from Class, Examinations, or Quizzes
Unless there are serious reasons for absence on the day of an examination or quiz, a grade of zero may be awarded for the missed work. However a faculty member may
excuse a student from an examination, project, assignment, or quiz for reasons beyond the student's control.

At Fairfield University, the student is responsible for effectively managing health issues as they relate to classes (e.g., determining whether to attend class, to complete assignments, being present for quizzes, examinations, etc.).

Under no circumstances is the Student Health Center or Counseling & Psychological Services able to excuse a student for medical reasons; only the faculty member has the authority to excuse/not excuse the student from class/class work. Faculty should have an established procedure/guideline in place at the beginning of the semester (via the course syllabus) so the student understands fully what is expected with regard to class attendance and what to do in situations where the student is unable to attend class. Students are responsible for knowing and adhering to attendance/absence policies in each of their classes. That will usually mean contacting a faculty member immediately concerning an absence and maintaining an open line of communication with the faculty member concerning the student's absence from class.

- If a faculty member considers it necessary to seek a verification from a health care provider (e.g., the Student Health Center, Counseling & Psychological Services, or the student's independent medical provider), then the faculty member should address the request to the student and the student must consent to having the health care provider disclose information as to the student's treatment. The Student Health Center and Counseling & Psychological Services do not disclose any health-related information in the absence of a release authorizing them to do so, nor do they ever provide "excuse" slips.

- In situations where the Student Health Center, Counseling & Psychological Services, or an outside provider determines that the student's health is severely compromised (e.g., in need of immediate medical treatment or other recommended activities to alleviate symptoms/contagion) or when the student must otherwise be absent from class for more than three days, the student should inform the appropriate faculty of the absence. On occasion, an academic dean's office will advise professors that a student has notified the University that he or she will be absent for a specific period of time. This notification is provided as a courtesy and does not constitute a verification or excuse (unless it is determined that the student's condition constitutes a health
or safety emergency, in which case the Office of the Dean of Students reserves discretion to restrict a student from attending class). When able to return to class or campus, the student will work with the necessary faculty and/or follow the procedure/guidelines outlined in the faculty member's syllabus for making up missed work.

**Released Time**
A student participating in a University-sponsored event has the right to be excused without penalty or grade jeopardy from exams, student presentations, attendance, and other classroom events during that time, provided the student makes up the required work in the fashion mutually agreed upon by the professor and the student. Students participating in such University-sponsored events will be allowed to make up any major exams, tests, or quizzes they miss in a course when they are involved in a scheduled event provided that participating students, or the faculty moderator, inform all their professors in writing at the beginning of the semester, or as soon thereafter as possible, once scheduling is confirmed. University-sponsored events covered by this policy are defined as follows:

**Athletics**
- All varsity sporting events, including postseason tournaments
- All club sport events

**Others**
- Concerts, plays, or other group performances where the absence of a member would detract from the overall performance

Not included in this policy are departmental clubs.

**Change of Address/ Update Emergency Contact Information**
Students who need to change their address or other personal information (e.g., student ID number, change in parents' address, etc.) should do so through the Office of the University Registrar, which has the primary responsibility for student records. Students who need to update their emergency contact information can do so through my.fairfield.

**Computer Systems Acceptable Use Policy (AUP)**
This policy is designed to guide students, faculty, staff, and other authorized users in the acceptable use of computer and information systems and networks provided by Fairfield University according to the mission of the University. It is meant as an application of the principles of respect and reverence for every person, the development
of community and the ideals of liberal education that are at the core of Fairfield's Catholic, Jesuit identity. This policy supersedes the "Acceptable Use Policy" (number 610) adopted 1/1/94. This policy does not supersede any other University policies, including those pertaining to student grievances, sexual harassment, and personal conduct (Policy No. 480, Item #27).

Guiding Principles

The Fairfield University community is encouraged to make innovative and creative use of information technologies in support of education and research. Access to information representing a multitude of views on current and historical issues should be allowed for the interest, information and enlightenment of the University community. Consistent with other University policies, this policy is intended to respect the rights and obligations of Academic Freedom, and recognizes that the educational mission of the University is served in a variety of ways.

The University recognizes that the purpose of copyright is to protect the rights of the creators of intellectual property and to prevent the unauthorized use or sale of works available in the private sector. Publication, distribution, or broadcast of copyright protected materials without permission is prohibited. Also consistent with other University policies, an individual's right of access to computer materials should not be denied or abridged because of race, creed, color, age, national origin, gender, sexual orientation, or disability.

The University cannot protect individuals against the existence or receipt of material that may be offensive to them. As such, those who make use of electronic communications are warned that they may come across or be recipients of material they find offensive. Those who use email and/or make information about themselves available on the Internet should be forewarned that the University cannot protect them from invasions of privacy and other possible dangers that could result from the individual's distribution of personal information.

In the interests of promoting the free exchange of ideas, Fairfield University does not exercise prior review of electronic documents available on its network and accessible locally or through the internet. Individuals who access materials available on the Fairfield University network should understand that these materials, unless otherwise
posted, do not necessarily reflect the views of Fairfield University. Individuals who feel that particular materials posted on the Fairfield University network are inappropriate or otherwise objectionable, may lodge a formal complaint through the office of Information Technology Services.

Fairfield University Information technology resources are to be used for University-related research, instruction, learning, enrichment, dissemination of scholarly information, and administrative activities. The Information technology facilities of the University are limited and should be used wisely and carefully with consideration for the needs of others. Information technology systems offer powerful tools for communication among members of the community and of communities outside the University. When used appropriately, these tools can enhance dialog and communication. When used unlawfully or inappropriately, however, these tools can infringe on the rights of others.

**Responsibilities:**

The following examples, though not covering every situation, specify some of the responsibilities that accompany Information technology use at Fairfield and/or on networks to which Fairfield is connected. The following examples, though not covering every situation, specify some of the responsibilities that accompany Information technology use at Fairfield University and/or networks to which Fairfield is connected.

1. Users may not attempt to modify the University Information technology facilities or attempt to crash systems. They should not tamper with any software protections or restrictions placed on computer applications or files.

2. All users must obtain authorized computing accounts and may only use their own user names and passwords to access University Information technology systems. Users may not supply false or misleading data nor improperly obtain another's password in order to gain access to computers or network systems, data or information. The negligence or naïveté of another user in revealing an account name or password is not considered authorized use. Convenience of file or printer sharing is not sufficient reason for sharing a computer account. Users should not attempt to subvert the restrictions associated with their computer accounts.

3. Users are responsible for all use of their computer account(s). They should make appropriate use of the system and network-provided protection features and take
precautions against others obtaining access to their Information technology resources. Individual password security is the responsibility of each user.

4. Users may not encroach on others' use of computer resources. Such activities would include, but are not limited to, tying up computer resources for excessive game playing or other trivial applications; sending harassing messages; sending frivolous or excessive messages, including chain letters, junk mail, and other types of broadcast messages, either locally or over the Internet; using excessive amounts of storage (as determined by Information Technology Services policies); intentionally introducing any computer viruses, worms, Trojan Horses, or other rogue programs to Fairfield University hardware or software; physically damaging systems; or running grossly inefficient programs when efficient ones are available.

5. Users are responsible for making use of software and electronic materials in accordance with copyright and licensing restrictions and applicable university policies. Fairfield University equipment and software may not be used to violate copyright or the terms of any license agreement. No one may inspect, modify, distribute, or copy proprietary data, directories, programs, files, disks or other software without proper authorization.

6. Users must remember that information distributed through the Information technology facilities is a form of publishing, and some of the same standards apply. For example, anything generated at Fairfield that is available on the Internet through the University's network represents the University and not just an individual. Even with disclaimers, the University is represented by its students, faculty and staff, and appropriate content, language and behavior is warranted

7. Users must not connect unauthorized devices to the University networks, including wireless networks, without authorization.

8. Users should use their best judgment such to prevent the theft of the University provided computing devices that have been assigned to them.

9. Users must promptly report the theft, loss, suspected breach of security, or unauthorized disclosure of University data to the helpdesk, or Public Safety if the helpdesk is unavailable.

10. Users must only access, use, or share private or restricted University data to the extent it is has been authorized by data stewards, in cases where that is not clear Users should refer to their direct supervisor and handle data as if it were restricted.
11. Users must protect sensitive printed University data they handle or store with due
care including ensuring sensitive information is not left unattended, publicly
viewable, in unlocked offices, or on publically accessible printers.
12. Users must protect electronic sensitive University data they handle, store, or
process with due care including ensuring only authorized applications are
installed on computer systems used to store, process, or handle sensitive
University data and that University guidelines concerning the safe handling of
sensitive data are adhered to.

Administration

The University encourages all members of its community to use electronic
communications in a manner that is respectful to others. While respecting users’
confidentiality and privacy, the University reserves the right to examine computer
files and monitor electronic activity within the limits of other applicable University
policies. The University may exercise this right in order to enforce its policies
regarding harassment and the safety of individuals; to prevent the posting of
proprietary software or electronic copies of electronic texts or images in disregard of
copyright restrictions or contractual obligations; to safeguard the integrity of
computers, networks, and data either at the University or elsewhere; and to protect
the University against seriously damaging consequences. The University may
restrict the use of its computers and network systems for electronic communications
when faced with evidence of violation of University policies, or federal, state or local
laws. The University reserves the right to limit access to its networks through
University-owned or other computers, and to remove or limit access to material
posted on University-owned computers.

All users are expected to conduct themselves consistent with these responsibilities
and all other applicable University policies. Abuse of computing privileges will
subject the user to disciplinary action according to established University
procedures. Abuse of networks or computers at other sites through the use of
Fairfield University resources will be treated as an abuse of computing privileges at
the University. When appropriate, temporary restrictive actions will be taken by
system or network administrators pending further disciplinary action; the loss of
computing privileges may result.
The University and users recognize that all members of the University community are bound by federal, state and local laws relating to civil rights, harassment, copyright, security and other statutes relating to electronic media. It should be understood that this policy does not preclude enforcement under the laws and regulations of the United States of America nor the State of Connecticut. This policy may be amended or changed by the University Vice-Presidents, and in matters affecting the Academic Division, with the mutual consent of the Academic Council.

**Data Classification Definitions**

**Restricted Data**
Data is classified as restricted when the unauthorized disclosure, alteration, or destruction of that data could cause a significant level of risk to the University or its affiliates. Examples of restricted data include data protected by state or federal privacy regulations and data protected by confidentiality agreements. Examples may include:

- Student or employee, social security numbers, driver’s license numbers, bank account or credit card numbers, and all related financial and transaction information including tax information, financial advisement, and payment information, and employee evaluation;
- Student and employee health care and health insurance information;
- Account passwords and other identification information such as secret questions, fingerprints, etc.; and
- Electronic and paper communications and files, and all other information that is labeled as "restricted."

**Private Data**
Data is classified as private when the unauthorized disclosure, alteration, or destruction of that data could result in a moderate level of risk to the University or its affiliates. By default, all Institutional data that is not explicitly classified as restricted or public data shall be treated as private data. Examples may include:

- Student and employee names, usernames, addresses, phone numbers;
- Technical information, including source code, data center infrastructure and security information;
- Any donor information;
• Investment strategies;
• Plans or designs;
• Accounting information;
• Business plans;
• Electronic and paper communications and files, and all other information that is labeled as "Private;" and,
• Third Party Confidential Information, which is confidential information pertaining to another institution or corporation which has been entrusted to the University by a third party under non-disclosure agreements or other confidentiality obligations.

** Applications such as 3rd party games, peer-to-peer file sharing applications, or applications which introduce a known risk must not be installed on computer systems which could handle, store, or process Restricted or Private data.

Contracts

If any student, regardless of age, signs any legal agreement or contract, the student does so as an individual and at the student's own risk. The University is not a party to, nor legally responsible for, any such contract or agreement. Similarly, a representative of a student club or organization shall not act as an agent, party, or signatory on behalf of the University; should s/he do so, s/he does so as an individual at his/her own personal and financial risk.

The University will not be held responsible for any contract signed or any debt incurred by an individual student or student organization.

Any student that fails to comply with this policy shall be subject to discipline, up to and including dismissal.

Contraception

Fairfield University, a Jesuit, Catholic institution, is committed to the dignity of the human person and the goodness of sexual expression as found in the teachings of the Roman Catholic faith. With this as our foundation, we expect our students to form relationships marked by bonds of affection, respect and care. While we honor the
freedom of our students to make decisions as free and responsible persons — and we recognize that persons of good will may choose otherwise — as a Catholic institution committed to the dignity of the human person we (Fairfield employees, students or club members acting in an official capacity, or organizations and events sponsored by the university) will not sell or offer any contraceptive devices or birth control. University Health Services staff may prescribe therapeutic hormonal treatment to manage specific medical conditions.

**Tully Dining Commons Access and Use**

Access to the Tully Dining Commons requires a meal plan or the purchase of a one-time entry with cash, Dining Dollars, or StagBucks. Individuals with meal plans must provide a valid StagCard in order to gain entry. Meals are non-transferable. In addition, once a card has been swiped for entry to the Tully, the card is rendered ineligible for another meal in the Tully for a period of time. Upon entering the Tully, individuals can eat as much as they want. However, with the exception of small items such as a piece of fruit, a hand-held dessert, or a paper cup of coffee, no food can be removed from the main dining hall upon leaving.

**Electronic Devices**

Cellular phones, pagers, and other electronic devices shall not be used in a manner that causes disruption in the classroom, library, within other University buildings or facilities, or at University events (e.g., lectures, Masses, etc.). This includes abuse of cellular phones, Unmanned Aerial Device (UAV), Recreational Aerial Vehicle (RAV), Drone devices or electronic devices with photographic capability.

**Emergency Notification System (StagAlert)**

Fairfield University utilizes an emergency notification system, referred to as StagAlert, as one method to notify and relay information to students, faculty, and staff in the event of a significant emergency.
The StagAlert system is able to send messages simultaneously as voice calls, text messages, and e-mail messages. Depending on the nature of the situation, any or all of these methods may be used to communicate with the intended recipients.

In order to maximize the effectiveness of emergency notifications, StagAlert will generally be deployed in limited situations, such as:

1. When there is a clear and active (e.g., in progress or pending) emergency or risk to the University community that requires both notification and immediate action by the intended recipients.
2. Weather-related delays or closings that affect the start or end of classes, potential damage to property, or the reduced availability of essential University services.

Students, faculty, and staff are able to designate one mobile phone number for the receipt of StagAlert voice calls and/or text messages. Any StagAlert e-mail messages will automatically be sent to the preferred e-mail address on record (e.g., University-issued accounts). Students, faculty, and staff will be reminded at least annually to review and update their information online. Similarly, test messages will be sent, at least annually, to all students, faculty, and staff. Students can also update their information anytime in person at the Office of the University Registrar, and faculty and staff can do so at the Office of Human Resources.

The University reserves the right to utilize StagAlert, at its sole discretion, for purposes other than those outlined above. Additionally, StagAlert is not intended to be a substitute for more traditional communication methods (verbal, written, or electronic), and students, faculty, and staff should not rely exclusively on receipt or non-receipt of StagAlert messages to take appropriate actions in the event of an emergency.

Non-Discrimination and Harassment Policy

1. Fairfield University Policy on Nondiscrimination

Fairfield University adheres to all federal and state civil rights laws and regulations prohibiting discrimination in private institutions of higher education. Fairfield University does not discriminate against any employee, applicant for employment, student, or applicant for admission on the basis of race, religion, hearing status, color, sex, pregnancy, political affiliation, source of income, place of business, residence, religion,
creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability (including perceived disability), age, marital status, family responsibilities, sexual orientation, gender identity, gender expression, veteran or military status (including disabled veteran, recently separated veteran, active duty wartime or campaign badge veteran, and Armed Forces Service Medal veteran), predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state, or federal law, including protections for those opposing discrimination or participating in any resolution process on campus, with the Equal Employment Opportunity Commission, the State of Connecticut Commission on Human Rights and Opportunities, or other human rights agencies.

This policy covers nondiscrimination in both employment and access to educational opportunities. Therefore, any member of the Fairfield University community who acts to deny, deprive, or limit the educational or employment or residential and/or social access, benefits, and/or opportunities of any member of the University community, guest, or visitor on the basis of their actual or perceived membership in the protected classes listed above is in violation of the Fairfield University policy on nondiscrimination. When brought to the attention of the University, any such discrimination will be promptly and fairly addressed and remedied by the University according to the resolution process described below.

2. Fairfield University Policy on Discriminatory Harassment

Students, staff, and faculty are entitled to an employment and educational environment that is free of discriminatory harassment. Fairfield University's harassment policy is not meant to inhibit or prohibit educational content or discussions inside or outside of the classroom that include germane but controversial or sensitive subject matters protected by academic freedom. The sections below describe the specific forms of legally prohibited harassment that are also prohibited under University policy. When speech or conduct is protected by academic freedom, it will not be considered a violation of University policy, though remedies may be offered to those impacted.

a. Discriminatory Harassment

Discriminatory harassment constitutes a form of discrimination that is prohibited by Fairfield University policy. Discriminatory harassment is defined as unwelcome conduct by any member or group of the community on the basis of actual or perceived
membership in a class protected by policy or law. Fairfield University does not tolerate discriminatory harassment of any employee, student, visitor, or guest. Fairfield University will act to remedy all forms of discriminatory harassment when reported, whether or not the harassment rises to the level of creating a hostile environment. When discriminatory harassment rises to the level of creating a hostile environment, Fairfield University may also impose sanctions on the responding party through application of the resolution process, below.

A hostile environment is one that unreasonably interferes with, limits, or denies an individual’s educational or employment access, benefits, or opportunities. This discriminatory effect results from harassing verbal, written, graphic, or physical conduct that is severe or persistent or pervasive, and objectively offensive.

The University reserves the right to address offensive conduct and/or harassment that 1) does not rise to the level of creating a hostile environment, or 2) that is of a generic nature not based on a protected status. Addressing such conduct will not result in the imposition of discipline under this policy. It may be addressed through respectful conversation, remedial actions, education, effective conflict resolution, and/or other informal resolution mechanisms. For assistance with conflict resolution and other informal resolution techniques and approaches, employees should contact the Office of Human Resources, and students should contact the Office of the Dean of Students.

b. Sexual Harassment
The Department of Education’s Office for Civil Rights (OCR), the Equal Employment Opportunity Commission (EEOC), and the State of Connecticut regard Sexual Harassment, a specific form of discriminatory harassment, as an unlawful discriminatory practice. Fairfield University prohibits Sexual Harassment in its programs and activities. Please refer to the Sexual Misconduct Policy for information on Sexual Harassment.
4. Reporting
Allegations of violations of this policy, or inquiries about or concerns regarding this policy and procedure may be made to:
Megan D. Monahan, J.D.
Director of Title IX & Equity Compliance
Barone Campus Center, 408
203-254-4357
mmonahan@fairfield.edu

5. Process for Investigating and Resolving Complaints
Upon receipt of an allegation or notice to the Director of Title IX and Equity Compliance of an alleged violation of this Policy, the University will initiate the process described in Section III of the Sexual Misconduct Policy, with the exception of matters described in Section 3. Grievance Procedures of the Policies for Students with Disabilities and Temporary Impairments.

Health Immunizations

The State of Connecticut General Statutes Section 10a - 155 and Fairfield University require each full-time or matriculating student to provide proof of immunity or screening against measles, mumps, rubella, varicella (chicken pox), meningitis, and tuberculosis. Matriculating students are defined as those enrolled in a degree seeking program. This includes both undergraduate and graduate students. Certain exemptions apply, based on age and housing status. Full-time undergraduate students must also submit a confidential health history. Students can visit www.fairfield.edu/immunization for more detailed information. Immunizations and the health history must be documented on the Student Medical Report Form which may be downloaded from the immunization Web page.

Health Insurance

www.gallagherstudent.com/fairfield

Domestic (Non-International) Undergraduate Students
Fairfield University requires that all full-time domestic undergraduate students maintain or purchase a health insurance policy. This requirement was established to ensure the
health and well-being of students, which is integral to the quality of their college experience. Under Fairfield's "hard waiver" program, the University enrolls each domestic student in its sponsored health insurance policy for the upcoming academic year. A charge for this policy appears on the domestic student's tuition bill. However, if the domestic student has access to health insurance through other means (e.g. parents' coverage), the domestic student may complete an on-line waiver to decline the University-sponsored coverage and receive a full credit on their bill. For more information regarding health insurance or the waiver process, visit fairfield.edu/lifeatfairfield/healthsafety/healthcenter/insurance/ or go to www.gallagherstudent.com/fairfield.

**International Students**

Fairfield University requires all graduate international students (part-time or full time) and all full-time undergraduate and to purchase the University health insurance policy. This requirement was established to ensure the health and well-being of international students, which is integral to the quality of their college experience. The University enrolls each international student in its sponsored health insurance policy for the upcoming academic year. A charge for this policy appears on the student's tuition bill.

**Identification Cards**

All members of the University community are required to carry their Fairfield University photo identification card - the StagCard - at all times. Upon the request of University officials, such as Residence Life staff and Public Safety officers, students must display their StagCard. Misuse of any identification (altering, defacing, falsifying, loaning out for meals, etc.) will be documented and referred for disciplinary action. Minimum sanctions for a first-time offense include a $25 fine and warning. Lost identification cards are to be reported during normal business hours to the StagCard Office, and at all other times to the Department of Public Safety. Misplaced or lost cards can also be deactivated through the online card office, www.stagcardonline.com.

**Inclement Weather Notification**

The operations and activities of a residential, comprehensive university such as Fairfield University necessitate that the campus remain open with essential services available 24 hours a day, 365 days a year. Therefore, the University never fully closes or ceases
operations. The default position in the event of inclement weather is that classes and all other activities will continue as scheduled, and cancellations or delays will be kept to an absolute minimum. Students, faculty, and staff should plan in advance accordingly.

In the event of extraordinary inclement weather conditions that affect the normal operations of the University, the information regarding the changes will be disseminated in these ways:

1. Utilization of the StagAlert emergency notification system
2. University Email
3. University Social Media (Fairfield Twitter, Facebook and Instagram) and my.fairfield account
4. Outgoing message on the University's main line: 203-254-4000 or ext. 4000

Similarly, due to space or other limitations with voice recordings, the University's website will contain the most complete and updated information. For specific departmental activities or services, further information may be available directly at the following numbers:

Athletics: 203-254-4136 or ext. 4136
Alumni Relations: 203-254-4280 or ext. 4280
Bookstore: 203-254-4262 or ext. 4262
Campus Ministry/Mass Schedule: 203-254-4050 or ext. 4050
Library: 203-254-4044 or ext. 4044
Quick Center for the Arts: 203-254-4010 or ext. 4010
RecPlex: 203-254-4140 or ext. 4140

**Information Security Statement**

This Statement on Information Security attempts to address specific concerns relating to the use of administrative computer resources at Fairfield University. It is intended to complement the University's Acceptable Use Policy. Fairfield University's administrative computer resources must be used in a manner that is consistent with each user's duties and responsibilities. All users are expected to act in a spirit of mutual respect and cooperation, while adhering to the policies as outlined in this document. For purposes of
this policy, users include faculty, staff, students, and any other third party who has access to University computers.

1. Users will utilize University information and third party proprietary information only for the performance of official University business. This includes not altering or changing University information except in the performance of one’s duties.

2. Users will not divulge University or third-party information, whether in electronic or printed format, to anyone unless their relationship with the University as an employee, customer, or contracted temporary employee warrants it.

3. Users will maintain confidentiality of all data or information in accordance with the policies and procedures of the University and any state or federal laws.

4. Users will not intentionally attempt to gain access to unauthorized information or facilities to which one is not specifically authorized.

5. Users will utilize the administrative computing systems (e.g., Banner) and related products only in a manner consistent with one's job function and for conducting official University business.

6. Users may not transmit any material that is unlawful, obscene, threatening, abusive, libelous, or hateful, or encourages conduct that would constitute a criminal offense, give rise to civil liability, or otherwise violate any federal, state, or local laws. This includes engaging in abuse of other users. Such abuse includes, but is not limited to, the sending of abusive, obscene, or excessive messages within Fairfield University or beyond via network facilities.

7. Users are responsible for safeguarding her/his computer account. Each user will be held responsible for all actions originating from her/his account. This includes not giving one's password to any other person and maintaining a secure workstation.

8. Users may not circumvent system protection facilities. Each user is required to report any flaws s/he may find in the system protection facilities to the Help Desk.

9. Users may not knowingly use any system to produce system failure or degrade network or system performance.

10. Users may not encroach on others' use of computer resources. Such activities would include, but are not limited to, tying up computer resources for excessive game playing or other trivial applications; sending harassing messages; sending frivolous or excessive messages, including chain letters, junk mail, and other types of broadcast messages either locally or over the Internet; using excessive amounts of storage (as determined by ITS policies); intentionally introducing any computer viruses, worms, Trojan Horses, or other rogue programs to Fairfield
University hardware or software; physically damaging systems; or running grossly inefficient programs when efficient ones are available.

11. Users may not engage in unauthorized duplication, alteration, or destruction of data, programs, or software belonging to others and may not copy material protected by copyright. No one may inspect, modify, distribute, or copy proprietary data, directories, programs, files, disks, or other software without proper authorization.

12. Users must remember that information distributed through the University's computing and networking facilities is a form of publishing, and some of the same standards apply. For example, anything generated at Fairfield that is available on the Internet through the University's network represents the University and not just an individual. Even with disclaimers, it is important to recognize that the University is represented by its students, faculty, and staff, and that appropriate content, language, and behavior is warranted.

13. Users may not abuse or improperly use computer hardware. This includes, but is not limited to, tampering with equipment and unauthorized removal of equipment or components, attempting to attach unregistered devices such as, but not limited to, network hubs, network switches, and wireless access ports, to any existing office or classroom network port. Failure to comply with any of the above noted conditions may result in:

- Suspension and/or termination of computer privileges;
- Disciplinary action according to University policies;
- Referral to law enforcement authorities for criminal prosecution;
- Other legal action, including action to recover civil damages and penalties.

**Intoxicated Student Policy**

Any student found or encountered on campus by Public Safety officers, or any staff or faculty exhibiting drunken tendencies (e.g., slurred speech, loss of balance, etc.) or an altered state of mind may be brought to the Student Health Center or transported to a local hospital for evaluation. The student may be required to remain in the Student Health Center for observation or transported to a local hospital via ambulance. If the student exhibits behavior in violation of the Student Conduct Code, the student's behavior will be documented and subject to disciplinary action. It shall be the policy and procedure of University staff to err on the side of caution when determining if a student
should be brought to the Student Health Center or transported to the hospital for evaluation. In addition, students should not hesitate to contact Public Safety or Residence Life staff for assistance with an intoxicated or incapacitated student.

**Amnesty Student Policy/ Step up Stags**

If a student seeks assistance from a University employee or designee because of personal safety concerns or concerns for another student those students generally will not be subject to formal disciplinary action. The fear of, or concern about, the potential student conduct process should not deter students from seeking appropriate medical or personal assistance. To encourage students to come forward with reports about physical violence and sexual misconduct, students will not be sanctioned for revealing a violation in good faith, such as underage drinking, in the process of reporting a claim. Students who contact Public Safety or Residence Life for help controlling or shutting down a party generally will not be subject to formal disciplinary action.

**Memorials**

On those occasions when a current student passes away, there often is a desire on the part of family, friends, or others to establish a physical or other memorial in the student's memory. The Fairfield University campus does contain a few physical memorials, and there are scholarship and other funds established through memorial gifts. In order to establish consistent and clear procedures, to honor the deceased in perpetuity, to be mindful of the campus grounds, and to recognize the practices and experiences of the past and at other colleges and universities, the following guidelines concerning memorials are in effect:

1. A permanent plaque exists in the Egan Chapel of St. Ignatius Loyola to recognize and honor the names of students who pass away while active students. The current plaque contains the names of all active students who passed away since 2000. The nameplates are added to the plaque by the University. There is no cost or expected donation from family, friends, or others.
2. The option of a Memorial Mass or Mass of Remembrance will be offered to the family of the deceased student at a mutually convenient time for the family and campus community. There is no cost or expected donation from family, friends, or others. The University will endeavor to comply with the family's wishes regarding scheduling and notice of such a Mass.
3. No physical memorials, apart from the plaque and nameplates in the chapel, are permitted on the campus grounds or in campus buildings.

4. Families, friends, or others may establish endowed, memorial scholarships, or funds in accordance with guidelines established by the Office of University Advancement. Such scholarships or support provide for a perpetual connection between the individual honored, the University, and the recipient(s) of the aid or support. Those individuals who establish such scholarships or funds are afforded the opportunity to engage with the recipient(s) of the aid or support.

**Missing Persons**

Students age 18 or above, including emancipated minors, will be provided the opportunity during each registration process to designate an individual as an emergency contact to be contacted by Fairfield University in the event the student is officially reported as missing.

If the Department of Public Safety determines that a student has been missing the following will occur:

- If the missing student is under the age of 18, Fairfield University will notify the custodial parent or legal guardian;
- If the missing student is 18 or older, or an emancipated minor, and has identified an emergency contact, Fairfield University will contact the emergency contact identified by the student;
- If the missing student is 18 or older, or an emancipated minor, and has not identified an emergency contact, Fairfield University will contact the Fairfield Police Department.

The Department of Public Safety will conduct an investigation into the whereabouts of the missing student. In any case where the student cannot be located or additional assistance is deemed necessary, the Department of Public Safety will contact the Fairfield Police Department. The Fairfield Police will typically take charge of the investigation and the Department of Public Safety will continue to assist the police as well as any other outside agencies as appropriate and necessary.

Any concerns or questions regarding a student who is missing or appears to be missing should be referred to the Department of Public Safety.
Official Communication

Two official means of communication exist from the University to full-time undergraduate, graduate, and part-time students:

- For all students, each student's University-issued email account.
- For full-time undergraduate students, each student's assigned mailbox, located in the Barone Campus Center. For graduate and part-time students, each student's current mailing address.

Students are expected to check their standard mail and Fairfield email accounts on a daily basis. While students may maintain any number of e-mail accounts with other services, every student is required to maintain an active Fairfield email account and use it for electronic communication related to University business. (E-mail sent from non-University issued accounts may not be read.) This requirement provides reasonable assurance that the sender or recipient of electronic messages matches his or her true identity.

Parental Notification Policy

As set forth more fully in this Handbook, the right of access to information in a student's educational, behavioral, or health-related records is governed by state and federal law, as well as institutional policy. In line with the policies set forth elsewhere in this Handbook, the University adheres to the following notification procedures in the following instances:

Grades: Grades are made available electronically and directly to students through their my.Fairfield portal. Grades are not provided to parents or guardians; however, the student can complete a written authorization to release such information through the Office of the Registrar.

Health/Psychological Records: In general, the Student Health Center and Counseling & Psychological Services are prohibited from sharing a student's medical or psychological counseling records, including confirmation of a visit, absent the express consent of the student. Students may sign a form permitting release of information, but this too is restricted to individual incidences of treatment or care.
Fairfield University may notify the parent(s) or legal guardian(s) of a student in connection with an injury or medical condition requiring a medical transport to the hospital, or when deemed necessary to protect the health or the safety of the student and/or other individuals. This notification, including the timing of the notification, is done on a case-by-case basis and strictly at the discretion of the University. The University will always encourage students to contact parents or guardians themselves in the case of medical transports or emergencies.

**Parking and Vehicle Registration**

Fairfield University is a residential and pedestrian campus. Walking and bicycles are the primary means for getting around the campus. It is approximately a 15-minute walk from one end of the campus to the other. The use of vehicles and parking on campus is provided on a priority level based on the following order: faculty and staff, visitors, graduate and part-time students, commuting students, off-campus students, and resident students (with the exception of first-year students and sophomores who are not allowed to have cars on campus). Parking for resident students may be restricted or limited since they live on campus and have less need to travel off campus.

Fairfield University seeks to foster and maintain positive relationships with its neighbors in the surrounding neighborhoods and community. Members of the University community may not park their cars on neighborhood streets adjacent to campus. Violations of this restriction shall result in the following actions by the University: 1. Fines for each violation in amounts to be established by the University, and 2. Implementation of the University disciplinary process for a disciplinary adjudication and the imposition of sanctions as are provided for herein, upon the occurrence of a third violation in any academic year. Anyone with questions regarding this restriction should direct inquiries to the Department of Public Safety.

The use of designated handicap spaces requires a state-issued permit, and the University does not issue handicap permits.

Full-time undergraduate first-year students and sophomores (with the exception of commuting students) cannot register or have vehicles on campus. Academic credits completed determine class year. Fairfield does not have the ability to accommodate first-year students and sophomores with vehicles. Juniors and seniors are not permitted
to register vehicles that belong to underclassmen or family members of underclassmen. Violations of this policy will be documented and referred for disciplinary action, in addition to any ticket or towing charges assessed to the offender.

Traffic or parking ticket appeals may be submitted through the Department of Public Safety within 10 days of issue. Tickets must be included with appeal.

Questions or concerns regarding parking fines posted to tuition bills or due before commencement, must be submitted in writing via e-mail or standard mail to the parking office, parkinginquiries@fairfield.edu (original tickets must be included). No inquiries or discrepancies will be heard or considered by phone or in person. All decisions are final. More information regarding parking regulations is outlined in the Department of Public Safety's parking and traffic brochure and website.

**Personal Property Insurance**

Fairfield University is not responsible for students' personal property located on University premises. Students are strongly encouraged to have personal property insurance for their belongings. This may be available and covered under applicable homeowners' insurance policies or it is available as separate insurance coverage from many providers. Students and parents should check current policies for coverage and consider additional coverage if necessary.

**Photo Permission**

Fairfield University is located on private property. As such, any professional photographers or videographers, or any non-professional individuals or groups who are not members of the University community may only obtain photos/video on the property of Fairfield University with the permission of the Office of Marketing & Communications.

Academic-based or University-sponsored and approved photography and videography involving members of the University community is generally allowed, so long as the photographer/videographer has permission of the individual subject(s), or when the photographing/videotaping is of a crowd or audience at an open public event where such photography/videography is not otherwise prohibited or restricted. Nothing in this
policy shall be construed to minimize or limit the rights that students have to control the disclosure of directory information, as set forth more fully in the Family Educational Rights and Privacy Act (FERPA) Annual Notice. Fairfield University reserves the right to prohibit or stop any photography/videography that is disruptive, intrusive, or not in compliance with University policy or the law.

**Posting and Distribution**

The University posting policy applies to the posting of all printed materials on all bulletin boards in or outside buildings. Officially recognized student organizations, University offices, faculty, and staff groups may post written information concerning a program or activity sponsored by Fairfield University or one of its groups, subject to the following requirements below.

Student organizations must first register their posting with the Office of Conference & Event Management. In addition, the posting and/or distribution of any material in student residences requires the approval of the Office of Residence Life. Commercial businesses and other off-campus groups require the approval of the Office of Conference & Event Management prior to posting any written material and/or distributing information or other items on campus.

Posters/flyers may not be placed in any location other than the designated bulletin boards. Surfaces of buildings, stairwells, doors, and windows are not approved areas. All posted materials by University organizations must contain the name of the sponsoring organization. If it is an off-campus organization, the printed material should also contain sufficient contact information including a phone number and address.

Printed material publicizing an event covered by the Speakers Policy should contain the following statement:
"The presence of a guest speaker on the campus of Fairfield University does not imply approval or endorsement by Fairfield University of the views expressed by the speaker or by anyone else present at the event."

Printed material publicizing any event on campus must contain a statement that lets those with disabilities or in need of an accommodation know who they can contact prior to the event in order to obtain information and assistance.
Printed material that is illegal (e.g., libelous, defamatory, pornographic), which is obscene, or which violates the University's policies on harassment and equal protection, including its policies on hate speech regarding race, gender, ethnicity, national orientation, or sexual orientation, is strictly prohibited, shall not be approved, and shall be referred to the University’s Director of Title IX and Equity Compliance for investigation.

Materials that violate applicable fire, health, or safety codes, or otherwise interfere with the regular and orderly operation of building maintenance may be removed, so long as the removal is not done with specific regards to the words, pictures, or other content of the material (but rather, the material itself).

Violations of this policy will result in the material being removed, and the responsible individual(s) will be subject to disciplinary action and/or suspension of posting or distribution privileges.

**Pregnant and Parenting Students Policy**

Fairfield University is committed to creating and maintaining a community where all individuals enjoy freedom from discrimination, including discrimination on the basis of sex, as mandated by Title IX of the Education Amendments of 1972 (Title IX). Sex discrimination, which can include discrimination based on pregnancy, marital status, or parental status, is prohibited and illegal in admissions, educational programs and activities, hiring, leave policies, employment policies, and health insurance coverage. Fairfield University hereby establishes a policy and associated procedures for ensuring protection and equal treatment of pregnant students, students with pregnancy-related conditions, and new parents.

Under the Department of Education’s (DOE) Title IX regulations, an institution that receives federal funding “shall not discriminate against any student, or exclude any student from its education program or activity, including any class or extracurricular activity, on the basis of such student’s pregnancy, childbirth, false pregnancy, termination of pregnancy, or recovery therefrom.” According to the DOE, appropriate treatment of a pregnant student includes granting the student leave “for so long a period of time as is deemed medically necessary by the student’s
physician,” and then effectively reinstating the student to the same status as was held when the leave began.

As with disability accommodations, information about pregnant students’ requests for accommodations will be shared with faculty and staff only to the extent necessary to provide the reasonable accommodation. Faculty and staff will regard all information associated with such requests as private and will not disclose this information unless necessary. Administrative responsibility for these accommodations lies with the Title IX Coordinator and the Office of Accessibility. They will maintain all appropriate documentation related to accommodations.

In situations such as clinical rotations, performances, labs, and group work, Fairfield University will work with the student to devise an alternative path to completion, if possible. In progressive curricular and/or cohort-model programs, medically necessary leaves are sufficient cause to permit the student to shift course order, substitute similar courses, or join a subsequent cohort when returning from leave. Students are encouraged to work with their faculty members and Fairfield University’s support systems to devise a plan for how to best address the conditions as pregnancy progresses, anticipate the need for leaves, minimize the academic impact of their absence, and get back on track as efficiently and comfortably as possible. The Title IX Coordinator will assist with plan development and implementation as needed.

**Scope of Policy**
This policy applies to all aspects of Fairfield University’s program, including, but not limited to, admissions, educational programs and activities, extracurricular activities, hiring, leave policies, employment policies, and health insurance coverage.

**Definitions:**
  a. Caretaking: caring for and providing for the needs of a child.
  b. Medical Necessity: a determination made by a health care provider (of the student’s choosing) that a certain course of action is in the patient’s best health interests.
  c. Parenting: the raising of a child by the child’s parents in the reasonably immediate post-partum period.
  d. Pregnancy and Pregnancy-Related Conditions: include (but are not limited to) pregnancy, childbirth, false
pregnancy, termination of pregnancy, conditions arising in connection with pregnancy, and recovery from any of these conditions.
e. Pregnancy Discrimination: includes treating an individual affected by pregnancy or a pregnancy-related condition less favorably than similar individuals not so affected, and includes a failure to provide legally mandated leave or accommodations.
f. Pregnant Student/Birthparent: refers to the student who is or was pregnant. This policy and its pregnancy-related protections apply to all pregnant persons, regardless of gender identity or expression.
g. Reasonable Accommodations: (for the purposes of this policy) changes in the academic environment or typical operations that enables pregnant students or students with pregnancy-related conditions to continue to pursue their studies and enjoy the equal benefits of Fairfield University.

Reasonable Accommodation of Students Affected By Pregnancy, Childbirth, or Related Conditions
a. Fairfield University and its faculty, staff, and other employees will not require students to limit their studies as the result of pregnancy or pregnancy-related conditions.
b. The benefits and services provided to students affected by pregnancy will be no less than those provided to students with temporary medical conditions.
c. Students with pregnancy-related disabilities, like any student with a short-term or temporary disability, are entitled to reasonable accommodations so that they will not be disadvantaged in their courses of study or research, and may seek assistance from the Office of Title IX and Equity Compliance and the Office of Accessibility.
d. No artificial deadlines or time limitations will be imposed on requests for accommodations, but Fairfield University is limited in its ability to impact or implement accommodations retroactively.
e. Reasonable accommodations may include, but are not limited to:
   1. Providing accommodations requested by a pregnant student to protect the health and safety of the student and/or the pregnancy (such as allowing the student to maintain a safe distance from hazardous substances);
   2. Making modifications to the physical environment (such as accessible seating);
3. Providing mobility support;
4. Extending deadlines and/or allowing the student to make up tests or assignments missed for pregnancy-related absences;
5. Offering remote learning options;
6. Excusing medically necessary absences (this must be granted, irrespective of classroom attendance requirements set by a faculty member, department, or division);
7. Granting leave per Fairfield University’s medical and/or voluntary withdrawal policies or implementing incomplete grades for classes that will be resumed at a future date; or
8. Allowing breastfeeding students reasonable time and space to pump breast milk in a location that is private, clean, and reasonable accessible. Bathroom stalls do not satisfy this requirement.

Nothing in this policy requires modification to the essential elements of any academic program. Pregnant students cannot be channeled into an alternative program or school against their wishes.

**Leave of Absence**

a. As long as students can maintain appropriate academic progress, faculty, staff, or other Fairfield employees will not require them to take a leave of absence, or withdraw from or limit their studies as the result of pregnancy, childbirth, or related conditions, but nothing in this policy requires modification of the essential elements of any academic program.

b. Enrolled students may elect to take a leave of absence because of pregnancy and/or the birth, adoption, or placement of a child. Refer to the Medical Withdrawal from the University and Voluntary Withdrawal from the University policies in the Undergraduate Academic Catalog and the Graduate Academic Catalog.

c. To the extent possible, Fairfield University will take reasonable steps to ensure that upon return from leave, students will be reinstated to their program in the same status as when the leave began, with no tuition penalty.

d. Continuation of students’ scholarship, fellowship, or similar University-sponsored funding during the leave term will depend on the students’ registration status and the policies of the funding program regarding registration status. Students will not be negatively impacted by or forfeit their future eligibility for their
scholarship, fellowship, or similar University-supported funding by exercising their rights under this policy.

e. The Title IX office can and will advocate for students with respect to financial aid agencies and external scholarship providers in the event that a leave of absence places eligibility into question.

Student Employee Leave

a. All student-employees will be entitled to the protections of the Family and Medical Leave Act, regardless of whether they are also students or hold post-doctoral status.

Retaliation and Harassment

a. Harassment of any member of the University community based on sex, gender identity, gender expression, pregnancy, or parental status is prohibited.

b. Faculty, staff, and other University employees are prohibited from interfering with students’ right to take leave, seek reasonable accommodation, or otherwise exercise their rights under this policy.

c. Faculty, staff, and other University employees are prohibited from retaliating against students for exercising the rights articulated by this policy, including imposing or threatening to impose negative educational outcomes because students request leave or accommodation, file a complaint, or otherwise exercise their rights under this policy.

Housing-Related Accommodations

Pregnant students’ on-campus housing status will not be altered based on pregnancy status unless requested by the pregnant students. Parenting students’ access to housing is governed by the Residential Guidelines.

Reporting

The Title IX Coordinator is responsible for overseeing complaints of discrimination involving pregnant and parenting students. Any member of the Fairfield University Community may report a violation of this policy to the Title IX Coordinator. All responsible employees must promptly report any violations of this policy of which they become aware to the Title IX Coordinator.
The Title IX Coordinator for Fairfield University is:
Megan D. Monahan, J.D.
Director, Title IX & Equity Compliance
1073 North Benson Road
Fairfield, CT 06824-5195
203-254-4357
mmonahan@fairfield.edu

Complaints may also be filed with the U.S. Department of Education's Office for Civil Rights (OCR) at:
Office for Civil Rights, Boston Office
U.S. Department of Education
8th Floor
5 Post Office Square
Boston, MA 02109-3921
Telephone: (617) 289-0111
Facsimile: (617) 289-0150
Email: OCR.Boston@ed.gov
Web: www.ed.gov/ocr

**Reporting Deaths, Emergencies, or Illnesses**

*Deaths*

Students who experience a death in their immediate family are asked to notify the Office of the Dean of Students. The office, in turn, will notify the academic dean's office, Campus Ministry, or others, as appropriate. If possible, a representative from the University may attend the visiting hours or funeral, and students have the option of sharing funeral arrangements with faculty and staff through a broadcast e-mail message. In all cases, an expression of sympathy will be sent to the student and his or her family.
Emergencies

Students who experience a personal or family emergency are asked to notify the Office of the Dean of Students, the Office of Residence Life, or another staff or faculty member (including resident assistants), especially if the emergency requires the student to leave campus or not attend classes for a short period of time (e.g., two days or more). While the primary reason for this is to provide any support possible to the affected student, a secondary reason is for the student's well being and safety. For example, a student who is not on campus can then be accounted for during an emergency.

Illnesses

Students who are sick or must undergo a medical procedure or testing should notify the Student Health Center. If necessary, the Student Health Center will coordinate with the primary care physician or specialist any follow-up treatment. If follow-up is not necessary, the student's medical records with the Student Health Center should be updated to reflect the illness or medical issue being addressed so that the medical history is accurate and proper care may be provided in the future.

Leaving Campus

Whenever a student will be off campus for 24 hours or more, regardless of the reason, he or she should notify at least one other student or the RA.

Notifying Professors/Instructors

As the central office for non-academic matters involving students, the Office of the Dean of Students will notify the student's academic dean's office, Campus Ministry, Student Health Center, or Counseling & Psychological Services, as appropriate, of situations involving deaths, family or personal emergencies, or illnesses. However, in all situations, students themselves are responsible for notifying their professors if they will miss class. The only exception would be if the situation is so extraordinary as to make it impossible for the student to do this. Contact information for professors is provided on all course syllabi, as well as online. Professors are responsible for their classes, and
students must make the necessary arrangements for missed class time and assignments directly with their professors.

*Excused Absences*

The Office of the Dean of Students, the Student Health Center, and Counseling & Psychological Services cannot provide notes excusing students from class and students should not ask for them. If a student has permitted it, a professor who calls to confirm information about the student's situation will be informed as such.

**Sexual Misconduct Policy**

This Sexual Misconduct Policy (as amended) is effective as of January 1, 2018. Complaints made or claims reported prior to January 1, 2018 will generally be reviewed under the prior Sexual Misconduct Policy, unless otherwise determined by the Title IX Compliance Coordinator, in his/her sole discretion, with respect to continuing or ongoing violations or other pertinent circumstances.

Fairfield University’s commitment to non-discrimination includes an assurance that the University will not tolerate discrimination or harassment on the basis of sex, sexual orientation or gender identity, including, but not limited to sexual violence, dating or domestic violence, or stalking, or retaliation, in its community. The Sexual Misconduct Policy is intended to guide the community on the University process to complaints of sexual misconduct, the resources available to individuals affected by sexual misconduct and the sexual misconduct prevention initiatives of the University. The Sexual Misconduct Policy applies to all University community members, and all members of the University community are responsible for being familiar with and abiding by the Sexual Misconduct Policy at all times.

A. **Compliance Notice:** The University does not discriminate on the basis of sex in its educational programs and activities, and Title IX requires that it not discriminate in such a manner. Sexual misconduct is a form of gender-based discrimination prohibited by both this policy, Title IX and other federal and state laws. Inquiries concerning the application of Title IX may be made to the University’s Title IX Compliance Coordinator:
B. **Jurisdiction:** The University’s disciplinary jurisdiction is limited to conduct which occurs on-campus and certain off-campus conduct. Off-campus conduct falls within the scope of this policy when the University determines that such conduct is sufficiently serious that it interferes with, or limits, an individual’s ability to participate in or benefit from the University’s educational programs or activities. Examples of off-campus conduct which the University may exercise jurisdiction over include, but are not limited to, off-campus parties and school-sponsored programs at off-campus locations and travel associated therewith.

C. **Definition of “Party”:** Within the text of this policy the term “party” shall be used in multiple sections for various applications. For purposes of this policy, the term “party” shall be defined as a person, especially one with specified characteristics; a person or people forming one side in an agreement or dispute; or a group of people taking part in a particular activity or trip.

D. **Relationship with Academic Freedom and Freedom of Expression:** Fairfield University is committed to protecting the academic freedom of its faculty and the freedom of expression of all members of the University community. That commitment is reflected in the University’s policies on academic freedom and freedom of expression. Academic freedom and freedom of expression include the expression of ideas, controversial and otherwise, both within and outside the classroom and in keeping with different responsibilities within the workplace on campus. The policies on discrimination and harassment are to be applied in a manner that is balanced against, consistent with, and protective of, the rights of academic freedom and freedom of expression of all parties, however said policies will defer to the requirements of the law under Title IX.

I. **Definitions of Prohibited Conduct**

The following are the definitions of conduct that is prohibited under the University’s Sexual Misconduct Policy:

A. **Consent:** "Affirmative Consent" means an active, clear and voluntary agreement by a person indicating a willingness to do the same thing, at the same time, in the same way to each other. Affirmative Consent is required for all sexual contact and activity with another person. Consent
for one activity does not mean consent for all activities. Consent may be withdrawn at any time. Mutually understandable consent is almost always viewed under an objective, reasonable person standard. The only context in which mutually understandable consent would be viewed under a subjective standard is in the instance of a long-standing relationship where a couple have established patterns of communicating consent, but even then there must still be evidence of free and knowing participation to establish consent. Effective consent is informed consent which is freely and actively given. Consent which is obtained through the use of fraud, force (actual or implied), threats, intimidation, or coercion is ineffective consent. Past consent does not imply future consent. Consent may never be given by a minor (in Connecticut, those not yet 16 years of age for sexual acts). Mentally disabled persons cannot give effective consent to sexual activity.

Physically incapacitated persons cannot give consent. Incapacitation is a state beyond drunkenness or intoxication. A person is not necessarily incapacitated merely as a result of drinking or using drugs. A person could be incapacitated due to other reasons which may include: sleep, prescribed or over the counter medication, mental or physical disability. Alcohol-related incapacity results from a level of alcohol ingestion that is more severe than impairment, being under the influence, drunkenness or intoxication. The impact of alcohol and other drugs varies from person to person. The inability to perceive capacity to consent does not excuse the behavior of the person who initiates, or furthers, the sexual interaction.

Silence, passivity, or the absence of resistance does not imply consent. Relying solely on non-verbal communication may result in confusion about whether there is effective consent. It is important not to make assumptions. If confusion or ambiguity arises during a sexual interaction, it is essential that each participant stops and verbally clarifies the other's willingness to continue.

Consent for one activity does not mean consent for all activities. Consent can be withdrawn at any time. When consent is withdrawn, sexual activity must cease. Prior consent does not imply current or future consent; even
in the context of an ongoing relationship, consent must be sought and freely given for each instance of sexual contact. An essential element of consent is that it be freely and actively given.

Mutually understandable consent is almost always viewed under an objective, reasonable person standard. In evaluating whether consent was given, consideration will be given to the totality of the facts and circumstances including, but not limited to, the extent to which an individual affirmatively uses words or actions indicating a willingness to engage in sexual contact, free from intimidation, fear, or coercion; whether a reasonable person in the position of the individual alleged to have committed the conduct would have understood such person’s words and acts as an expression of consent; and whether there are any circumstances, known or reasonably apparent to the individual alleged to have committed the conduct, demonstrating incapacitation or fear.

B. **Coercion:** Coercion is defined for purposes of this section as the application of unreasonable pressure to take part in sexual activity or in any of the prohibited conduct listed in this document. Unreasonable pressure can be exerted through physical or emotional force, intimidation, misuse of authority, or outright threats. When someone makes it clear that he or she does not want to engage in sexual activity or does not want to go beyond a certain point of sexual interaction, continued pressure beyond that point may be considered coercive. Ignoring or dismissing the objections of another person may also be a form of coercion.

C. **Force:** Force shall mean the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation, implied threats, and coercion. There is no requirement that an individual resist the sexual advance or request, but the presence of resistance is a clear demonstration of non-consent.

D. **Intercourse:** Intercourse shall mean vaginal penetration by a penis, object, tongue, or finger; anal penetration by a penis, object, tongue, or finger; and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

E. **Sexual Contact:** Sexual contact shall mean intentional contact with the breasts, buttocks, groin, or genitals; or touching another with any of these body parts; or making another touch you or themselves with or on any of
these body parts; and intentional bodily contact in a sexual manner even if not involving contact with, of, or by breasts, buttocks, groin, genitals, mouth, or other orifice.

F. **Intimidation:** Intimidation shall mean the creation of fear in a victim, and the very nature of a threat is the creation of fear of negative consequences for the purpose of influencing behavior.

G. **Discrimination:** Fairfield University does not discriminate on the basis of race, color, sex, sexual orientation, gender identity, gender expression, marital status, veteran's status, political ideology, religion, national or ethnic origin, age, or disability in the administration of educational policies or programs, admission and employment policies, scholarship and loan programs, and athletic and other school-administered programs. As a Catholic, Jesuit institution, Fairfield University values and celebrates the diverse backgrounds, cultures, experiences, and perspectives of our community. Through the promotion and protection of diversity, the Fairfield University community creates an environment where holistic development, academic excellence, and a commitment to the well-being of others can flourish. The University is committed to maintaining a diverse and multicultural community in which the dignity and worth of each of its members is respected. The University strongly condemns any unlawful or wrongful discrimination against the rights of others.

H. **Harassment:** Fairfield University defines harassment as verbal or physical conduct based on a person's race, color, sex, sexual orientation, gender identity, gender expression, marital status, veteran's status, political ideology, religion, national or ethnic origin, age, or disability that is sufficiently severe, pervasive, persistent, or patently offensive that it has the purpose or effect of denying or limiting a student's ability to participate in or benefit from the educational program, or that creates an intimidating, hostile, or offensive working, educational, or living environment. To constitute harassment, the conduct must include something beyond the mere expression of views, words, symbols, or thoughts that some person may find offensive. The alleged conduct will be viewed from both a subjective (the Reporting Party) and an objective (reasonable person's) viewpoint, and take into consideration all surrounding circumstances. Included within this definition is bias-related harassment, which is language or behaviors that demonstrate bias against persons or groups
because of race, color, ethnicity, religion, faith, national origin, political orientation, or sexual orientation. Some incidents of bias-related harassment may rise to the level of a hate crime. Hate crimes are defined by state and federal law, and typically involve a crime that is motivated by bias, and results in physical harm to person or property.

I. **Intimate Partner Violence (Dating Violence) and Domestic Violence:**
   1. **Intimate Partner Violence (also known as Dating Violence):** the use of physical violence, sexual violence, coercion, threats, intimidation, isolation, stalking, or other forms of emotional, sexual or economic abuse directed towards a current or former intimate partner. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone. Behavior can be spoken, written, or physical. Intimate partner violence can be a single act or a pattern of behavior in relationships. Intimate partner relationships are defined as short- or long-term relationships (current or former) between persons intended to provide some emotional/romantic and/or physical intimacy.
   2. **Domestic Violence:** Abusive behavior in an intimate or family relationship where the behavior is used to exert power and control over another party in the relationship. Domestic violence can include, but is not limited to, physical, sexual, emotional, economic, or psychological actions or threats of actions that influence another person.

J. **Retaliation:** Engaging in conduct that may reasonably be perceived to:
   1. adversely affect a person’s educational, living, or work environment because of their good faith participation in the reporting, investigation, and/or resolution of a report of a violation of the Sexual Misconduct Policy; or
   2. discourage a reasonable person from making a report or participating in an investigation under the Sexual Misconduct Policy, any other University policy, or any other local, state, or federal complaint process, e.g., filing a complaint with an entity like the U.S. Department of Education. Retaliation includes, but is not limited to, acts or words that constitute intimidation, threats, or coercion intended to pressure any individual to participate, not
participate, or provide false or misleading information during any proceeding under the Sexual Misconduct Policy.

Retaliation may include abuse or violence, other forms of harassment, and/or making false statements about another person in print or verbally with intent to harm their reputation. Retaliation can be committed by any individual or group of individuals, not just a Responding Party or a Reporting Party. Retaliation may constitute a violation of the Sexual Misconduct Policy even when the underlying report made did not result in a finding of responsibility. Retaliation, even in the absence of provable discrimination or harassment in the original complaint or charge, constitutes a serious violation of this policy.

K. Sexual Harassment: Sexual harassment consists of two basic types:

1. Quid Pro Quo Harassment: Any action in which submission to or rejection of unwelcome conduct of a sexual nature is made either explicitly or implicitly a term or condition of an individual's education, grades, recommendations, extracurricular programs or activities, or employment opportunities.

2. Intimidating or Hostile Environment: Any unwelcome conduct of a sexual nature that is severe, persistent, or pervasive, and creates an intimidating, hostile or offensive working or educational environment, or has the purpose or effect of unreasonably interfering with an individual’s employment, academic performance, education, or participation in extracurricular programs or activities.

In either type of sexual harassment noted above, the effect will be evaluated from both a subjective perspective, as well as the objective perspective of a reasonable person in the position of the person who experienced the conduct.

Forms of Sexual Harassment: In some cases, sexual harassment is obvious and may involve an overt action, a threat, or reprisal. In other instances, sexual harassment is subtle and indirect, with a coercive aspect that is unstated. Some examples include the following:

- Sexual harassment can occur between persons of equal power status (e.g., student to student, staff to staff) or between persons of unequal power status (e.g., faculty member to student, coach to student-athlete). Although sexual harassment often occurs in
the context of the misuse of power by the individual with the greater power, a person who appears to have less or equal power in a relationship can also commit sexual harassment.

- Sexual harassment can be committed by (or against) an individual or by (or against) an organization or group.
- Sexual harassment can be committed by an acquaintance, a stranger, or people who shared a personal, intimate, or sexual relationship.
- Sexual harassment can occur by or against an individual of any sex, gender identity, gender expression, or sexual orientation.

Examples of behavior that might be considered sexual harassment include, but are not limited to:

- Unwanted sexual innuendo, propositions, sexual attention or suggestive comments and gestures; inappropriate humor about sex or gender-specific traits; sexual slurs or derogatory language directed at another person’s sexuality, gender, gender identity, sexual orientation or gender expression; insults and threats based on sex, gender, gender identity, sexual orientation or gender expression; and other oral, written or electronic communications of a sexual nature that an individual communicates is unwanted and unwelcome.
- Written graffiti or the display or distribution of sexually explicit drawings, pictures, or written materials; sexually charged name-calling; or the circulation, display, or creation of emails, text messages, or web sites of a sexual nature.
- Display or circulation of written materials or pictures degrading to an individual or gender group where such display is not directly related to academic freedom, or an educational/pedagogical, artistic, or work purpose.
- Unwelcome physical contact or suggestive body language, such as touching, patting, pinching, hugging, kissing, or brushing against an individual’s body.
- Physical coercion or pressure of an individual to engage in sexual activity or punishment for a refusal to respond or comply with sexual advances.
• Use of a position of power or authority to: (1) threaten or punish, either directly or by implication, for refusing to tolerate harassment, for refusing to submit to sexual activity, or for reporting harassment; or (2) promise rewards in return for sexual favors.

• Acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex, sexual orientation, gender identity, or sex-stereotyping.

3. **Sexual Violence**: Physical sexual acts perpetrated against a person’s will or when a person is incapable of giving consent. Physical sexual acts include, but are not limited to, vaginal or anal penetration, however slight, with a body part or object, or oral copulation by mouth-to-genital contact. This definition includes sexual assault, sexual battery, and sexual coercion. Sexual violence may involve individuals who are known to one another or have an intimate and/or sexual relationship (relationship violence), or may involve individuals not known to one another.

4. **Attempted Sexual Misconduct**: It is a violation of this policy to attempt to commit an offense of non-consensual intercourse, non-consensual sexual contact, or sexual exploitation.

5. **Other Inappropriate Sexual Contact**: Having or attempting to have sexual contact of any kind other than that defined as “Sexual Violence” with another individual without consent. Other inappropriate sexual contact may include kissing, touching, or making other inappropriate contact with the breasts, genitals, buttocks, mouth, or any other part of the body that is touched in a sexual manner and without permission.

6. **Sexual Exploitation**: Any act committed through non-consensual abuse or exploitation of another person’s sexuality for the purpose of sexual gratification, personal benefit or advantage or any other illegitimate purpose. Sexual exploitation may involve individuals who are known to one another, have an intimate or sexual relationship, or may involve individuals not known to one another. Examples include, but are not limited to, observing another individual’s nudity or sexual activity or allowing another to
observe consensual sexual activity without the knowledge and consent of all parties involved.

a. **Inducing Incapacitation:** This includes the provision of alcohol or drugs to an individual, with or without that individual's knowledge, for the purpose of causing impairment or intoxication or taking advantage of that individual's impairment or intoxication.

b. **Media-Based Misconduct:** Photographing or taping someone (via audio, video or otherwise) involved in sexual activity, or in a state of undress, without his or her knowledge or consent. Even if a person consented to sexual activity, photographing or taping someone without his or her knowledge and agreement goes beyond the boundaries of that consent. Dissemination of photographs or video/audio of someone involved in sexual activity, or in a state of undress, without his or her knowledge or consent constitutes a separate and additional act of sexual misconduct.

c. **Miscellaneous:** The inappropriate behaviors listed above are not an exhaustive list. The University may consider any other conduct that has a sexual or gender-based connotation under the Sexual Misconduct Policy.

7. **Stalking:** More than one instance of unwanted attention, harassment, physical or verbal contact, or any other course of conduct directed at an individual that could be reasonably regarded as likely to alarm or place that individual in fear of harm or injury, including physical, emotional, or psychological harm. This includes cyber-stalking, a particular form of stalking in which electronic media such as the internet, social networks, blogs, texts or other similar forms of contact are used to pursue, harass, or make unwelcome contact with another person. Stalking and cyber-stalking may involve individuals who are known to one another or have an intimate or sexual relationship, or may involve individuals not known to one another.
II. Role of the Title IX Compliance Coordinator & Title IX Compliance Deputy Coordinator

The Title IX Compliance Coordinator is charged with coordinating the University's program to comply with Title IX regulations. This includes leading the University's efforts to respond to reports of conduct that could trigger the Sexual Misconduct Policy. The Title IX Compliance Coordinator is also available to meet with any individual to provide information about the implementation of the Sexual Misconduct Policy (including the availability of interim measures, the investigation, and the resolution/sanction process), as well as discussing other resources within the University community and beyond. The Title IX Team, including the Title IX Compliance Coordinator and/or other qualified members of the University community, will assist, as necessary, with these efforts.

The role of the Title IX Compliance Coordinator includes, but may not be limited to:

- Providing oversight of Title IX compliance policies, procedures and notifications
- Overseeing implementation of compliance (grievance) procedures
- Identifying and addressing any patterns or systematic problems revealed by reports and complaints
- Conducting investigations of sexual misconduct complaints
- Evaluating an individual's request for confidentiality in the context of the University's responsibility to provide a safe and nondiscriminatory environment for all of its members
- Providing guidance on Title IX compliance and University's related policies/procedures
- Facilitating interim measures/remedies
- Serving as a liaison to the state and federal agencies that enforce Title IX
- Promoting employee training and education on Title IX compliance
- Monitoring all other aspects of the University's Title IX compliance

In the absence of the Title IX Compliance Coordinator, the Deputy Title IX Compliance Coordinator shall be responsible for all responsibilities. If the Title IX
Compliance Coordinator is not able to conduct or complete an investigation for any reason, or determines reason that he/she must be recused from the matter, the Title IX Compliance Coordinator shall designate the Deputy Title IX Compliance Coordinator or a trained investigator from within the University, or an external party.

The Title IX Compliance Coordinator
Megan D. Monahan, JD
Director, Title IX and Equity Compliance
Phone: 203-254-4357
E-mail: mmonahan@fairfield.edu
[effective January 1, 2019]

Reporting Sexual Misconduct

II. A party in immediate danger should get to a safe place and call the Department of Public Safety at 203-254-4090, or dial 911 for the Fairfield Police Department. Similarly, those in need of medical attention should call the Department of Public Safety or dial 911. It is important to preserve evidence when reporting sexual misconduct. If possible, individuals should not shower or wash their clothing following sexual misconduct as that may aid in the investigation. **Any party is encouraged to report sexual misconduct to the Department of Public Safety or Title IX Compliance Coordinator at any time.**

Reporting parties of sexual misconduct can file a standard, formal incident report with the Department of Public Safety or the Title IX Compliance Coordinator at any time. There is no time limit when reporting sexual misconduct to the Department of Public Safety or Title IX Compliance Coordinator.

An incident report will include, among other things, the name of the reporting party and the name of the respondent, if known. Upon the filing of an Incident Report, the Department of Public Safety will act as first responder as detailed in this policy and refer the matter to the Title IX Compliance Coordinator for investigation. The Department of Public Safety will also determine whether law enforcement or other authorities should be notified.

Direct reporting can be important for the safety of the entire University community. Reporting parties have the right to report sexual misconduct to the
Department of Public Safety or the Title IX Compliance Coordinator without further participation in the investigatory, hearing, or resolution process. A Reporting Party can choose to initiate a criminal complaint through law enforcement and/or initiate complaint with a Title IX Compliance Coordinator. Reporting parties should understand, however, that by choosing to not participate in the process, the University’s response to the incident may be limited.

Reporting parties of sexual misconduct are also encouraged to contact the Fairfield Police Department directly by calling 911. Filing a criminal report with the Fairfield Police Department is different than filing a report with the Department of Public Safety. If an individual files a criminal report with the Fairfield Police Department, the police will determine if a criminal investigation will occur and if the case will be referred for prosecution.

**Responsible Employees:** Any employee, except those who are empowered by law to maintain confidentiality, who witnesses or receives a report of sexual misconduct against an individual 18 years of age or older, must report the incident as soon as possible to the Title IX Compliance Coordinator or the Department of Public Safety. This is required of all employees of the University.

While University employees must report information they receive, it is not their responsibility to investigate or confirm what is reported to them. University officials within the appropriate offices will determine the next steps, including ensuring that victims have been made aware of available on- and off-campus resources.

While a University employee may advise the Reporting Party of sexual misconduct that any conversation they have with the Reporting Party will be private (will not be shared unnecessarily with others), they may not tell a Reporting Party the conversation will be confidential unless that employee is subject to privilege by law to maintain confidentiality of an adult victim.

**III. Process for Investigating and Resolving Complaints**

These policies and procedures apply to all University community members, and all members of the University community are responsible for being familiar with and abiding by them at all times. This process describes how the University will investigate a report that an individual has engaged in conduct that could violate
the Sexual Misconduct Policy and determine what, if any, safety measures
and/or disciplinary sanctions are appropriate.

. **Initial Steps/Interim Measures** - After receiving a report of conduct that
could fall under the Sexual Misconduct Policy, the Title IX Compliance
Coordinator will take a number of initial steps in consultation with
Department of Public Safety when necessary. These initial steps are not
an investigation. Rather, these initial steps will enable the Title IX
Compliance Coordinator to assess the need to take any immediate action
to address the safety and health needs of the Reporting Party and the
University community, and to determine the next steps for investigating
the reported conduct and the need for any interim measures. These initial
steps may include, but are not limited to, the following:

1. The Title IX Compliance Coordinator will contact the Reporting
   Party and encourage him/her/them to meet to discuss the
   nature and circumstances of the reported conduct, review
   relevant documentation that is available and address the need
   for any interim measures. The Title IX Coordinator is
   responsible to put interim measures in place after careful
   consideration of all the facts, and consultation with all necessary
   parties. Interim measures must be assigned in an expeditious
   manner, but certainly no later than seven (7) business days
   following the first report of a policy violation, in an effort to allow
   for academic continuity for all parties when possible. Examples
   of interim measures with respect to sexual misconduct may
   include no-contact orders, requests for academic or work
   adjustments, housing accommodations, dining, transportation,
   working and/or immigration situations, statutorily provided leave
   to employees pursuant and other actions to address the
   situations and the Reporting Party's immediate physical safety
   and emotional needs and concerns on an interim basis. Interim
   measures are subject to change over time as needed by either
   of the parties. The changes are within the discretion of the Title
   IX Coordinator, and it will remain the title IX Coordinator's
   responsibility to keep both parties informed of any change, and
to ensure that the changes are both necessary and effective.
2. Interim measures are subject to a Request for Reconsideration by a responding party. This request must be made to the Title IX Coordinator within three (3) business days of the issuance of interim measures. A decision on the Request for Reconsideration must be issued within seven (7) business days of the date of the filing of the request, and said decision will be binding. Interim measures will remain in full force and effect during the period of reconsideration.

3. The Title IX Coordinator shall appoint an ombudsperson who will be responsible to issue decisions on all Requests for Reconsideration of interim measures. The ombudsperson shall be an external resource meaning that he/she is an individual who is not a member of the Fairfield University community and is both fair and impartial.

4. The Title IX Compliance Coordinator will assess the reported conduct to determine whether the circumstances pose a threat to the health or safety of the University community that warrants issuance of a timely warning in conjunction with Department of Public Safety, a no contact order for any persons, or any other interim protections, including, but not limited to, suspension of a student, placing an employee on leave, or restricting any individual from other privileges prior to completing an investigation. During the interim action, the University reserves the right to prohibit the individual from entering upon the University's property or participating in any University activities absent of written authorization from an appropriate University official. The failure of an individual to comply with an interim restriction is a violation of this Policy and may lead to additional disciplinary action. The decision to impose interim restrictions will be communicated by the Title IX Compliance Coordinator in writing and will be effective immediately.

5. The Title IX Compliance Coordinator will notify the Reporting Party about: (a) the availability of the Sexual Misconduct Policy; and (b) the right to report and the right to decline to report the matter to Department of Public Safety and/or to local law enforcement if the conduct is potentially criminal in nature (and
that such a report will not change the University’s obligation to potentially investigate the matter but it may delay the timing of the investigation if a law enforcement agency requests that the University delay its process for a reasonable amount of time to allow it to gather evidence of criminal conduct).

6. The Title IX Compliance Coordinator will notify the Reporting Party of the available confidential and non-confidential resources both on and off-campus for seeking medical treatment, counseling, spiritual guidance, or other interim measures.

7. If the Title IX Compliance Coordinator determines the reported conduct could, in any way, trigger the Sexual Misconduct Policy, he or she will contact the Reporting Party to discuss that determination. In connection with allegations of sexual misconduct, if, at this time, the Reporting Party requests that the process not move forward, the University will weigh that request against the University’s obligation to address any risk of harm to the Reporting Party or other individuals in the community and the nature of the incident or conduct at issue.

8. If the Title IX Compliance Coordinator determines that the reported conduct does not, in any way, trigger the Sexual Misconduct Policy, he or she will advise the Reporting Party of such in writing. Such a determination does not preclude the matter from being referred to other offices to be addressed under other applicable University policies.

Optional Informal Resolution Procedure: (The following Informal Resolution Procedure may not be used to resolve allegations of Sexual Violence, Other Inappropriate Sexual Contact, Inducing Incapacitation, Stalking or Relationship Violence, as each of those terms is defined in the Sexual Misconduct Policy.) At any time prior to convening the University Hearing Board ("Hearing Board"), a Party may request an informal resolution of a complaint rather than an investigation by contacting the Title IX Compliance Coordinator. The informal procedure is voluntary in nature and is designed to achieve a resolution to which both the Reporting and Responding parties agree. All Parties and the Title IX Compliance Coordinator must agree to informal resolution for
this option to be used. The Title IX Compliance Coordinator will assess the request for informal resolution against the severity of the alleged violation and the potential risks to campus community members. The assignment of interim measures is still available in mediation however one or both parties' compliance with any and all interim measures is required in order for mediation to be available.

If the Title IX Compliance Coordinator determines that informal resolution is appropriate, the Title IX Compliance Coordinator will notify the Parties. The Title IX Coordinator shall serve as the mediator in this informal process. In the event that the Title IX Coordinator determines that there is a conflict in his/her involvement with the mediation, the Title IX Coordinator shall refer the matter to a previously selected outside mediator.

The allegation will be deemed resolved when the Parties expressly agree to an outcome that is acceptable to them, and which is approved by the Title IX Compliance Coordinator. Upon successful completion of a mediation both parties will sign an agreement which shall include the responsibilities of either or both parties going forward, if any. The signed agreement shall be binding on all parties and is not subject to appeal. The sixty (60) day period within which an investigation and hearing must be completed shall not commence until or unless mediation is unsuccessful and thereby terminated. A Party may withdraw from the informal resolution process at any time. The Title IX Compliance Coordinator may also terminate mediation and initiate an investigation at any time that deems it appropriate, in his or her sole discretion.

A. The Investigation Phase

1. **Notice of an Investigation:** If it is determined that the reported conduct could trigger the Sexual Misconduct Policy and an investigation is required, the Title IX Compliance Coordinator will prepare a written notice to the Reporting Party and Responding Party that will include a brief description of the allegations, the portions of the Policy that are alleged to have been violated, and any interim measures put in place about which either Party must be made aware. This written notice
does not constitute a finding or a determination of responsibility.

2. **Information about Advisors in Connection with Allegations of Sexual Misconduct.** In connection with an allegation of sexual misconduct each Party, including any Reporting Party, may have a single advisor of such Party’s choice present during the entire process and/or the University disciplinary proceeding, including any related meeting, interview, or hearing, held pursuant to the Sexual Misconduct Policy. Unless otherwise provided for and/or required by federal or state laws, parties may request the assistance of an advisor who is a member of the University community (e.g., faculty, staff or student). If the individual needs assistance with selecting an advisor, the Coordinator will provide the names of advisors from a pool of trained advisors.

Advisors may not participate actively while present at any disciplinary proceeding and may not speak or otherwise communicate on the part of the Party that the advisor is advising. However, the advisor may ask to suspend any meetings, interviews, or hearings briefly to provide private consultation related to the disciplinary proceeding in progress. An advisor is subject to the same privacy expectations applicable to others in attendance. Accommodations, including scheduling of interviews or reviews, generally will not be made for any advisors if they unduly delay the process. The advisor is not permitted to attend a meeting or proceeding without the Party without the prior approval of the Title IX Compliance Coordinator, as determined in his/her sole discretion. The University reserves the right to take appropriate action regarding any advisor who disrupts the process, or who does not abide by the restrictions on their participation as determined in the sole discretion of the Title IX Compliance Coordinator.

3. **Support Services and Resources.** The Parties should review on-campus and off-campus resources regarding the available
support services at the University and in the community. At the request of either Party or witness, the Title IX Compliance Coordinator can discuss further the support services, resources, and options available.

4. **Designation of Investigator.** The Title IX Compliance Coordinator will appoint a previously designated and trained investigator to complete an investigation. All investigators – internal or external – will be selected from a group of qualified and trained individuals employed by the University or engaged by the University for the purpose of conducting investigations under the Sexual Misconduct Policy. The Title IX Compliance Coordinator will provide the Parties with the name of the person(s) assigned to investigate the reported conduct (the "Investigator(s)"). As soon as possible, but no later than three (3) business days after delivery of the identity of the Investigator(s), the Parties should inform the Title IX Compliance Coordinator (in writing) of any conflicts of interest with regard to the selected Investigator(s). The Title IX Compliance Coordinator will consider the nature of the conflict and determine if different individuals should be assigned as Investigator(s). The Title IX Compliance Coordinator’s decision regarding any conflicts is final.

5. **Nature of the Investigation.** The investigation will include separate interviews with the Reporting Party, the Responding Party, and any witnesses whom the Investigator(s) believe will provide necessary and relevant information. The investigation may include the review of documentation or other items relevant to the reported conduct. The Investigator(s) will provide the Parties with written notice of meetings at which their presence is required.

6. **The Parties’ Identification of Potential Witnesses and Documentation.** The Parties have the opportunity (and are expected) to provide the Investigator(s) with the identification of potential witnesses who have direct knowledge or specific information about the reported conduct and with whom they would like the Investigator(s) to speak. The Parties also have
the opportunity (and are expected) to provide the Investigator(s) any documentation or other items or questions they would like to be considered including but not limited to a police report, if filed and medical records, if applicable. All information described in this section must be presented to the Investigator(s) in writing and include a brief description as to how the persons, documents, and/or items are relevant to the reported conduct. This information must be provided to the Investigator(s) during the Investigation Phase and without delay upon becoming aware of it. The Investigator(s) will exercise discretion in their determination of what information to consider and which potential witnesses identified by the Parties can provide relevant information to the investigation.

7. **Investigation Prohibitions.** Neither Party will be permitted to question or cross-examine the other Party directly during the investigation or disciplinary proceedings. Moreover, the Investigator(s) generally will not gather or consider information related to either Party’s sexual history outside of the conduct in question.

8. **Responding Party Voluntary Agreement to Policy Violation.** At any point prior to convening a Hearing Panel, a Responding Party may agree in writing to the alleged violation(s) of the Sexual Misconduct Policy. In cases of sexual violence, other inappropriate sexual contact, sexual exploitation, stalking or relationship violence, the individuals responsible for imposing sanctions will determine and impose sanction(s).

B. **Investigative Report and Determination of Responsibility**

0. **Content of the Investigative Report.** At the conclusion of the Investigation Phase, the Investigator(s) will prepare an Investigative Report, which should include a summary of the factual information presented during the Investigation Phase, a separate section where the Investigator(s) points out relevant consistencies or inconsistencies (if any) between different sources of information, and a separate section describing the Investigator(s)’ perception of the demeanor of the individuals interviewed. The Investigative Report will not include a determination by the Investigator(s) as to
whether a Party has violated the Sexual Misconduct Policy or what sanctions may be appropriate. The determination of the charges referred to the Hearing Board for a hearing will be made by the Title IX Compliance Coordinator, and any findings of responsibility will be made by the Hearing Board, as described below.

1. **Review by the Parties.** The Parties will have an opportunity to review the Investigative Report and may submit written comments about the content of the Investigative Report to the Investigator(s) within five (5) business days of the date they are notified that the Investigative Report is available for review. This review will take place at a secure location and in a secure manner determined by the University. Each Party may have such Party’s advisor review the Investigative Report with them. Photographs or any other copies of the Investigative Report are not allowed by either Party or advisor. The comments submitted by the Parties may not exceed ten (10) double spaced pages unless a higher page limit is otherwise determined to be necessary and appropriate in the sole discretion of the Title IX Compliance Coordinator. After reviewing the submissions, if any, from the Parties, the Investigator(s) may determine that either additional investigation is required or no further investigation is needed. If further investigation is conducted, the Investigator(s) will include any additional relevant information in the Investigative Report. The Investigative Report will then be submitted to the Title IX Compliance Coordinator. Any submissions made by either Party pursuant to this section, as well as any other documentation deemed relevant by the Investigator(s), will be attached to the Investigative Report.

2. **Convening the University Hearing Board.** If the Title IX Compliance Coordinator determines that there is a potential violation of policy, the Title IX Compliance Coordinator will assign the matter to be heard by the Hearing Board. Said Hearing Board shall be comprised of five (5) member board of University community members trained to decide cases pursuant to this Policy. Said Hearing Board shall be comprised of representatives from each of the following: Student Life, Faculty, Administration, Human Resources and Athletics. In no instance shall the Panel
include students. The Title IX Compliance Coordinator shall be present at all hearings as a non-voting attendee. Said Hearing Board shall be scheduled to meet eight (8) times per semester. Cases will be scheduled to be heard at regularly scheduled hearing dates. The Title IX Compliance Coordinator will provide the Parties with the names of the persons assigned as the Hearing Board members for their case.

As soon as possible, but no later than three (3) business days after delivery of the identity of the assigned Hearing Board members, the Parties should inform the Title IX Compliance Coordinator in writing of any conflicts of interest in regard to the selected members assigned to the Hearing Board. If a conflict of interest is raised regarding any of the individuals assigned to the Hearing Board, the Title IX Compliance Coordinator will consider the nature of the conflict and determine if different individuals should be assigned to the Hearing Board. The Title IX Compliance Coordinator may consult with other University personnel to assess any conflicts of interest. The Title IX Compliance Coordinator’s decision regarding any conflicts is final. The Title IX Compliance Coordinator will then submit the Investigative Report to the Hearing Board members and assign the matter to a date as appropriate.

3. **Review and Determination by the Hearing Board.** The Hearing Board will make a determination as to whether or not the Responding Party is responsible for violating the Sexual Misconduct Policy by having engaged in some or all of the reported conduct. The Hearing Board has the authority to accept the Investigative Report without seeking additional investigation, or to ask the Investigator(s) to conduct additional investigation on specific points. The Hearing Board, in its discretion, may invite the Investigator(s) to attend the Hearing Board if the Hearing Board believes it would be helpful to have an opportunity to ask the Investigator(s) any questions arising from the Investigative Report. The parties will have the ability to present any further evidence to the Hearing Board at the scheduled hearing. The Hearing Board also has the authority, in its discretion, to speak directly with any
persons identified in the Investigative Report. The Hearing Board, as the ultimate decision-maker in the matter, is provided broad discretion. The Hearing Board has the authority to question either the reporting party or the responding party. At no point shall the reporting party or the responding party be entitled to question the other. Both parties maintain the right to attend the Hearing Board however their presence is not required.

4. **Notification of Decision.** Upon reaching a determination of responsibility, the Hearing Board will provide a written notification of its decision to the Title IX Compliance Coordinator. If sanctions are necessary, the matter will be referred by the Title IX Compliance Coordinator to the appropriate personnel taking into consideration the role of the responding party at the University. The notification will consist of a brief statement of the allegations and the determinations made by the Hearing Board.

5. **Standard of Proof.** All findings and determinations of responsibility under the Sexual Misconduct Policy will be made using a preponderance of the evidence standard. This standard requires the determination of whether it is more likely than not that a fact exists or a violation of the Sexual Misconduct Policy occurred. Please note that the preponderance of the evidence standard is not the standard used for criminal culpability in most jurisdictions and a determination of responsibility under the Sexual Misconduct Policy does not equate with a finding of a violation of criminal laws. Conversely, lack of a prosecution or conviction in a criminal proceeding does not necessarily imply that the University’s Sexual Misconduct Policy was not violated. The two procedures are significantly different and utilize different standards for determining violations.

6. **Groups, Departments, Organizations and Teams.** A group, department, organization or team may be held collectively responsible for a violation of this Policy when one or more members of the group or other individuals associated with the group, department, organization or team are found responsible for a violation of this Policy and the Hearing Board separately determines that:
members of the group, organization or team acted in concert with respect to misconduct;

- the individual found responsible for committing the misconduct was either acting on behalf of the group, organization or team or engaged in an activity sponsored, financed or endorsed by the group, organization or team or its leaders;

- the misconduct grows out of, occurs during, or is related to any activity or event sponsored, financed or endorsed by the group, organization or team;

- any leader, officer, or team captain of group, organization or team had knowledge of the misconduct or incident before or while it occurred and failed to take corrective action; and/or

- a pattern of individual misconduct by members of the group, organization or team is found to exist.

The designated leader or leaders (e.g., president, officer(s), or team captain(s)) shall represent the group, department, organization or team throughout the process. There shall be no right of individual appeal of any member of the student group, organization or team to a group sanction.

C. Determining Sanctions

0. Sanctioning Decision. The University employees responsible for determining sanctions are as follows:

   . Students. Sanctions regarding students and student groups, organizations and teams will be determined by the Dean of Students. The Dean of Student’s determination will be shared with the Parties in writing. All parties may request the opportunity to meet with the Dean of Students within three (3) days following the determination.

   i. Faculty. The Title IX Compliance Coordinator will provide the dean of the respective colleges or schools with a copy of the Hearing Board’s written notification of its determination of responsibility as well as the Investigative Report. The dean of the respective colleges or schools will determine an appropriate sanction(s). If the Dean determines that a sanction of dismissal is recommended, the sanction will be
reviewed pursuant to the Journal of Record. The Dean will then provide written notification to the Title IX Compliance Coordinator of the action taken with regard to the faculty member.

ii. **Exempt and Non-Exempt Employees:** Sanctions regarding employees, as defined by the University, will be determined by the Vice President of Human Resources. The Title IX Compliance Coordinator will provide such vice president with a copy of the Hearing Board’s written notification of its determination of responsibility as well as the Investigative Report.

1. **Types of Sanctions.**
   a. **Employees, including Faculty Members.** Sanctions imposed with respect to Responding Parties who are employees or faculty members may include, but are not limited to, one or more of the following: dismissal from employment, non-renewal of an employment contract, suspension, probation, reprimand, warning, training and/or counseling, no-contact order, among others.
   b. **Students.** Sanctions may include, but are not limited to, one or more of the following: expulsion, dismissal, probation, reprimand, warning, restitution, education/counseling, no-contact order, restriction from extracurricular programs or activities, loss of leadership opportunity or positions in activities, housing restriction/relocation, and/or loss or restriction from College employment.
   c. **Groups, Departments, Organizations and Teams.** Sanctions for groups, organizations and teams may include suspension, revocation or denial of registration or recognition, probation, reprimand, warning, restitution, education, restriction, among other possible sanctions.

2. **Considerations.** In determining an appropriate sanction, the University may take into account the following:
   - The nature and circumstances of the misconduct.
   - The impact of the misconduct on the Reporting Party.
   - The impact of the misconduct on the University community.
The disciplinary history of the Party deemed responsible.

Any other mitigating or aggravating circumstances in order to reach a fair and appropriate resolution in each case.

Range of sanctions typically imposed for similar violations.

3. **Additional Remedies.** The sanctioning authority may also identify additional remedies to address the effects of the conduct on the affected Party. Remedies may include extending or making permanent any interim or safety measures. If a Reporting Party declined or did not take advantage of a specific service or resource previously offered, the University may re-offer the service as applicable or necessary. The Title IX Compliance Coordinator also may consider broader remedial action for the campus community, such as increased supervision or monitoring, targeted or increased education and prevention efforts, and review of policies and procedures. In addition, the Title IX Compliance Coordinator may refer any matter raised, but not addressed hereunder, that may potentially violate any other University policy, rule, or procedure to the appropriate University officials to address such matters, irrespective of the finding under this Policy.

D. **Notification of Investigation Outcome.** Upon completion, the Title IX Compliance Coordinator will inform the Parties simultaneously and in writing of (1) the outcome of the disciplinary proceeding; and (2) the procedures for either Party to appeal the result of the disciplinary proceeding. The Title IX Compliance Coordinator will also inform other University officials with a legitimate educational interest about the outcome of the finding. Notice to these other individuals will be accompanied with a request that the information should remain private except in situations in which disclosure is necessary to protect the safety of the community.

E. **Appeals.** The following appeal process applies to all appeals. Within five (5) business days of the delivery of the notice of the decision of responsibility and/or sanction, either Party may appeal the decision by submitting to the Title IX Compliance Coordinator a letter stating why the Party requesting the appeal believes the determination of responsibility and/or the sanctions were inappropriate.
A Reporting Party appealing under this section may only appeal on the following grounds:

0. Procedural error by the Investigator(s) or the Hearing Board that materially prejudiced the Party requesting review; and/or

A Responding Party appealing under this section may only appeal on the following grounds:

1. Procedural error by the Investigator(s) or the Hearing Board that materially prejudiced the Party requesting review; and/or

2. Newly discovered material information that was not known to the Party requesting review and not available to the Investigator(s), the Hearing Board, or the individual determining the sanction, and which likely would have changed the finding of responsibility or the sanction(s) imposed had it been available.

The Party submitting the appeal must set forth in detail the grounds for review and must attach all materials that he or she wishes to have considered in the appeal process. The Title IX Compliance Coordinator will provide a copy of the appeal submitted by one Party to the other Party.

The Vice President for Student Life will be the Appellate Officer for matters in which a Responding Party is a student. [effective January 1, 2019]

The Provost for Academic Affairs will be the Appellate Officer for matters in which a responding party is a faculty member.

The Executive Vice President/Chief Operating Officer will be the Appellate Officer for matters in which the Responding Party is an exempt or non-exempt employee, other than faculty.

As soon as possible, but no later than two (2) business days after delivery of the identity of the assigned Appellate Officer, the Parties should inform the Title IX Compliance Coordinator in writing of any conflicts of interest in regard to the assigned Appellate Officer. The Title IX Compliance Coordinator will consider the nature of the conflict and determine if different individual(s) should be assigned. The Title IX Compliance Coordinator may consult with other University personnel to discuss any
conflicts of interest. The Title IX Compliance Coordinator’s decision regarding any conflicts is final.

The Appellate Officer will decide the merits of the appeal and, in so doing, may consult with the Investigator, the Hearing Board, the individual issuing the sanction, or any other individual that the Appellate Officer deems appropriate. Sanctions of all types (including, but not limited to, any form of suspension, dismissal, or separation from the University) can be imposed, in full or in part, while an appeal is pending at the sole discretion of the University.

The Appellate Officer may deny the appeal and affirm all or part of the determination of responsibility or the determination of sanction, or the Appellate Officer may refer the matter back to the Investigator, the Hearing Board, and/or the individual determining the sanction for further consideration. If the matter is referred back to the Investigator, the Hearing Board, and/or the individual determining the sanction for further consideration, the Appellate Officer will provide specific instructions with the referral. In the event of a referral for further consideration, the Title IX Compliance Coordinator will be consulted and further proceedings may be commenced, as appropriate under the circumstances and consistent with this Policy.

The decision of the Appellate Officer regarding the appeal will be in writing and is final. The Title IX Compliance Coordinator will inform the Parties simultaneously and in writing of the outcome of the appeal.

F. Additional Matters

0. Duty of Honesty. All Parties and witnesses are obligated to be completely honest during the course of the entire process set forth in this Policy. Any person who knowingly makes a false statement – either explicitly or by omission – in connection with any part of the process may be subject to separate University disciplinary action. A report made in good faith, however, is not considered false merely because the evidence does not ultimately support the allegation of violation of the policy.
1. **Duty of Cooperation.** All Parties and witnesses are obligated to cooperate with the Title IX Compliance Coordinator and any persons charged with implementing the Sexual Misconduct Policy and these procedures. Any person who knowingly interferes with the actions taken to implement the reporting, investigation, or resolution of matters under the Sexual Misconduct Policy may be subject to separate and/or additional University disciplinary action.

2. **Respect for Privacy.** The University values the privacy of individuals involved in the reporting, investigation, and/or resolution of matters subject to the Sexual Misconduct Policy. The U.S. Department of Education has provided guidance indicating that there are situations in which it may be necessary for an institution to override a request for privacy or confidentiality in order to meet its obligations under the law. In the event circumstances result in the University overriding a request for privacy or confidentiality to meet its obligations, the University will do so with the utmost sensitivity and respect for the circumstances and the individuals involved.

3. **Recording the Proceedings.** The Parties are not permitted to make video, audio, or other electronic, photographic, or digital recordings of any meetings or proceedings held under the Sexual Misconduct Policy or these procedures or the Investigative Report. The Title IX Compliance Coordinator may make exceptions to this prohibition in limited circumstances if he or she concludes, in his or her sole discretion, that recording is warranted, and upon written request of the Party seeking the recording that explains the need for the recording.

4. **Follow-up with Reporting Party.** Where the Title IX Compliance Coordinator deems appropriate, he or she may contact the Reporting Party to provide an update on the process, the timing and extent of which will be determined by the Title IX Compliance Coordinator and depend upon the nature of the allegations and the situation.

5. **Prohibition against Retaliation.** The University will not tolerate retaliation in any form against any persons for their participation or involvement in the reporting, investigation, and/or resolution of matters reported or subject to the Sexual Misconduct Policy. The
University will take appropriate steps to prevent and/or address retaliatory conduct immediately. The University includes retaliation in its definition of prohibited conduct under this Policy.

6. Amnesty for Students Reporting Sexual Violence, Relationship Violence and Stalking. The University encourages reporting under the Sexual Misconduct Policy and seeks to remove barriers to reporting. Individuals may be hesitant to report sexual violence, relationship violence, harassment or stalking out of a concern that they, or witnesses, might be charged with a violation of the University's drug and alcohol policies. While the University does not condone such behavior, the University places a priority on the need to address sexual violence, relationship violence, harassment and stalking. The University generally will not hold an individual who in good faith reports or is a witness during an investigation of sexual violence, relationship violence and stalking under the Sexual Misconduct Policy accountable for disciplinary violations that do not place the health and safety of any other person at risk or create a danger to the University community. The University retains the right to require individuals to attend counseling or drug/alcohol related courses even in circumstances in which disciplinary conduct will not be pursued under this part.

7. Special Situations. The University retains the right to determine, in its sole discretion, if it will address a report of conduct under the Sexual Misconduct Policy administratively and outside of the process described herein when the safety of the University community is at risk, if the material facts are undisputed, if there are extenuating circumstances involving either of the Parties, or if the Title IX Compliance Coordinator, in consultation with appropriate administrators, determines it is in the best interest of the University and/or the community to do so.

8. Jurisdiction. The University’s disciplinary jurisdiction is limited to conduct which occurs on campus and certain off-campus conduct. Off-campus conduct falls within the scope of this policy when the University determines that such conduct is sufficiently serious that it interferes with, or limits, an individual's ability to participate in or benefit from the University’s educational programs or activities.
Examples of off-campus conduct that the University may exercise jurisdiction over include, but are not limited to, off-campus parties and school-sponsored programs at off-campus locations and travel associated therewith.

II. **Resources**

If a student has experienced or has been accused of sexual violence or assault, there are many resources and options available to them on and off-campus. One goal of this policy is to ensure that victims who report to any University employee are made aware of and receive necessary or desired services. Below is a list of confidential and private resources available both on and off-campus. If individuals would like to speak with an off-campus victim's advocate immediately, they can call 203-333-2233.

There are several departments within the University community that can be called upon to respond to incidents of behavior that could be subject to the Sexual Misconduct Policy and can serve as supports to individuals in many different ways. These resources are available to both Reporting Parties and Responding Parties.

- **Confidential:** Some University resources are individuals designated as “confidential resources.” These University employees serve in professional roles in which communications are provided confidential status under the law (e.g., licensed mental health care providers, licensed medical providers, pastoral counselors and clergy) and may not report identifying information about behavior that may implicate the Sexual Misconduct Policy without the consent of the individual who supplied the information in question or otherwise in compliance with law. However, these confidential resources are instructed to inform individuals of their right to file a complaint under the Sexual Misconduct Policy and/or with the police and may assist in that process. You can seek confidential services through the following resources:

  **On-Campus:**
  Counseling & Psychological Services (students only)
  203-254-4000, ext. 2146
Student Health Center (students only)
203-254-4000, ext. 2241

Jesuit community/Clergy
203-254-4000, ext. 2664
203-259-7805

**Off-Campus:**
The Center for Family Justice
203-333-2233 (sexual assault hotline)
203-384-9559 (domestic violence hotline)

Triangle Community Center
203-853-0600

Bridgeport Hospital
203-384-3566

CT Office of the Victim Advocate
860-550-6632

A. **Private/Non-Confidential Resources: not governed by confidentiality.**

**On-Campus:**
Public Safety
203-254-4090

Title IX Compliance Coordinator
203-254-4357

Office of the Dean of Students
203-254-4211

Office of Human Resources
203-254-4000, ext. 2227

Campus Ministry
203-254-4000, ext. 3405
III. Education and Other Preventative Initiatives

The University is committed to the prevention of sexual misconduct through education and awareness. Throughout the year, programs designed to promote sexual violence awareness and prevention are presented by a variety of campus resources including the Office of the Dean of Students, Human Resources, Counseling & Psychological Services, Residence Life, Campus Ministry, and the Department of Public Safety. Technology based training is used to educate at all levels. The University also promotes participation of student groups in prevention activities and bystander education. Prevention programs stress the added risks involved when the use of alcohol and/or illegal drugs is present. Flyers about sexual violence are posted in residence halls, and academic and administrative buildings. The educational programs review strategies for prevention and inform University community members of options and resources available should such violence occur.

Under the Jeanne Clery Act, the University issues warnings to the campus community regarding crimes that pose a serious ongoing threat to students and employees in a manner that is timely and will aid in the prevention of similar occurrences. The Department of Public Safety is responsible for evaluating reported crimes to determine if a timely warning is appropriate. Reported cases of sexual violence may require such a warning if the circumstances of the incident suggest that there is a serious or continuing threat to the safety of the campus community.

Whether to issue such an alert is considered on a case by case basis and depends upon a number of factors including the continuing danger to the campus community, whether the responding party was apprehended and the possible risk
of compromising law enforcement efforts. Timely warnings never include the name of the reporting party. When a timely warning is issued, it will be explained to the reporting party by the Title IX Compliance Coordinator or the Department of Public Safety.

Reporting parties of sexual misconduct may also be eligible to obtain a protective order or apply for a temporary restraining order or seek enforcement of an existing protective order issued by a court of competent jurisdiction. Fairfield University will honor any lawful protective or temporary restraining order.

Policies for Students with Disabilities and Temporary Impairments

1. Statement of Intent
Fairfield University is committed to providing students with disabilities an equal opportunity to access the benefits, rights and privileges of its services, programs and activities in an accessible setting. In compliance with Americans with Disabilities Act (ADA) of 1990 and Section 504 of the Rehabilitation Act of 1973, Accessibility works closely with students, administrators, and faculty to develop and implement individualized accommodations tailored to students’ needs to reduce the impact of their disabilities on academic functioning or upon other major life activities. Accessibility is responsible for evaluating whether a student with a disability is eligible for a reasonable accommodation to Fairfield University’s rules, policies, practices, services or programs when such accommodation may be necessary to afford such student with an equal opportunity to access such services, programs or activities. Requests for accommodations or modifications to any policy are reviewed on an individualized, case by case basis by Accessibility.

In keeping with our Jesuit mission, Fairfield University also recognizes the need for accommodations when a student is suffering from a temporary impairment and such impairment is impeding academics or access to campus life. Accessibility will work with the student with a temporary impairment to provide accommodations should the student’s temporary impairment impact academics or other major life activities.

2. Requesting Accommodations
Students with disabilities or temporary impairments requesting academic, housing or other campus life accommodations or modifications to University policies on the basis of a disability must first register with the Accessibility.
In order to register with the Accessibility, a student must complete the Student Intake Form and provide appropriate documentation regarding their disability or temporary impairment and requested accommodations to Accessibility. Such documentation must be current, must be from a qualified and licensed professional, must establish the need for the requested accommodation or exception and must explain the current impact of the student’s disability or temporary impairment to the requested accommodation. Students with disabilities or a temporary impairment can access the intake form online through the Accessibility task portal on my.fairfield.edu or by following the instructions located on Accessibility’s website. Should a student need assistance with completing or accessing the Student Intake Form, please contact Accessibility for assistance.

Once the Director of Accessibility reviews the Student Intake Form and the submitted documentation, the student will meet with the Director of Accessibility to complete the intake process and discuss what accommodations the student is eligible for at Fairfield University. Students with a disability will receive an accommodations letter containing the academic accommodations that have been approved by Accessibility, which the student will need to provide to all of their professors each semester. Students with temporary impairments approved for academic accommodations will receive a temporary impairment letter to provide to their professors.

Students with disabilities or temporary impairments requesting exceptions to the housing and/or other campus policies or requesting housing or other campus accommodations due to their disabilities must register with Accessibility and complete the intake process. In addition to registering with Accessibility, students with disabilities or temporary impairments requesting housing accommodations on the basis of their disability or temporary impairment in order to achieve equal access to campus living must also complete the Housing Policy Exception Form located online at: Housing Policy Exception Form. Any student with disabilities or temporary impairment who needs help completing this form can contact Accessibility for assistance. Please note that any housing or campus life accommodations or exceptions to University policies is limited to the time period necessary to address the immediate need of the student and does not exceed a single school year. Students with disabilities or temporary impairments need to fill out the Housing Exception Form every school year that they are requesting a housing accommodation or exception. In addition, students with
disabilities or temporary impairments requesting campus life accommodations also need to request such accommodations or exceptions each school year.

In determining whether a student with a disability or temporary impairment is eligible for a housing or other campus life accommodation or is eligible for an exception to housing or other campus policy on the basis of their disability or temporary impairment, the Director of Accessibility will meet with the student to discuss the student’s request and documentation. The Director of Accessibility will also consult, as necessary, with other campus partners, including but not limited to, Residence Life, the Student Health Center, Counseling & Psychological Services, Public Safety and Dining Services to help determine whether an accommodation or exception to a housing or other University policy is reasonable or whether other reasonable accommodations are available and can be made.

Any student with a disability who is denied an academic, housing, and/or other campus life accommodation that they have requested on the basis of their disability, may appeal the decision through the grievance procedure discussed below. In addition, any student with a disability who feels they have been discriminated against on the basis of their disability should contact in writing the Director of Accessibility immediately and follow the grievance procedure below.

3. Grievance Procedure

I. Policy Statement:
Fairfield University is committed to ensuring that no otherwise qualified individual with a disability is excluded from participation in, denied the benefits of, or subjected to discrimination in University programs or activities due to his or her disability. The University is fully committed to complying with all requirements of the Americans with Disabilities Act of 1990 (ADA) and the Rehabilitation Act of 1973 (Section 504) and to providing equal opportunities to otherwise qualified students with disabilities.

II. Scope and Application of Grievance Procedure:
Any University student who believes that he or she has been subjected to discrimination on the basis of disability or has been denied access or accommodations required by law shall have the right to invoke this Grievance Procedure. This Grievance Procedure is designed to address the following types of concerns: (1) Disagreements or denials
regarding requested services, accommodations or modifications to University practices or requirements; (2) Alleged inaccessibility of a University program or activity; (3) Alleged harassment or discrimination on the basis of a disability; and (4) Any other alleged violations of the ADA and/or Section 504.

**III. Procedures**

Grievances must be filed within 30 days of the event or action giving rise to the student’s complaint(s).

**A. Informal Grievance Procedure:**

A University student shall first attempt to resolve his or her complaint informally by meeting with the Director of Accessibility. If the grievance is not resolved informally, then the student shall have the right to invoke the appropriate formal grievance procedure, which is detailed as follows.

**B. Formal Grievance Procedure:**

1. An otherwise qualified student with a disability, as defined by the ADA and the Rehabilitation Act, shall have the right to request that the ADA Coordinator of Equal Opportunity and Compliance review the denial of any requested accommodation or service by fully complying with the procedures detailed below. This provision shall also apply to a student requesting an accommodation who believes he or she has been wrongly denied certification of a disability by the University or any student who feels that they have been discriminated against on the basis of their disability.

2. The Student shall fully complete an Accommodation/Service Review Request Form (“Review Request form”) and submit it to the ADA Coordinator of Equal Opportunity and Compliance within 30 days following the date of the denial of the requested accommodation or service or after the incident in which the student felt discriminated against on the basis of his or her disability. A student may obtain a copy from Accessibility in the Kelley Center. The student’s completed Review Request form must clearly state: (a) The basis and rationale for the review; (b) The specific facts and/or policies supporting the student’s position; (c) The remedy and resolution desired by the student; and (d) All other information required on the form. Accessibility is available to help any student who may need assistance with completing the Review Request form.
3. The ADA Coordinator of Equal Opportunity and Compliance shall assess the Review Request form and review all information necessary to render a written determination. If requested, the student shall supply any additional information and/or documents as requested by the ADA Coordinator of Equal Opportunity and Compliance. After a thorough investigation, the ADA Coordinator of Equal Opportunity and Compliance will issue a written Letter of Determination on the student’s Review Request within 30 days after receiving the student’s completed Review Request form or will provide the student with notice as to any need for additional time to complete the Letter, which shall not be unduly delayed. Further, the ADA Coordinator of Equal Opportunity and Compliance shall provide the student with a copy of the Letter of Determination and take any steps necessary to implement his or her decision, including, but not limited to, providing a copy of the Letter of Determination to appropriate University officials. The ADA Coordinator of Equal Opportunity and Compliance’s Letter of Determination shall constitute the final decision in response to the student’s grievance.

IV. Time Periods

For purposes of calculating all time periods set forth in this Grievance Procedure, official University holidays and breaks set forth in the University’s academic calendar (such as Thanksgiving break, Christmas break, and spring break) or dates the University officially closes (such as for inclement weather) shall be excluded in determining the time period for taking any required action. Moreover, the day of the act or event from which the designated period of time begins to run shall not be included. The last day of any time period provided in the Grievance Procedure shall be included, unless it is a Saturday or Sunday, and in such an event, the next business day shall be counted in the time period.

V. Right to Review Records

A student filing a grievance shall have the right to review all records maintained in the grievance file, or relied upon by any decision-maker, unless any such review is prohibited by federal or state law. Upon a student’s request, the University shall establish a mutually acceptable time and location for the student to review the requested records.
VI. No Retaliation

Retaliation against any person who files a bona fide complaint of discrimination, participates in an investigation, or opposes a discriminatory employment or education practice or policy is prohibited by University policy and federal and state law.

VII. Self-Representation

A student exercising his or her right to invoke this Grievance Procedure is free to consult with others but is expected to represent him or herself directly in the grievance process.

VIII. OCR Complaint

Although students are encouraged to attempt to resolve complaints pertaining to disabilities by utilizing this Grievance Procedure, they have the right to file a complaint directly with the U.S. Department of Education, Office for Civil Rights (OCR). Information regarding applicable timelines and procedures is available from OCR at the following link: OCR's Official Website.

IX. University Designee

Fairfield University has designated Megan Monahan as ADA Coordinator of Equal Opportunity and Compliance. Contact Information: Megan Monahan, Director of Title IX and Equity Compliance, 203-254-4000, ext. 4357.

Fairfield Reasonable Housing Accommodations Policy & Procedures

Fairfield University is committed to providing reasonable accommodations to its rules, policies, practices or services when such accommodations may be necessary to afford people with disabilities an equal opportunity to use and enjoy University Housing. A reasonable accommodation request may include a change or exception to a rule or policy or it may be a physical change to a unit or common area that is needed because of a student’s disability. Such requests for accommodations are reviewed on an individualized and case-by-case basis.
Accessibility is responsible for evaluating whether a student with a disability is eligible for reasonable accommodations in University Housing. In reviewing a student’s specific request, Accessibility will consult with Residence Life, the Student Health Center and Counseling & Psychological Services as necessary to determine whether the requested accommodation is necessary and reasonable. Students with a disability who reside or intend to reside in University Housing, who believe they need reasonable accommodations, must register with Accessibility. Employees with disabilities who reside on campus, who are requesting reasonable housing accommodations, must contact Human Resources.

For housing related accommodations requests involving emotional support animals or assistance animals, please refer to the University’s Assistance Animal Policy. All other requests by students with disabilities for a reasonable accommodation in the University’s housing policies and practices are governed by the following requirements:

1) Requesting a Housing Accommodation:
   a) Prior to requesting a housing accommodation, students must be ELIGIBLE for on-campus housing by completing any applications required by Residence Life (e.g., Online Housing Application) as well as complying with all Residence Life deadlines (e.g., housing application deadline, room reservation fee deadline, etc.). Students are advised to visit the Residence Life website for specific information regarding eligibility and deadlines for housing.
   b) Students with a disability requesting a housing accommodation on the basis of a disability must register with Accessibility. In order to register with Accessibility, a student must complete the Intake Form located on Accessibility’s task portal on my.fairfield and provide appropriate documentation to Accessibility. Such documentation must be current, from a qualified and licensed professional, and must establish the need for an accommodation or an exception to a housing policy due to the student’s disability. Instructions regarding registering with Accessibility can also be found on Accessibility’s website. In addition to registering with Accessibility, the student with a disability must also complete the Housing Policy Exception Request form located on the Residence Life website.
   c) Any student with a disability making a request for housing accommodations should complete the intake process with Accessibility and complete the Housing Policy Exception Request form as soon as practicably possible before moving into the University Housing. If the request for an accommodation is made fewer than 60 days before the individual intends to move into University Housing, the University cannot
guarantee that it will be able to meet the individual’s accommodation needs during the first semester or term of occupancy.

d) If the need for housing accommodations arises when an individual already resides in University Housing, the student should contact Accessibility, complete the Intake Form if the student is not already registered with the office, and complete the Housing Policy Exception Request Form as soon as practicably possible. The University cannot guarantee that it will be able to meet the accommodation needs during the semester or term in which the request is received, but will work with the student to discuss alternative options.

e) Once the student with a disability has completed the Intake Form, the student will meet with the Director of Accessibility to discuss the request. The Director will also consult with the Office of Residence Life to discuss the student’s request.

f) Accessibility will notify Residence Life regarding students with disabilities who are approved for accommodations. Assignments and arrangements for accommodations will be made directly by Residence Life based on the approved accommodations. While consideration will be given to area preference, assignments will be based on the approved accommodation(s) and availability.

g) Students with a disability who are denied a requested housing accommodation under this policy may appeal the decision by contacting the ADA Coordinator, Dr. Susan Birge, in writing and by following Fairfield’s ADA grievance policy located in the student handbook above. Students with a disability seeking to appeal an accommodation decision can also contact Accessibility for more information regarding the grievance procedure.

Part time students requesting residential status

All full-time matriculated undergraduate students who do not meet the criteria of a commuter student or who do not live with their spouse are required to live in one of the University's student residences. No undergraduate student can be less than full-time (e.g., taking less than the 12-credit minimum) and remain in housing without an exception to this policy. A student seeking an exception to this policy (e.g., taking less than the 12-credit minimum and remaining in residence) must complete the following:

a) Fill out the Housing Policy Exception Request Form
b) Register with the Office of Accessibility
c) Meet with the Director of the Accessibility
In consultation with either the Director of the Student Health Center or Director of Counseling & Psychological Services, the Director of the Office of Accessibility will determine whether or not an exception will be made to the housing policy. Part time students remaining in residence will not have access to all university services and programs.

**Fairfield University’s Service Animals Policy & Assistance Animals Policy**

Fairfield University recognizes the importance of “Service Animals” as defined by the American with Disability Amendments Act (ADAA) and the broader category of “Assistance Animals” under the Fair Housing Act. The University is committed to allowing individuals with disabilities the use of Service Animals on campus to facilitate the individual’s full participation and equal access to the University’s programs and activities. The University is also committed to allowing Assistance Animals necessary to provide individuals with disabilities an equal opportunity to use and enjoy University housing.

**Service Animals Policy:**
Service Animals are animals trained to assist individuals with disabilities in the activities of independent living. As defined by the Americans with Disabilities Act, a Service Animal is any dog or miniature horse that is individually trained to do work or perform tasks for the benefit of a person with a disability, including a physical, sensory, psychiatric, intellectual or other mental disability. No other species of animals may serve as a Service Animal. For the purposes of this policy, we will refer to service animals as dogs or service animal.

The work that the Service Animal is trained to do must be directly related to the person’s disability. Such examples of the work that the animal is trained to do include, but are not limited to:

- Helping a blind or low-vision person with navigation or other tasks,
- Alerting who are deaf or hard of hearing to the presence of people or sounds
- Providing non-violent protection or rescue work
- Pulling a wheelchair
- Assisting a person during a seizure
- Alerting a person to the presence of allergens
- Retrieving items such as medicine or a telephone
• Providing balance and stability to a person with a mobility impairment and
• Helping persons with psychiatric and neurological disabilities by preventing or interrupting impulsive or destructive behaviors.

As provided in federal law, the crime deterrent effects of an animal’s presence and the provision of emotional support, well-being, comfort or companionship does not constitute work or tasks for the purpose of this definition.

In accordance with federal law, service animals are allowed in buildings, classrooms, residence halls, dining areas, recreational facilities and at meeting, activities and events when the animal is accompanied by the individual with a disability.

Service animals may not be allowed when the animal poses a substantial and direct threat to the health or safety of others, or if the presence of the animal fundamentally alters the nature of the program or service in which the person with a disability is participating. Determinations of this kind are made on a case by case basis. If it is not apparent that the dog is a service animal, the only questions that are permitted to be asked are:

a) Is the dog required because of a disability (if the disability is not visibly apparent); and
b) What work or task has the dog been trained to do?

If the individual responds in the negative to either question or does not provide information regarding what work or task the dog has been trained to do and the dog has not been approved by the University as a permitted emotional support/assistance animal, the individual may be asked to remove the animal from the area.

Registration of the Service Dog with Accessibility
While there is no requirement to document the disability and the need for a Service Animal as an accommodation under federal law, any student registered to take classes at the University who uses a Service Animal is encouraged to register the presence of the animal with Accessibility. To do so, please contact Accessibility for further information.

Visitors on campus who use Service Animals do not need to register the dog’s presence on campus. In addition, employees with Service Animals are required to register the service animal with Human Resources.
Guidelines for Service Animal & Handler:
Service Animals must be under the control of the handler at all times. If the Service Animal cannot be effectively controlled by its owner or if the animal is not housebroken, the individual with disability may be asked to remove the Service Animal from the University. If the University determines that a Service Animal must be excluded, the individual with a disability will be provided the opportunity to participate in the service, program or activity without having the Service Animal on the premises. In addition, the University is not responsible for the care or supervision of a Service Animal. A Service Animal shall be under the control of its owner. A Service Animal shall have a harness, leash or other tether, unless either the individual is unable because of a disability to use a harness, leash or other tether, or the use of a harness, leash or other tether would interfere with the Service Animal’s safe, effective performance of work or tasks, in which case the Service Animal must be otherwise under the owner’s control (e.g., voice control, signals or other effective means).

Fairfield University’s Assistance Animals Policy and Guidelines:

Fairfield University recognizes the importance of “Assistance Animals” under the Fair Housing Act that provide physical and/or emotional support to individuals with disabilities. The University is committed to allowing Assistance Animals necessary to provide individuals with disabilities an equal opportunity to use and enjoy University housing. The below policy solely applies to Assistance Animals which may be necessary in University housing and does not apply to service animals as defined by the Americans with Disabilities Amendment Act (“ADAA”).

Although it is the policy of Fairfield University that individuals are generally prohibited from having animals of any type in University housing, the University will consider a request by an individual with a disability for reasonable accommodation from this prohibition to allow an Assistance Animal that is necessary because of a disability and the request is reasonable. No Assistance Animal may be kept in the University housing at any time prior to the individual receiving approval as a reasonable accommodation pursuant to this policy.

Definitions:
As used in this policy, “Assistance Animals” is defined as the following: are a category of animals that may work, provide assistance or perform physical tasks for an individual
with a disability and/or provides emotional support that eases one or more identified symptoms of a person’s disability, but which are not considered Service Animals under the ADAA or under the University’s Service Animal Policy.

It is important to note that animals that may be needed because of a disability may be identified by various names. For example, an individual may identify the animal as a companion animal, therapy animal, or emotional support animal.

The question of whether an Assistance Animal will be allowed in University Housing is whether the Assistance Animal is necessary because of individual’s disability to afford the individual an equal opportunity to use and enjoy University housing and the assistance animals’ presence in University housing is a reasonable accommodation. However, even if the individual with a disability establishes necessity for an Assistance Animal and it is allowed in University housing, an Assistance Animal is not permitted in other areas of the University (e.g. dining facilities, library, academic buildings, athletic buildings and facilities, classrooms, labs, individual centers, etc.).

The “Owner” is the individual who has requested the accommodation and has received approval to bring an Assistance Animal into University housing.

**Procedures for Requesting Assistance Animals in University Housing:**

The procedure for students with disabilities requesting Assistance Animals as a housing accommodation follows the University’s Reasonable Housing Accommodation Policy. Staff members with disabilities requesting Assistance Animals need to contact Human Resources regarding their request.

Regarding any request for an Assistance Animal, Residence Life will be consulted in making a determination on a case-by-case basis of whether the presence of an Assistance Animal is reasonable.

A request for an Assistance Animal may be denied as unreasonable if the presence of the animal:

1. Imposes an undue financial and/or administrative burden;
2. Fundamentally alters University housing policies; and/or
3. Poses a direct threat to the health and safety of others or would cause substantial property damage to the property of others, including University property.

In considering a request for an Assistance Animal, the University may consider the following factors, as evidence in determining whether the presence of the animal is reasonable or in the making of housing assignments for individuals with Assistance Animals:

1. The size of the animal is too large for available assigned housing space;
2. The animal's presence would force another individual from individual housing (e.g. serious allergies);
3. The animal's presence otherwise violates individuals' right to peace and quiet enjoyment;
4. The animal is not housebroken or is unable to live with others in a reasonable manner;
5. The animal's vaccinations are not up-to-date;
6. The animal poses or has posed in the past a direct threat to the individual or others such as aggressive behavior towards or injuring the individual or others; or
7. The animal causes or has caused excessive damage to housing beyond reasonable wear and tear.

The University will not limit room assignments for individuals with Assistance Animals to any particular building or buildings because the individual needs an Assistance Animal because of a disability.

Access to University Facilities by Assistance Animals

Assistance Animals

An Assistance Animal must be contained within the privately assigned individual living accommodations (e.g., room, suite, apartment) except to the extent the individual is taking the animal out for natural relief. When an Assistance Animal is outside the private individual living accommodations, it must be in an animal carrier or controlled by a leash or harness. Assistance Animals are not allowed in any University facilities other than University residence halls (e.g. dormitories, suites, apartments, etc.) to which the individual is assigned.
Dominion and Control

Notwithstanding the restrictions set forth herein, the Assistance Animal must be properly housed and restrained or otherwise under the dominion and control of the Owner at all times. No Owner shall permit the animal to go loose or run at large. If an animal is found running at large, the animal is subject to capture and confinement and immediate removal from University housing.

Individual's Responsibilities for Assistance Animal

If the University grants an individual’s request to live with an Assistance Animal, the individual is solely responsible for the custody and care of the Assistance Animal and must meet the following requirements:

General Responsibilities

1. The Owner must abide by current city, county, and state ordinances, laws, and/or regulations pertaining to licensing, vaccination, and other requirements for animals. It is the individual’s responsibility to know and understand these ordinances, laws, and regulations. The University has the right to require documentation of compliance with such ordinances, laws, and/or regulations, which may include a vaccination certificate. The University reserves the right to request documentation showing that the animal has been licensed.
2. The Owner is required to clean up after and properly dispose of the animal’s waste in a safe and sanitary manner and, when provided, must use animal relief areas designated by the University.
3. The Owner is required to ensure the animal is well cared for at all times. Any evidence of mistreatment or abuse may result in immediate removal of the Assistance Animal and/or discipline for the individual.
4. The University will not ask for or require an individual with a disability to pay a fee or surcharge for an approved Assistance Animal.
5. An individual with a disability may be charged for any damage caused by his or her Assistance Animal beyond reasonable wear and tear to the same extent that it charges other individuals for damages beyond reasonable wear and tear. The Owner's living accommodations may also be inspected for fleas, ticks or other pests if necessary as
part of the University's standard or routine inspections. If fleas, ticks or other pests are detected through inspection, the residence will be treated using approved fumigation methods by a university-approved pest control service. The Owner will be billed for the expense of any pest treatment above and beyond standard pest management in the residence halls. The University shall have the right to bill the individual's account for unmet obligations under this provision.

6. The Owner must fully cooperate with University personnel with regard to meeting the terms of this Policy and developing procedures for care of the animal (e.g., cleaning the animal, feeding/watering the animal, designating an outdoor relief area, disposing of feces, etc.).

7. Assistance Animals may not be left overnight in University housing to be cared for by any individual other than the Owner. If the Owner is to be absent from his/her residence hall overnight or longer, the animal must accompany the Owner. The Owner is responsible for ensuring that the Assistance Animal is contained, as appropriate, when the Owner is not present during the day while attending classes or other activities.

8. The Owner agrees to abide by all equally applicable residential policies that are unrelated to the individual’s disability such as assuring that the animal does not unduly interfere with the routine activities of the residence or cause difficulties for individuals who reside there.

9. The animal is allowed in University housing only as long as it is necessary because of the Owner's disability. The Owner, if a student, must notify Accessibility in writing if the Assistance Animal is no longer needed or is no longer in residence. Owners, who are employees or staff members, must notify Human Resources in writing if the Assistance Animal is no longer needed or is no longer in residence. To replace an Assistance Animal, the new animal must be necessary because of the Owner’s disability and the Owner must follow the procedures in this Policy and the University’s Reasonable Housing Accommodation Policy when requesting a different animal.

10. Fairfield University’s personnel shall not be required to provide care or food for any Assistance Animal including, but not limited to, removing the animal during emergency evacuation for events such as a fire alarm. Emergency personnel will determine whether to remove the animal and may not be held responsible for the care, damage to, or loss of the animal.

11. The student must provide written consent for Accessibility to disclose information regarding the request for and presence of the Assistance Animal to those individuals who may be impacted by the presence of the animal including, but not limited to, Residence Life personnel and potential and/or actual roommate(s)/neighbor(s). Such
information shall be limited to information related to the animal and shall not include information related to the individual's disability.

**Removal of Assistance Animal**

The University may require the individual to remove the animal from University housing if:

1. the animal poses a direct threat to the health or safety of others or causes substantial property damage to the property of others;
2. the animal’s presence results in a fundamental alteration of a University program;
3. the Owner does not comply with the Owner’s Responsibilities set forth above; or
4. the animal or its presence creates an unmanageable disturbance or interference with the University community.

The University will base such determinations upon the consideration of the behavior of the particular animal at issue, and not on speculation or fear about the harm or damages an animal may cause. Any removal of the animal will be done in consultation with Accessibility and may be appealed to the Fairfield University’s ADA/Section 504 Compliance Officer in accordance with the University’s grievance procedure. The Owner will be afforded all rights of due process and appeal as outlined in that process. Should the Assistance Animal be removed from the premises for any reason, the Owner is expected to fulfill his/her housing obligations for the remainder of the housing contract.

**Non-retaliation Provision**

Fairfield University will not retaliate against any person because that individual has requested or received a reasonable accommodation in University housing, including a request for an Assistance Animal.

**StagCard Cardholder Agreements**

**Obtaining a StagCard (Fairfield University Identification Card)**

The StagCard is intended to be used the entire time an individual is associated with Fairfield University. It is not necessary to obtain a new card each semester or academic year. In order to receive a new StagCard, an individual must present a valid form of
government-issued photo identification (driver's license, passport, or other government issued ID) at the time of application. The StagCard must be carried at all times while on campus and must be presented to University officials upon request. The card is the property of Fairfield University and is non-transferable. It must be presented to make a purchase or transaction and shall be the only means of accessing the cardholder’s accounts.

**Lost or Stolen Cards**

Lost or stolen StagCards must be reported immediately to safeguard the access and account privileges contained therein. Report lost or stolen cards to the StagCard Office during business hours; outside of regular business hours, lost or stolen cards can be reported to the University's Department of Public Safety or to www.stagcardonline.com 24 hours a day, 7 days a week.

Once a card is reported lost or stolen, it is deactivated and can no longer be used. Once a new StagCard has been issued, the old StagCard will be invalid, and, if found, cannot be reactivated. There is a $25 replacement fee for lost cards. If a card is stolen, the individual must provide official documentation of the theft (police report or Public Safety report) to receive a replacement card at no cost.

**Liability for Illegitimate Use of Accounts**

If a StagCard is lost or stolen, the cardholder is liable for all transactions until the card is reported lost or stolen to the StagCard Office (during normal business hours), Public Safety (24 hours a day), or the online card office at www.stagcardonline.com (24 hours a day). Once reported as lost or stolen, the card will be deactivated. To reactivate a card that is found, the cardholder must request reactivation in person at the StagCard Office. Only the StagCard Office can reactivate a card, and an individual can hold only one valid StagCard at any one time.

**Privacy/Disclosure of Account Information to Third Parties**

The University will disclose information to third parties only when required to comply with subpoenas, court orders, or other applicable legal agreements or if the account holder gives permission through a written request.
**Documentation of Account Activity**

The cardholder can request a receipt at the time of purchase if the point-of-sale terminal is equipped to provide a receipt. Some locations are not capable of providing receipts. The remaining balance in the StagBucks account should be displayed at every point-of-sale terminal each time an account is accessed. The StagCard Office can always provide a balance, and balances for the last seven days of activity are also available through the online card office at stagcardonline.com.

**Insufficient Funds/Off-line Transactions/Negative Balances**

Under normal conditions, the cardholder will not be able to overdraw an account. If, under certain unusual circumstances an insufficient funds condition occurs, it is the responsibility of the cardholder to provide restitution. If the condition is not cleared, the insufficient funds amount will remain negative, and the account will be rendered unusable and/or the University may seek recovery from the cardholder.

**Refunds**

The University will refund the cardholder's remaining StagBucks balance upon graduation or withdrawal/resignation from Fairfield University. Refunds will be generated automatically after the individual is officially separated from the University. All refunds will be issued less a $25 processing fee.

**Debit Accounts**

No interest or other earnings will be paid to the cardholder or credited by Fairfield University for funds held in StagBucks accounts. Funds are deposited at the cardholder's discretion. There is a $25 fee for returned checks. Once the account is activated by making a deposit, any balance on the account will carry over semester to semester, or year to year, as long as the individual remains enrolled at or employed by Fairfield University. No refunds will be made prior to graduation or withdrawal/resignation. StagBucks are different from "dining dollars" and funds cannot be transferred between these two accounts.
**Dining Dollars**

Students who select a meal plan with associated Dining Dollars have the pre-determined amount of Dining Dollars on a semester basis only. Therefore, any balance in the Dining Dollars account does not transfer or carry over from semester to semester, or year to year.

**Error Resolution Procedure**

As soon as a cardholder believes that there is a discrepancy or would like information about a discrepancy, the cardholder should contact the StagCard Office immediately. The communication must include: (1) the cardholder's name and Fairfield ID number, (2) a description of the transaction in question and the discrepancy, and (3) the dollar amount of the transaction. The StagCard Office will inform the cardholder of the disposition of the matter within 10 business days after notification from the cardholder and will correct any error promptly. If the StagCard Office determines that there was no error, the cardholder will receive a written or verbal explanation for the determination. The cardholder may request copies of documentation used in the review.

**Inactive Accounts**

The University reserves the right to charge a monthly service fee for a StagBucks account which has been inactive for a period of at least 12 months. Accounts inactive for 12 months or more may be closed and the account balance will become the property of Fairfield University.

**Daily Limits**

The University reserves the right to establish daily limits on privileges to minimize misuse of funds on a lost or stolen card.

**Change of Terms**

The University may change any term or part of this policy by sending a written or electronic notice to the cardholder at least 30 days before the change is to become
effective. The use of the StagCard on or after the effective date of change means that the participant accepts and agrees to the change. The University may apply any such change to the outstanding balance of the StagBucks account on the effective date of the change of terms and to new charges after that date. The cardholder's use of their StagCard indicates acceptance of the terms of this cardholder agreement.

**Damaged Cards**

Over time, the cards can become worn, damaged, or unreadable. Cards damaged due to normal or reasonable wear and tear will be replaced at no cost to the cardholder. The StagCard Office reserves the right to assess the $25 replacement fee for replacement of a card damaged due to neglect, misuse, or improper care, at the office's determination and discretion.

**Student Surveys and Data Collection Policy**

Fairfield University is committed to the ongoing assessment and improvement of the services and resources it provides to both its undergraduate and graduate students. In order to meet this ongoing commitment, the Office of Institutional Research routinely gathers information from students covering a wide range of topics involving student life both within and outside the classroom. This information is collected by various methods including, but not limited to, surveys, interviews, and focus groups. Where applicable, research is done in coordination with Fairfield University's Institutional Review Board. On occasion, students may be required to participate in a survey process as a condition of their enrollment, but students will be under no obligation to answer any specific question that they do not want to answer. The results are used for research purposes only, and the responses of individuals are always strictly confidential. The information and feedback provided by students about their Fairfield experience are vital to the process that allows the University to modify and improve its services and offerings.

**Surveillance**

The Department of Public Safety is charged to ensure the safety of the campus, minimize crime or other behavioral problems, and maintain an appropriate academic and residential environment. In doing so, Public Safety provides a wide array of services that go beyond the traditional or minimal roles of a security force. Public Safety is
authorized to monitor, prevent, investigate, and report any violations of state or federal law and/or University regulations or community standards on campus. Fairfield's campus is patrolled regularly by uniformed officers. In addition, the campus is monitored by a closed-circuit television/camera system. Cameras are located outside and inside many campus facilities, including residence halls and academic buildings. If necessary, the Director of Public Safety and Vice President for Student Life may authorize the use of plain-clothes officers for crime prevention or investigation. Such cases must be serious and warrant such action.

Use of Campus Facilities

The Office of Conference & Event Management is the designated central clearinghouse for registering all campus events, and all events on campus must be registered with and approved by this office.

- The Barone Campus Center and ancillary facilities such as The Levee, Dolan School of Business Dining Room, Gonzaga Auditorium, Faber Hall Dining Room, and Quick Center for the Arts are the main function spaces of the University. These facilities serve all segments of the University community. The general policy of the Barone Campus Center and other facilities is one of openness and service to its public. All decisions as to the availability of the Barone Campus Center and associated University facilities will be made on the basis of this policy statement.

- While attempting to service all interests harmoniously, the University will give priority to functions of the University community when requested in accordance with this policy statement. In order to insure priority for University activities, use of the Barone Campus Center and other campus buildings and facilities during the academic year may be restricted to the University community. Use of facilities during the academic year by outside individuals or groups shall be limited or not permitted. Use of the Barone Campus Center and other campus buildings and facilities outside of the traditional academic year (e.g., summer months and vacation periods) is permitted but must be approved by the Office of Conference & Event Management and fall under the scope of the University Summer Conference/Camp Program. Use of the Barone Campus Center and other facilities is prohibited for activities that are contrary to the mission statement of the University. There are fees associated with renting spaces outside of academic use.
• Use of the Barone Campus Center and other campus buildings and facilities will be scheduled through the Office of Conference & Event Management. All requests for use of this facility and the registering of events must be made through the office. Non-academic use of classrooms, meeting rooms, dining halls, residence halls, lecture halls, auditoriums, theaters, Prep school facilities, and athletic facilities will be scheduled by the Office of Conference & Event Management in consultation with the University Registrar, Fairfield Prep, the Office of Residence Life, Quick Center for the Arts, RecPlex, and Athletics department as appropriate and under the same conditions as use of the Barone Campus Center.

Conditions for Usage

• Sponsors of social events or activities involving students must be approved by the Office of Conference & Event Management.
• All arrangements for food or catering services must be made through the University's food service vendor, Sodexo or one of the approved StagCard vendors pending approval by the Office of Conference & Event Management.
• The maintenance, custodial, and media services for events will be provided by Facilities Management and the Media Center and the cost assumed by the sponsoring organization or individual.
• Proper security (police, fire, emergency medical) must be provided and the cost assumed by the sponsoring organization or individual. Public Safety officers will determine if local police will be needed.
• The sponsoring organization or individual is legally responsible for any use or service of alcoholic beverages in accordance with the laws of the state of Connecticut. Purchase of said liquor is the responsibility of the sponsoring organization.
• The organization sponsoring an activity is financially responsible for the return of all items to their proper locations and in the condition they were received, and the return of a facility to its original condition.

Use of Fairfield Directories and Mailing Lists

Fairfield University maintains a number of directories and address lists to facilitate personal contact between students, faculty, staff, alumni, and volunteers. No part of
these directories or address lists may be reproduced, stored in a retrieval system, or transmitted, in any form or by any means, electronic, mechanical, photocopying, or otherwise, without the prior written permission of Fairfield University. Any use of the addresses or other information (including, but not limited to, the preparation of envelopes, mailing labels, or email distributions) for any multiple mailing without the express written consent of Fairfield University is prohibited.

**Use of Fairfield University Trade Names, Trademarks, or Logos**

Fairfield University is the owner of its name, logos (including athletic logos and University seal), graphical identity, and other trademarks, and has sole discretion over their use.

The use of the Fairfield University name, logos, or other trademarks is prohibited for the titles of publications, on manufactured articles (such as t-shirts or other articles of clothing), in the names of student organizations, or in any other way, without the written approval of Fairfield University. In addition, the use of Fairfield's name, logos, or other trademarks may be prohibited on certain items (such as lighters, toiletries, or alcoholic beverages). For students, request for written permission and approval should be made to the appropriate student life office who in turn will contact the University's Design & Digital Printing office within the Division of Marketing & Communication.

Violation of this policy may subject an individual or organization to disciplinary action, up to and including dismissal. In addition, any goods upon which Fairfield's name, logos, or trademarks appear without authorization are subject to confiscation and may be destroyed.

**Voter Registration**

In accordance with the federal Higher Education Opportunity Act, Fairfield University provides students with the opportunity to register to vote. By virtue of being a student living at and attending a Connecticut college, students are entitled to become registered voters in the town of Fairfield (or town of residence) and the state of Connecticut. Students from other states who wish to vote in a state other than Connecticut should use a federal form or one supplied by the state in which they wish to register. Both the state and federal forms can be obtained via the Internet. Procedural information and links to the appropriate state agencies can be found on the University website.
Questions regarding voter registration, census, and elections may also be directed to the Registrar of Voters for the town of Fairfield at 203-256-3115 or online at www.fairfieldct.org. Students wishing to obtain an absentee ballot request form may contact the Office of Student Engagement to have one placed in their mailbox. Students may also visit Fairfield.edu/vote to obtain more information regarding voting eligibility and information about elections.
Student Conduct Code

INTRODUCTION

As a Jesuit and Catholic university, Fairfield has a distinctive mission. The University focuses not only on excellence in teaching, learning, and scholarship, but also on the growth and development of the whole person. We value life outside the classroom as essential to the educational mission - to foster not only individual growth, but spiritual, moral, and social growth as well. Our community holds high expectations of how we live and interact with one another, as the successes and failures of each member of our community shape Fairfield. Respect for self and respect for others, both within and outside the University community, lie at the heart of our community standards. Students are held accountable for their actions as a necessary part of our community life.

Because we are a community committed to Jesuit and Catholic ideals and to the growth of each individual, the standards established for members of the Fairfield community are not always exactly the same as those within society at large. The University's Student Conduct Code goes beyond what is simply required for public order. The Code incorporates what is good and developmental for the individual and for the University community.

At times, the process of calling students to accountability can be very difficult. This is particularly the case on those occasions when the conduct in question is so contrary to our community standards as to warrant restriction from University activities or dismissal from the University. However, even in these most difficult situations, the University seeks first and foremost to serve its students in an educative role. Since education is our primary mission, university procedures in the student conduct process are not identical to due process in criminal or civil courts.

The Student Conduct Code applies to behavior both on and off campus, including while participating in international programs and other University-sponsored programs and activities. In the event of a discrepancy between the information contained in this section of the Handbook and another University publication or document, the terms in this section of the Handbook will apply. Fairfield University reserves the right to withhold issuance of a diploma, regardless of degree requirement completion, where a violation of this code, the law, and/or our policies on academic dishonesty are implicated.
Office of the Dean of Students

The Office of the Dean of Students has ultimate responsibility for enforcing University policies and the Student Conduct Code. The dean delegates to his or her staff the responsibility of administering the student conduct process on a daily basis. The dean may also delegate student conduct process duties to the Office of Residence Life to carry out those functions within the residence halls under a structure that employs use of its administrative staff, Peer Conduct Board and Student Conduct Board representatives, and/or other designated parties.

COMMUNITY STANDARDS

Aiding, Abetting, or Complicity

Helping or encouraging another person to engage in violations of University policy constitutes aiding and abetting. Witnessing policy violations and failing to report such inappropriate behavior constitutes complicity.

Alcohol Policy

The University’s alcohol policies reflect the laws of the State of Connecticut regarding the purchase, sale, and consumption of alcoholic beverages. No one under the age of 21 is permitted to purchase, possess, or consume alcoholic beverages. Those who are 21 years of age or older may purchase and consume alcohol; however, it is not permissible for any University student to serve, possess, or consume pure grain alcohol. All students are responsible for discouraging alcohol-related behavior that is abusive to themselves or to others, or disruptive to the community. Moreover, drunkenness and intoxication are prohibited regardless of age.

If alcohol is served at a gathering, it is the responsibility of the host to comply with state and local laws. A social host may be held responsible for injuries and damages caused by a minor who is served alcohol. A host may be liable even if the host is a minor. Therefore, if alcohol is served at a gathering, the host must ensure that minors are not served. Furthermore, it is a violation of state law to sell alcohol without a permit, and individuals who charge for admission to a party where alcohol is served may be held criminally liable. Criminal sanctions may equally apply if the vendor accepts money for cups or ice, instead of explicitly for the alcohol. No student, regardless of age, is
permitted to be in possession of kegs, beer balls, common containers over 64 ounces (empty or full), or equivalent quantities of liquor anywhere on campus unless otherwise authorized. No student, regardless of age, is permitted to brew their own beer or make their own wine, cider, or liquor.

Consumption of alcoholic beverages on the grounds of the campus is prohibited unless it has been specifically approved by and registered with the Office of Conference & Event Management. Individuals who appear intoxicated (e.g., unable to walk without assistance, speaking incoherently, emitting a strong odor of alcohol, or vomiting), who exhibit drunken behavior, or bring or attempt to bring in alcohol will not be admitted to campus events. Moreover, individuals demonstrating such behavior while attending any registered social function will be directed to leave the event.

Residence halls, townhouses, and apartments: Consumption of alcoholic beverages in the residence halls is prohibited in common areas such as hallways, bathrooms, stairwells, kitchens, porches, and lounges.

All campus residences: Large common sources of alcohol, such as kegs, beer balls, common containers over 64 ounces, or equivalent quantities of liquor, are not permitted.

Athletic events: Alcoholic beverages may not be sold, distributed, or consumed at athletic events held on campus. This policy applies to all varsity, club, and recreational events held on campus.

**General Guidelines for Alcohol-Related Infractions**

The following represents general guidelines that are used by the Office of the Dean of Students when determining sanctions for alcohol-related misconduct. These guidelines will also be utilized by those individuals and offices designated by the Dean of Students (namely, the Office of Residence Life) to carry out the review of cases and determination of sanctions for alcohol-related misconduct. For first-time, minor infractions, and at the discretion of the Office of the Dean of Students, students may be given the option of confirming their responsibility in writing in lieu of a hearing/meeting with the Dean’s office. Sanctions will still apply.
The list below is not exclusive, nor does it represent the maximum or minimum action that may be taken to address particular conduct. The fine is per person unless specified per residence.

**Possession or consumption of alcohol (not abusive or disruptive in nature) in violation of University policy**

First Offense:
- Formal warning
- Reflection paper
- Alcohol education or educational activity
- $100 fine for incidents involving hard liquor, hosting a gathering with alcohol, or large quantities of alcohol.
- Parent/Guardian notification

Second Offense:
- Formal warning or disciplinary probation
- Alcohol education or educational activity
- $150 fine (maximum). Fine amount will vary depending on the quantity and type of alcoholic beverages consumed or confiscated, with higher fines given for incidents involving hard liquor.
- Loss of housing privilege(s) (e.g., lottery participation, housing restriction, change of housing assignment, removal from housing)
- Parent/Guardian notification
- Referral to Restorative Mentoring

Third Offense:
- Disciplinary probation and/or dismissal
- Referral for assessment or required retreat attendance
- $200 fine (maximum). Fine amount will vary depending on the quantity and type of alcoholic beverages consumed or confiscated, with higher fines given for incidents involving hard liquor.
- Loss of housing privilege(s) (e.g., lottery participation, housing restriction, change of housing assignment, removal from housing)
- Parent/Guardian notification

Fourth Offense:

- Dismissal

**Illegal or unauthorized distribution of alcohol to underage students**

First Offense:

- Formal warning or disciplinary probation
- Alcohol education or educational activity
- $200 fine (maximum)
- Loss of housing privilege(s) (e.g., lottery participation, housing restriction, change of housing assignment, removal from housing)
- Parent/Guardian notification
- Referral to Restorative Mentoring

Second Offense:

- Disciplinary probation and/or dismissal
- $400 fine (maximum)
- Community service
- Loss of housing privilege(s) (e.g., lottery participation, housing restriction, change of housing assignment, removal from housing)
- Required retreat attendance
- Parent/Guardian notification

An additional $100 fine can be given per house for hosting a disruptive gathering with alcohol involving underage students. Additional offenses will jeopardize a student's status at the University.
Alcohol impairment/abusive use violations (e.g., driving under the influence of alcohol, disruptive or violent behavior, drunkenness, intoxication, or use of grain alcohol)

First Offense:

- Formal warning or disciplinary probation
- Alcohol education or educational activity
- $200 fine (maximum)
- Referral for assessment or Restorative Mentoring
- Community service
- Loss of housing privilege(s) (e.g., lottery participation, housing restriction, change of housing assignment, removal from housing)
- Parent/Guardian notification

Second Offense:

- Disciplinary probation or dismissal
- Alcohol education or educational activity
- $400 fine (maximum)
- Loss of housing privilege(s) (e.g., lottery participation, housing restriction, change of housing assignment, removal from housing)
- Required retreat attendance
- Parent/Guardian notification

Additional offenses will jeopardize a student's status at the University.

Possession or use of a keg or other large, common source of alcohol

First Offense:

- Formal warning or disciplinary probation
- $500 fine per keg (maximum) per residence
- Alcohol education or educational activity
- Community service
• Loss of housing privilege(s) (e.g., lottery participation, housing restriction, change of housing assignment, removal from housing)
• Parent/Guardian notification
• Referral to Restorative Mentoring

Second Offense:

• Disciplinary probation
• $700 fine per keg (maximum) per residence
• Loss of housing privilege(s) (e.g., lottery participation, housing restriction, change of housing assignment, removal from housing)
• Required retreat attendance
• Parent/Guardian notification

Additional offenses will jeopardize a student's status at the University.

The University accepts the responsible and legal use and consumption of alcohol by students over the age of 21, but rejects its illegal use or abusive consumption. Accordingly, behaviors such as drinking games which may contribute to or facilitate the potentially dangerous or inappropriate consumption of alcohol are strongly discouraged and may be taken into consideration when determining sanctions for alcohol-related misconduct. Moreover, drunkenness and intoxication are impermissible and unacceptable, regardless of one's age.

Consistent with this policy, excessive amounts of alcohol, as well as kegs, beer balls, or other common containers (empty or full), are not allowed in any residence on campus. In addition, students can be found responsible for violating this policy if they are attending a gathering with alcohol and are not over the age of 21.

**Arson, Fire Alarms, and Emergency Equipment**

The deliberate setting of a fire on University property is a very serious offense and will result in removal from housing and/or dismissal from the University.

Tampering with firefighting equipment (e.g., fire extinguishers, smoke detectors, heat sensors, etc.), failure to leave a building in the event of a fire alarm, reporting bomb
scares, or setting off false fire and emergency alarms may endanger lives and are serious violations of state and federal laws, as well as University regulations. Heat and/or smoke detectors, as well as sprinkler heads, are extremely sensitive and may be activated by any contact. Therefore, students should not touch these devices or hang objects from them. Violations of this policy will result in sanctions, including but not limited to dismissal or expulsion from the University and restitution for any damage caused to university property and/or personal property of any individual(s) affected.

Inappropriate Communication with University Personnel

Students are expected to be respectful of faculty and staff. This includes, but is not limited to, members of the Residence Life staff, custodial staff, dining services staff, maintenance/grounds staff, faculty, support staff, and University administrators. Any form of inappropriate communication, gesture or action (e.g., pushing, intimidating or threatening words, etc.) is prohibited. Moreover, verbal or written exchanges that are not in accordance with University ideals will be considered violations of the Student Conduct Code.

Non-Compliance with Requests or Directives

Students are required to comply with reasonable requests, directives, or orders by authorized University personnel (e.g., residence life staff, public safety officers, etc.). This requirement includes, but is not limited to, reasonable requests for students to meet appointments in administrative or faculty offices and to be cooperative during investigations and hearings. It also includes properly identifying oneself upon request.

Damage to Property/Vandalism

The University expects students to respect personal and University property both inside and outside of the community. Damage shall be classified as either accidental or malicious. Accidental damage is damage occurring through unintentional, chance happenings. Vandalism is deliberate, malicious, and/or disruptive behavior resulting in damage to property.

All types of damage caused to any student residence or its furnishings are the responsibility of the students assigned to that residence, and repair costs will be billed accordingly. Damage that occurs in common areas of student residences (e.g.,
hallways, common bathrooms, backyards, etc.) will be divided and shared among all residents of that particular residence hall, floor, or block.

In addition to the replacement or repair cost resulting from such behavior, additional sanctions will be levied, up to and including dismissal or expulsion and possible arrest and prosecution by state or federal authorities for cases of intentional damage and vandalism.

Accidental or unintentional damage to property is inevitable and unavoidable at times. When it occurs, it will be recognized as such and the responsible individual will be billed simply for the replacement or repair cost. The University will collect and expect payment from students for damage done to University property. The University shall complete the repairs and expect payment from students for the repairs within 30 days. Students are not permitted to attempt to fix the damage themselves or contract with an outside vendor for repairs.

The University does not reimburse students for personal property damage or loss. The University will assist, but does not assume responsibility for, collecting payment on behalf of a student for damage done to the personal property of that student by another student.

Additional sanctions for vandalism/damage to property:

**Damage**

First Offense:

- Formal warning
- Restitution
- Community service or educational activity

Second Offense:

- Formal warning
- Restitution
- Loss of guest privileges
- Community service or educational activity
• Loss of housing privilege(s) (e.g., lottery participation, housing restriction, change of housing assignment, removal from housing)

Third Offense:

• Disciplinary probation
• Restitution
• Loss of guest privileges
• Community service or educational activity
• Loss of housing privilege(s) (e.g., lottery participation, housing restriction, change of housing assignment, removal from housing)
• Restorative mentoring and/or mandated assessment with Counseling and Psychological Services

**Vandalism**

First Offense:

• Formal warning or disciplinary probation
• Restitution
• $150 fine (maximum)
• Loss of guest privileges
• Community service
• Loss of housing privilege(s) (e.g., lottery participation, housing restriction, change of housing assignment, removal from housing)
• Restorative mentoring and/or mandated assessment with Counseling and Psychological Services

Second Offense:

• Formal warning or disciplinary probation
• Restitution
• $300 fine (maximum)
• Loss of guest privileges
• Community service
- Removal from housing
- Restorative mentoring and/or mandated assessment with Counseling and Psychological Services

Third Offense:
- Dismissal from the University

**Disorderly and Disruptive Conduct**

Disorderly conduct is the unreasonable or reckless behavior by an individual or group that creates a potentially unsafe situation for members of the community or damages property; disrupts the peace or interferes with the normal operation of the University or University sponsored events; and/or infringes on the rights of others.

Disorderly conduct includes, but is not limited to: reckless driving; interrupting or interfering with the carrying out of the duties of a university or public official, including law enforcement; and vomiting and/or urinating in public.

Disruptive Conduct is any behavior by an individual or group that interferes with the normal operation of the University and the overall educational experience. It hinders or prevents others and/or self from carrying out their educational responsibilities.

**Drug Policy**

The possession, use, or distribution of illicit or illegal drugs is strictly forbidden. The possession of drug paraphernalia is also prohibited. Responsible students are subject to tickets/infractions, arrest and prosecution by state and/or federal authorities.

Distribution is considered to be any form of dispersal or delivery, including the payment for or barter of, illicit or illegal drugs even if the transactions did not involve the exchange of monetary funds.

The improper use of prescription drugs is a serious problem on college campuses. For this reason, it is a violation of the Student Conduct Code for a student to be in possession of another person's prescription medication, medication for which they do not have a prescription or for a student to provide a prescribed drug to another person.
**General Guidelines for Drug-Related Infractions**

The list below is not exclusive, nor does it represent the maximum or minimum action that may be taken to address particular conduct. The fine is per person unless specified per residence.

**Possession/Use of drugs/Possession of drug paraphernalia**

Simple Offense:

- Formal warning or disciplinary probation
- Drug education and/or substance abuse assessment
- $300 fine (maximum)
- Community service and/or educational project
- Loss of housing privilege(s) (e.g., lottery participation, housing restriction, change of housing assignment, removal from housing)
- Letter to parent/guardian

Major Offense:

- Disciplinary probation, dismissal, or expulsion
- Drug education and/or substance abuse assessment
- $300 fine (maximum)
- Restorative Mentoring and/or mandated assessment with Counseling and Psychological Service
- Loss of housing privilege(s) (e.g., lottery participation, housing restriction, change of housing assignment, removal from housing)
- Letter to parent/guardian

**Distribution of or Intent to Distribute Drugs/Sale of or Intent to Sell Drugs**

First Offense:

- Dismissal or expulsion
Gambling

Illegal gambling is prohibited.

Guest Policy

All undergraduate students are required to register guests on campus via the guest registration form. Students are only permitted two registered guests at any time and all guests must be registered 24 hours in advance. Students are expected to greet their guests upon arrival to campus, be with them/know their whereabouts during their stay, and be present at their departure from campus. Also, guests must carry a printed copy of the guest registration form and valid photo identification at all times and must present such form and identification upon request. Guests may not remain on campus for more than two (2) days. Special exceptions may be granted with the approval of the student’s Area Coordinator. Guests attending University events are subject to event policies. Please refer to the Public Attendance section found in Clubs and Organizations for specific details about guest registration at public events.

A resident may neither request nor require his/her roommate(s) to leave the room for a guest(s). A resident must seek approval from all roommate(s)/housemate(s) for each occurrence involving overnight guest(s). The University reserves the right to limit the frequency of guest(s) visits within a given period of time and expects students to make appropriate arrangements for overnight guest(s).

Students are responsible for the conduct of their guests – which includes non-students and current students not assigned to their particular residence or residence hall, and for ensuring that visitors adhere to University rules and regulations. Furthermore, students who invite or allow non-students to come on to University property assume all responsibility for any actions, damages, or injuries resulting from the behavior of the guest. Guests found unaccompanied are subject to immediate removal from campus. If guests violate University rules and regulations, the student host or hosts will be held accountable for their actions, and the guests may be removed from campus and may receive a criminal trespass warning.

Full-time undergraduate commuter students are allowed in residential buildings if invited by a resident, or for academic reasons. After 11 p.m., only residents of the buildings are
allowed within the residential buildings, unless accompanied by a resident from within the community.

Violations of the guest policy may result in a minimum fine of $100, loss of guest privileges, and community service.

**Harassment**

See the Non-Discrimination and Harassment policy in the "Policies and Procedures" section of this Handbook.

**Hazing**

Fairfield University makes every effort to create an environment that is fair, humane and respectful for all students, faculty and staff. The only appropriate manner in which to assimilate members into the Fairfield University community is to welcome them. This policy is intended to guide the community on the University process to complaints of hazing, the resources available to individuals affected by hazing and hazing prevention initiatives. This policy applies to all students, and all students are responsible for being familiar with and abiding by it at all times.

### I. Definitions

Consistent with Connecticut state law, hazing is expressly prohibited and will not be tolerated at Fairfield University. Hazing refers to any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades, or risks emotional and/or physical harm, regardless of the person’s willingness to participate. Hazing is a complex social problem that is shaped by power dynamics operating in a group and/or organization and within a particular cultural context.

Hazing activities are generally considered to be physically abusive, hazardous, and/or sexually violating. The specific behaviors or activities within these categories vary widely among participants, groups, and settings. While alcohol use is common in many types of hazing, other examples of hazing practices include, but are not limited to, personal servitude; sleep deprivation and restrictions on personal hygiene; yelling, swearing, and insulting members; being forced to wear embarrassing or humiliating attire in public; consumption of vile substances or smearing of such on one's skin;
brandings; physical beatings; binge drinking and drinking games; sexual simulation and sexual assault.

For such activities to be considered hazing, forced or mandated participation is not required. If an individual feels that he or she will not be considered a fully participating member of the group or feels that he/she would be ostracized for not participating in particular behaviors (for example, alcohol use), then such implied coercion would be considered hazing. The following are examples of hazing:

1. Subtle Hazing: Behaviors that emphasize a power imbalance between members of the group or team are termed "subtle hazing" because these types of hazing are often taken-for-granted or accepted as "harmless" or meaningless. Subtle hazing typically involves activities or attitudes that breach reasonable standards of mutual respect and place members on the receiving end of ridicule, embarrassment, and/or humiliation tactics. Members often feel the need to endure subtle hazing to feel like part of the group or team.

2. Harassment Hazing: Behaviors that cause emotional anguish or physical discomfort in order to feel like part of the group. Harassment hazing confuses, frustrates, and causes undue stress for members.

3. Violent hazing: Behaviors that have the potential to cause physical, emotional, and/or psychological harm.

II. Reporting a Complaint

A party in immediate danger should get to a safe place and call the Department of Public Safety at 203-254-4090, or dial 911 for the Fairfield Police Department. Similarly, those in need of medical attention should call the Department of Public Safety or dial 911.

Reporting parties of hazing can file an incident report with the Department of Public Safety at any time. There is no time limit when reporting hazing to the Department of Public Safety. In addition, the following staff members are available to receive reports.

Jeremy Kaler, Associate Director, Office of Student Engagement

Phone: 203-254-4000, ext. 2175
E-mail: jkaler@fairfield.edu
Thomas Murray, Associate Professor Economics and Faculty Athletics Representative

Phone: 203-254-4000, ext. 2270
E-mail: tmurray4@fairfield.edu

An incident report will include, among other things, the name of the reporting party(s) and the name of the responding party(s), if known. The Department of Public Safety will also determine whether law enforcement or other authorities should be notified.

Direct reporting can be important for the safety of the entire University community. Reporting parties have the right to report hazing to the Department of Public Safety without further participation in the investigatory, hearing, or resolution process. A reporting party can choose to initiate a criminal complaint through law enforcement. Reporting parties should understand, however, that by choosing to not participate in the process, the University’s response to the incident may be limited.

Reporting parties of hazing are also encouraged to contact the Fairfield Police Department directly by calling 911. Filing a criminal report with the Fairfield Police Department is different than filing a report with the Department of Public Safety. If an individual files a criminal report with the Fairfield Police Department, the police will determine if a criminal investigation will occur and if the case will be referred for prosecution.

**III. Resources**

Fairfield University is committed to the Jesuit understanding of education as a process that involves the transmission of knowledge and the formation of character, both in the classroom and outside of the classroom. Student organizations and teams recognized by the University can provide students with tremendous opportunities for learning and growth. However, students **should never** be subjected to hazing as a condition for seeking to join, holding membership, or affiliating with a student group at Fairfield University.

The University encourages students to make use of appropriate on-campus resources and will assist all persons involved in an allegation of hazing. Each office is prepared to offer assistance to students both in an emergency and on an on-going
basis. Additionally, students are encouraged to explore the many web resources
dedicated to educating the public on hazing.

Confidential Resources

On Campus:

- Counseling & Psychological Services 203-254-4000, ext. 2146
- Student Health Center 203-254-4000, ext. 2241
- Jesuit community/Clergy 203-254-4000, ext. 2664

Private/Non-Confidential Resources On-Campus:

- Public Safety 203-254-4090
- Director Title IX and Equity 203-254-4357
- Office of the Dean of Students 203-254-4211
- Office of Human Resources 203-254-4000, ext. 2227
- Campus Ministry 203-254-4000, ext. 3405
- Office of Residence Life 203-254-4215
- Athletics 203-254-4000, ext. 3466
- Club Sports 203-254-4141
- Jeremy Kaler, Associate Director, Office of Student Engagement
  Phone: 203-254-4000, ext. 2175
  E-mail: jkaler@fairfield.edu

- Thomas Murray, Associate Professor Economics and Faculty Athletics
  Representative
  Phone: 203-254-4000, ext. 2270
  E-mail: tmurray4@fairfield.edu

Off-Campus

Resources:

- Fairfield Police Department : 911 or 203-254-4800
Online Resources

- https://hazingprevention.org/
- https://www.stophazing.org/
- https://www.insidehazing.com/
- http://www.hanknuwer.com/

Indecent Conduct

Public acts of sexual intercourse, exposure of the body with intent to arouse or to satisfy the sexual desire of one's self or another person, or fondling or to caress the body of another person will be considered indecent conduct.

Misrepresentation and False Information

No student shall knowingly give false information in any University proceeding or meeting, or knowingly give false information to any University official. Moreover, no student may have possession of false information (e.g., fake IDs, etc.). Falsification of records, including grades and other academic records, admission materials, housing materials, registration materials, health records, identification cards, signed statements, etc., is also strictly prohibited. In addition, the creation, manufacturing and/or distribution of false identification, whether or not for profit, is strictly prohibited and would be subject for dismissal.

Physical Violence, Threat of Force, and Fighting

Physical violence, understood as the use of physical force against another person, is a serious offense. Physical violence is any physical contact with another person that causes that person bodily harm, intends to cause that person bodily harm, is harassing, or can reasonably be viewed by the person as a source of harm, regardless of whether the behavior was deliberate or unintentional. Physical violence includes, but is not limited to, striking, restraining, shoving, or kicking another individual, or hitting a person with an object thrown or propelled.

Threat of force is an action or behavior, expressed or implied, with or without actual physical contact, which would lead a reasonable person to believe that the actor intended to do the other person physical harm.
Fighting occurs when two or more individuals are engaged in physical attempts to harm each other. Although a student may not have instigated an altercation, a student is responsible for fighting if he or she goes beyond any force necessary to avoid harm and attempts to harm the instigator.

Any violation of this policy may result in dismissal or expulsion from the University.

**Improper Storage or Use of Recreational Transportation Equipment**

Fairfield University prohibits the use of recreational transportation equipment (bicycles, skateboards, hover boards, skates, e-scooters, segways, other equipment with wheels, etc.) in all buildings on campus, including residence halls. Individuals using these items outside of buildings are expected to do so in a manner that is appropriate, considerate of others, and considerate of college property. Items that need to be charged must carry Underwriters' Laboratory (UL) approval for their power cords in order to be brought/stored in any building.

**Retaliation**

Retaliation against someone who reports an incident or pursues a complaint (or may do so), or witnesses or may be a witness to a reported incident, investigation, or student conduct hearing is prohibited.

**Right to Privacy**

No student shall install or use any device for listening to, observing, photographing, recording, amplifying, transmitting, or broadcasting sounds or events occurring in any place where the individual or group involved has a reasonable expectation of being free from unwanted surveillance, eavesdropping, recording, or observation, unless the student has first obtained the consent of all persons involved. Preapproval from the Department of Public Safety must be sought for the use of Unmanned Aerial Device (UAV), Recreational Aerial Vehicle (RAV) and Drone devices.

**Sexual Misconduct**

Please refer to the Sexual Misconduct Policy contained in the "Policies and Procedures" section of the Student Handbook for a complete description, philosophy, definitions, process, information, and resources.
Solicitation

No student or person representing any company is permitted to offer any product or service for purchase on the campus or in the student residences. Students or student groups are not to solicit funds by letter or in person from individuals, companies, or groups by using the name of the University. Students or student organizations wishing to raise money through raffles and other means for special projects must obtain permission from the Office of Conference & Event Management.

Smoking and other Tobacco Products

Smoking is prohibited in all University buildings and facilities. The use of electronic cigarettes, vaporizers, and hookahs are also prohibited in all University buildings and facilities. Consistent with applicable state law, this prohibition includes all of the student residences (residence halls, townhouses, and apartments). Individuals smoking or using tobacco products must do so in designated smoking areas on campus. Violations of the smoking policy may result in sanctions including, but not limited to, a fine, an educational activity, and/or community service.

Theft

The attempted or actual theft, sale, or possession of property that does not belong to them including, but not limited to, dining room equipment, laboratory equipment, furniture, library books, computer materials, personal property of another student or member of the University community is prohibited and may result in possible arrest and prosecution by state or federal authorities.

Unauthorized Entry

No person shall enter or attempt to enter any University function or facility without a ticket of admission or proper authorization. In addition, no individual shall enter or attempt to enter a locked building, room, office, or area without proper authorization. Furthermore, unauthorized entrance into or presence in a student room or vehicle is a violation of this policy. Individuals can only enter/exit through the main gate when other campus gates are closed. Violations of this policy may result in a fine and/or formal warning.
Weapons, Knives, Firearms, Fireworks, and Projectiles

All weapons are prohibited on University property. The term "weapons" should be understood to include, but is not limited to, firearms, paint guns, BB guns, air guns, slingshots, bows and arrows, various kinds of knives other than cooking utensils, and various kinds of martial arts devices capable of being used as weapons. Facsimiles, replicas, or reproductions of weapons (e.g., "air soft" guns) are also prohibited. In addition, the possession of fireworks or other dangerous chemicals and propelling any object in such a way as to endanger safety or property are prohibited.

STUDENT CONDUCT PROCESS

The dean of students, assistant dean, or other members of the dean's staff have broad authority to act in the best interests of students, the community, and the University. To that end, the dean or designee(s) may take immediate action to remove or restrict a student from the University outside of the student conduct process. If the removal or restriction resulted from alleged violations of the Student Conduct Code, a hearing would be scheduled as soon as possible to determine the final disposition in the matter. In matters that are not related to student conduct but rather speak to the health, safety, or welfare of a student or the community, the dean or designee(s) may take whatever action necessary to alleviate that concern, up to and including removing the student from the University. In cases heard by the Student Conduct Board, the Office of the Dean of Students receives the Board's determination of responsibility and recommendations for sanctions. The dean or designee(s) make the final determination. For all student conduct cases, the dean reserves the right to review the determination of responsibility, as well as sanctions.

The Office of the Dean of Students may refer cases that do not rise to the level of a student conduct case, but require some type of resolution or action, to another academic or administrative office or department. In the dean's absence, the dean may designate another administrator to respond to cases needing immediate attention.

Incident Reports

Any member of the University community may report an alleged violation of University policy or the Student Conduct Code if that member observed the violation or had personal knowledge of it through means other than hearsay. Students, administrators,
faculty, staff, and other members of the University community who wish to file a report concerning a student's behavior may do so by submitting an *Incident Report*, or contacting the Department of Public Safety. All reports alleging misconduct by a student will be reviewed by the Office of the Dean of Students. If the report concerns a member of the faculty, administration, or staff, a duplicate copy of the written report of the incident should be submitted to the person’s supervisor. Reports received from other entities including, but not limited to, the Fairfield Police Department, other colleges and universities, and Town of Fairfield residents may also be used to address alleged violations.

**Hearings**

If there is sufficient evidence that a student may have violated University policy, the student will be notified and required to meet with the dean's staff. During the meeting, the student conduct process will be explained, the student will be advised of the alleged violations, and a hearing will commence or will be scheduled. A single hearing will be held for incidents involving multiple students, unless otherwise determined by the Office of the Dean of Students. For first-time, minor infractions, and at the discretion of the Office of the Dean of Students, students may be given the option of confirming their responsibility in writing in lieu of a hearing/meeting with the dean's office.

There are two types of hearings for student conduct cases: (1) administrative hearings facilitated by the dean of students or a designee (e.g., an assistant or associate dean of students, an Office of Residence Life staff member) and (2) board hearings. The dean of students delegates staff members to be the principal administrators of student conduct matters. The dean or another student conduct administrator refers alleged violations to the appropriate type of hearing.

The student conduct process is intended to serve educational goals as well as to uphold University policies and the Student Conduct Code. The student conduct process should not be confused with criminal or civil court proceedings. As such, student conduct hearings are not courts of law and formal rules of evidence do not apply. Hearings are not open to the public, other members of the University community, parents, family members, or legal counsel. Student conduct cases are decided based upon the standard of whether it was more likely than not that a violation has occurred. The spirit
or intent of policy or standard of conduct is taken into consideration. In the determination of sanctions, prior student conduct violations are considered.

Violations of the Student Conduct Code and University policies are sometimes also potential violations of criminal law. The University reserves the right to initiate or proceed with (and in some instances may be required by law to proceed with) the student conduct process against a student, regardless of a pending criminal investigation, charges, arrest, or prosecution arising out of the same or a related factual situation. The dismissal, failure to prosecute, settlement, or reduction in charges of any related criminal matter shall not be grounds for a challenge to any student conduct matter.

**Boards**

**Student Conduct Board**

The Student Conduct Board is a hearing body that determines the finding(s) of responsibility for alleged policy or Student Conduct Code violations involving students or student organizations, and issues sanctions if the student or student organization is found responsible including, but not limited to, dismissal from the University. The dean of students maintains discretion to refer the matter to an administrative hearing even when potential sanctions call for dismissal. A student may request an administrative hearing even when the sanctions could entail dismissal or expulsion; however, the dean can deny that request and refer the matter to the Student Conduct Board.

The board is a five-member body consisting of one voting student, one voting academic dean or administrator, one voting faculty member, one additional voting student, academic dean or administrator, or faculty member, and a non-voting chairperson. If students or faculty are not available, any University administrator can substitute their position on the board.

Board members are individuals known for their integrity and commitment to the standards governing the University community. Board appointments are made by the vice president for student life or another University designated official. The faculty representative(s) are nominated by the general faculty and serve three-year terms. Once a faculty member has been appointed to the board, he or she may serve indefinitely as an alternate member. The student members of the board are selected
from the Peer Conduct Board. Any member of the board may exempt himself or herself from hearing a case if he or she feels that personal involvement or another conflict of interest may affect his or her judgment. An alternate will then fill the vacancy. If a board member fails to perform his or her responsibilities, the board may request, by a unanimous vote of the other members, that the vice president for student life or another University designated official terminates the member’s appointment and appoint an alternate or new member to fill the vacancy.

Peer Conduct Board

Alleged violations of a less serious nature may be referred to the Peer Conduct Board. The Peer Conduct Board is selected, trained, and overseen by the Office of the Dean of Students. The Peer Conduct Board serves as a student conduct hearing body composed of students and convenes to hear cases and recommends outcomes to the Office of the Dean of Students. The Office of the Dean of Students takes the Peer Conduct Board’s recommendations into account when determining outcomes and sanctions. Members of the Peer Conduct Board serve on Student Conduct Hearing Boards.

Off-Campus Board

The Off-Campus Board will work to bring students and neighbors together to address incidents and behavioral concerns that occur off-campus, formulate reasonable solutions, and offer support to one another to achieve peaceful community living. The format lends to bring involved parties together to deal with harm face-to-face to understand the harm, and make plans to repair the harm through education and action.

The Off-Campus Board will convene when an alleged off-campus violation has been reported and an involved party is identified as well as when there is not an identified responsible party (i.e. an address is reported without names). The Off-Campus Board composition will include trained University staff and students, and non-Fairfield University community members.

Advisors

Both the responding and reporting student(s) have the right to select an advisor of their choice to provide support and assistance during the student conduct process. Advisors
may not participate actively while present at any student conduct proceeding and may
not speak or otherwise communicate on behalf of the student. However, the advisor
may ask to suspend any meetings, interviews, or hearings briefly to provide private
consultation related to the student conduct proceeding in progress. An advisor is
subject to the same privacy expectations applicable to others in attendance.

Accommodations, including scheduling of interviews or reviews, generally will not be
made for any advisors if they unduly delay the process. The advisor is not permitted to
attend a meeting or proceeding without the student without the prior approval of the
Office of the Dean of Students. The Office of the Dean of Students reserves the right to
take appropriate action regarding any advisor who disrupts the process, or who does
not abide by the restrictions on their participation as determined by the Office of the
Dean of Students.

Board Hearing Procedures

The hearing shall be conducted in accordance with the students' rights published in this
Handbook. The chairperson presides over the hearing and determines all procedural
matters, and along with other board members, determine the relevance of the testimony
and evidence available.

The board members review the available relevant reports, documents, and evidence.
The student conduct administrator (or designee) presents the alleged violation(s) and
the responding student enters a plea for each alleged violation. The board begins by
questioning the responding student, followed by individuals appearing as witnesses,
which may include the reporting party.

The board deliberates in a closed session and determines whether or not the
responding student is responsible for the alleged violation(s). The student conduct
administrator is available during the deliberations to offer any assistance as requested
by the board. A simple majority of the voting board members is sufficient for determining
a student's responsibility for any violation. If less than a simple majority vote finds that
the student was responsible or the vote results in a tie, the determination shall be that
the student is not responsible for the violation(s).

If a student is found responsible for any policy violation(s) the board shall receive the
record of any previous student conduct violation(s), sanction(s) and any other
information relevant to recommending sanctions. The board then deliberates and votes on a sanctioning recommendation. A simple majority is necessary for all recommended sanctions, with the exception of recommendations to dismiss or expel a student from the University which require a unanimous vote.

Board members are required to maintain the privacy of information shared during the student conduct process and shall not discuss student conduct records, votes taken, and hearing proceedings outside of deliberations and in communicating their decision and recommendation to the Office of the Dean of Students.

**Peer Mediation**

Peer mediation is a voluntary option for students who make informal complaints to the Office of the Dean of Students. The program offers trained student mediators who help other students resolve conflicts. The mediator facilitates communication and helps explore new ideas. The parties to the conflict make all final decisions about the outcome. Students create their own solutions with the mediator's guidance.

**Stag Explorers**

Stag Explorers is a program that provides an opportunity for first-year students to connect with a Peer Conduct Board member about a low-level Student Conduct Code or university policy violation. This program is offered during the entire academic year and is completely voluntary.

Students who choose this program will participate in non-judgmental, candid dialogue intended to consider the types of decisions they are making in their lives and challenge them to better understand their needs, the needs of the Fairfield community, and implications of further conflicts with policy on their lives within the campus community and beyond.

**Appeals**

Appeals may be made by the reporting or responding student on the basis of one or more of the following grounds:

- newly discovered evidence that is substantive in nature and was unknown or unavailable at the time of the original student conduct hearing
• a substantial error or omission in the student conduct proceedings which significantly affected the outcome of the hearing
• a sanction that is substantially disproportionate to the severity of and outside of the guidelines set by the University for the violation, or the cumulative conduct record of the responding student

Students may appeal a student conduct outcome within five business days from the date the student is informed of the original decision. The appeal must be submitted in writing to the vice president of student life or another University designated official. The student shall be advised in writing of the decision on the appeal within 14 business days. If the vice president is unable to respond within 14 business days of the receipt of the appeal, the vice president shall notify the student in writing and provide an estimated timeframe in which the appeal will be decided.

An appeal does not postpone the imposition of sanctions. If the appeal is granted, the decision either will be set aside or vice president may send the matter back to the appropriate hearing body for further adjudication. The decision of the vice president of student life or another University designated official upon appeal is final.

Student Rights

Fairfield University respects the dignity and rights of each of its students. In all student conduct cases, students are asked to review their rights and are given the opportunity to ask questions.

Rights of Responding Students

1. The right to meet with the Office of the Dean of Students to discuss the student conduct process.
2. The right to review the information against him or her, including the nature of the alleged violations, the documentation of those violations, and the names of adverse witnesses and the information they provided.
3. The right to respond to the alleged violations and to rebut unfavorable inferences that might be drawn.
4. The right to present the information of any witness who has direct, personal knowledge of the incident or conduct in question.
5. The right to an advisor of their choice.
6. The right to be absent from a hearing without excuse. However, the case will be heard without the student present and a decision rendered based upon the evidence or information available.

7. The student has the right to delay the hearing for up to five business days if a legitimate reason has been established as determined by the dean of students or his/her designee.

8. The right to be advised of the result of his/her hearing outcome and the rationale for the decision within three business days of the hearing date.

Rights of Reporting Students

1. The right to meet with the Office of the Dean of Students to discuss the student conduct process.

2. The right to present information and any witness who has direct, personal knowledge of the incident or conduct in question.

3. The right to be advised of the date, time, and location of the student conduct hearing and to request rescheduling for legitimate reason.

4. The right to an advisor of their choice.

5. The right to appear as a witness at student conduct hearings.

6. The right to decline to appear or remain anonymous with knowledge that such action could result in the dismissal of the alleged violations for lack of evidence or information.

7. The right to submit a written impact statement to the Office of the Dean of Students for consideration while determining sanctions.

8. Upon written request, the right to be informed of relevant sanctions imposed upon the respondent within three business days of the hearing.

9. Upon written request, in cases involving crimes of violence as defined by FERPA, the right to be informed of the final results of the University’s student conduct code proceedings dealing with that specific incident within three business days of the hearing. This information may be provided to the next of kin if the reporting student dies as a result of the incident.

Student Conduct Records

Student conduct records are maintained by the Office of the Dean of Students. Any student has a right to review and inspect his or her own record. Effective as of 2007-
2008, student conduct records will be maintained for seven years after graduation, anticipated graduation date, or last date of attendance, unless there is sufficient reason to keep a record longer (e.g., pending criminal or civil litigation). In matters resulting in separation from the University (i.e., dismissal or expulsion), or allegations unresolved following the withdrawal of a student, conduct records may be kept indefinitely.

The Family and Educational Rights and Privacy Act (FERPA) defines legitimate access to student records. Student conduct records are not shared beyond the Office of the Dean of Students, except with those at the University with a legitimate "need to know." Student privacy is taken most seriously. In enforcing its policies including its policies of Sexual Misconduct, Fairfield University at times will be governed by state and federal regulations. In these instances of compliance, FERPA is not violated.

FERPA does make exceptions for disseminating information to students' parents or legal guardians. By way of example, parents of students under the age of 21 will be notified of behavior determined to be in violation of Fairfield's alcohol or policies. Such notification occurs at the conclusion of the student conduct process.

Further, the Office of the Dean of Students reserves the right to notify parents or guardians in the event of a health or safety emergency regarding their student. Additionally, upon written request, the Office of the Dean of Students will disclose to the complainant of a crime of violence or a non-forcible sex offense (or the complainant's next of kin if the complainant dies as a result of the crime or offense) the final results of the University's conduct code proceedings dealing with that specific crime or offense.

**Release of Student Conduct Records**

When a student or former student provides written consent for the University to disclose their student conduct record to a person or entity outside the University, (examples include an application for employment, graduate school, transfer to another University), Fairfield discloses information related to conduct that resulted in the following administrative or academic statuses: Disciplinary probation, deferred dismissal, dismissal, expulsion, and withdrew with pending alleged violations. Unless a student or former student otherwise directs the University in writing, or an exception recognized under FERPA applies, Fairfield University does not disclose to persons or entities outside the University student conduct matters that did not result in such outcomes. When the University responds to external conduct record requests, the response
includes information explaining the student conduct records release policy. Conduct outcomes other than disciplinary probation, deferred dismissal, dismissal or expulsion are generally not applicable or appropriate for distribution beyond the University community; however, students are encouraged to be forthright if an employer, professional licensure request, etc. asks questions about the student’s conduct at Fairfield University.

Under FERPA, a student may also inspect and review their conduct record by submitting a written request to the Office of the Dean of Students. For more information about the Family Educational Rights and Privacy Act (FERPA), please visit the Registrar’s webpage.

**Sanctions**

Student conduct sanctions are intended to offer educational correctives to unacceptable behavior. For some infractions, the University has prescribed minimum or maximum sanctions (e.g., violation of alcohol or drug policies). The sanctions imposed will be determined based upon the severity of the infraction, the student's prior record, and any other relevant circumstances. Failure to comply with sanctions is itself a violation of University policy and may result in probation, a hold placed on student records, and/or dismissal.

Interim sanctions may be assigned in order to protect the health, safety, security, and well-being of the University community and its members. Interim sanction may be imposed at any point during the student conduct process. These sanctions may be included as part of the final outcome. Interim sanctions will typically be imposed if the University determines there is:

1. an ongoing threat to or concern regarding a member of the University community;
2. an ongoing threat to or concern regarding personal or University property; or
3. a risk of disruption of or interference with the normal operation of University business.

The University will take reasonable steps to ensure a hearing occurs and a final determination(s) of responsibility is made in a timely manner. Interim sanctions may
remain in effect until a final decision has been reached and appeals have been determined.

Possible sanctions include, but are not limited to:

*Alcohol/Drug Education*: Required attendance and participation in wellness classes.

*Community Service*: A number of hours of service to the University or the community. Service hours must be completed within the imposed timeframe.

*Deferred Dismissal*: A period of time during which a student is no longer in good standing with the University and will be required to adhere to specific requirements and conditions in order to remain enrolled. Student will lose housing related privileges including, but not limited to, restriction from housing-related lotteries. The student cannot hold a leadership position in any recognized student organization or athletic team and will be restricted from participating in University activities, including varsity athletics or club sports, and representing the University. Parent(s)/Guardian(s) will be notified. Failure to comply with the requirements or conditions will result in an immediate dismissal from the University for a period of time, and additional sanctions may be applied. Any subsequent violations may also result in dismissal, expulsion, or the loss of other privileges including, but not limited to, on-campus housing or attendance and participation in university programs and activities.

*Disciplinary Probation*: A probationary status with the University that means the student is not in good standing with the University because of his or her behavior. Disciplinary probation is intended to reflect the seriousness of the student's misconduct. Student will lose housing related privileges including, but not limited to, restriction from housing-related lotteries. The student cannot hold a leadership position in any recognized student organization or athletic team and may be restricted from participating in University activities, including varsity athletics or club sports, and representing the University. Parent(s)/Guardian(s) will be notified. Most importantly, further infractions while on probation will likely result in dismissal or expulsion. Disciplinary probation will continue for a minimum of one full academic semester, unless the student is placed on probation after the halfway point of a particular semester. In those situations, probation will continue for the duration of that semester and one additional full semester. Probationary periods end only with the conclusion of regular academic semesters.
**Dismissal:** Withdrawal from the University that is an interruption in progress towards a degree for an indefinite period of time that does allow the student to reapply to the University in the future. Students who have been dismissed from the University will be expected to remain away for at least a full semester (fall or spring). Parent(s)/Guardian(s) will be notified. While dismissed, a student may not be on campus, property operated by the University or attend any university-sponsored event for any reason without prior approval from the Office of the Dean of Students and is subject to arrest for trespassing. If a dismissed student has a need to come to campus, a request must be made to and approval given by the Department of Public Safety or the Office of the Dean of Students at least 48 hours in advance. Credits earned at another institution while dismissed cannot be transferred and applied toward a Fairfield degree.

**Drug Testing:** Random drug testing at the student's expense. The results of such tests will be reported to the Office of the Dean of Students.

**Educational Project:** A writing assignment or research project related to the unacceptable behavior.

**Expulsion:** Withdrawal from the University that is permanent and prohibits the student from reapplying to the University in the future or earning a degree from any of its colleges or schools. Under expulsion, the student is not welcome on campus.

**Fines, Fees or Restitution:** A payment to the University or to an individual for unacceptable behavior or physical damage caused. Fine monies paid to the University are deposited into a restricted budget, administered by the Office of the Dean of Students, to support student life initiatives. They are not part of the University’s general fund. Restitution is used to cover the direct cost associated with repairs or replacement items.

**Formal Warning Status:** A formal warning will be issued to students who have been found responsible for a policy violation that may not reach a threshold for being placed on disciplinary probation. Students who are issued formal warnings remain in good disciplinary standing with the University.

**Housing Change:** A required move from one room to another, from an apartment or townhouse to a residence hall room; a revocation of off-campus or commuter status and
return to an on-campus housing location; or a removal from campus housing for a stated period of time. If removed from campus housing, a student may not live in or visit University-owned residences.

**Housing Restrictions:** A restriction from entering a particular residence hall(s), townhouse(s), apartment(s), or an individual floor; or a limitation or restriction on being able to live in townhouses, apartments, or as off-campus boarders, or participating in housing-related lotteries.

**Housing Warning:** A notice that their current housing status is on probation and any future violation could result in loss of housing, lottery restriction, or change of assignment.

**No-Contact Order:** An order prohibiting a student from having contact, including but not limited to, physical, written, verbal, third-party, and/or electronic contact, with another student for a specified period of time.

**Referrals:** A referral for evaluation and/or counseling to individuals or organizations considered helpful to the student. Attendance or participation at such referrals, as well as recommendations for further evaluation or action, will be reported to the Office of the Dean of Students.

**Restorative Mentoring:** This is a student conduct sanction program that encourages and provides an opportunity for dialogue, reflection, and conversation in the areas of student behavior, moral development, responsible community participation, and our Jesuit mission. Students meet with the director of restorative mentoring on a regular basis to reflect intentionally about their choices. Students will be encouraged and learn how to make decisions more aligned with our Jesuit mission and their personal values.

**Restriction:** The temporary restriction on participation in University-sponsored programs and activities, access to University facilities, or other privileges for a defined period of time.

**Stag Smart:** A program that provides an opportunity for students living in an upper-class environment to develop the skills and techniques they need to host smart parties on campus and intervene in situations where their peers are misusing alcohol.
Warning: Notice to a student indicating a behavior has or may have violated University policy or standards, and that repeated behavior and future violations may be subject to further action.

State and Federal Alcohol and Drug Laws

State Law

Connecticut has enacted laws that prohibit the sale, gift, offer, and illegal possession of various types of drugs. These state laws mandate minimum prison sentences, including five years for the manufacture, distribution, sale, gift, offer, or possession with intent to sell any of the following by a non-drug dependent person:

- one ounce or more of heroin, methadone, or cocaine;
- one-half gram or more of cocaine in a free-base form;
- five milligrams or more of lysergic acid diethylamide (LSD);
- any narcotic, hallucinogenic, or amphetamine-type substance (for first-time offenders);
- one kilogram or more of cannabis-type substance, including marijuana (for first-time offenders).

A conviction of any of the aforementioned offenses involving a minor or occurring within close proximity to an elementary or secondary school, housing project, or day care center elicits even harsher sanctions. These penalties include mandatory sentences in addition to the above mandatory sentences:

- Two years for the distribution, sale, offer, or gift of any controlled substance to a person under 18 years of age, as long as the provider is at least two years older than the recipient;
- Three years for the manufacture, distribution, sale, transport, possession with intent to sell, dispensation, offer, or gift of any controlled substance within 1,500 feet of an elementary school, housing project, or day care center;
- Three years for employing, hiring, using, persuading, inducing, enticing, or coercing a person under 18 years of age to violate a drug-related statute.

In addition to the aforementioned laws regarding the manufacture and distribution of drugs, Connecticut has enacted strict penalties for the illegal possession of drugs. First-
time offenders may be sentenced up to seven years in prison and/or fined not more than $50,000 for the possession of any quantity of a narcotic, including cocaine, morphine, or heroin. Possession of any quantity of a hallucinogen, such as LSD, or of four ounces or more of marijuana, may result in a sentence of up to five years in prison and/or a $2,000 fine. One year in prison and/or a $1,000 fine is authorized for the possession of less than four ounces of marijuana or any quantity of other controlled substances, such as amphetamines or barbiturates.

A conviction for the possession of drugs within 1,500 feet of an elementary or secondary school or day care center will result in three years of imprisonment. This penalty is in addition to any other penalties and consecutive to any other terms of imprisonment that may be imposed.

Connecticut has also enacted laws regarding the distribution, possession, and consumption of alcohol. One such law prohibits the sale, shipment, delivery, or gift of alcoholic liquor to a minor. The penalty for this crime includes up to 18 months in prison and/or a fine of not more than $1,500. Any person who induces a minor to procure alcohol from an authorized seller of alcohol faces up to one year imprisonment and/or a fine not to exceed $1,000. Furthermore, a fine of between $200 and $500 and/or 30 days imprisonment may be imposed for using a fake or altered personal identification, using another person's identification, or making a false statement in connection with the attempt to purchase alcohol. Any minor who possesses alcohol in a public place may be fined between $200 and $500, unless that minor is accompanied by a guardian or spouse at the time of possession or possesses the alcohol by order of a physician.

Connecticut has also enacted drunk driving laws that are strictly enforced. Individuals may not operate a vehicle when they are under the influence of any drug or alcohol. A person may be convicted if he operates a motor vehicle while having an "elevated blood alcohol content," which means a ratio of alcohol in the blood of .08% or higher, by weight. A first conviction for driving under the influence mandates a fine of between $500 and $1,000, imprisonment of between 48 hours and 6 months, of which 48 hours is a mandatory minimum, and suspension of driving privileges for one year. Subsequent conviction of driving under the influence within 10 years after a prior conviction for the same offense could result in fines of between $1,000 and $4,000, imprisonment of 120 days to two years, of which 120 days is a mandatory minimum, and suspension of driving privileges for three years.
Laws are constantly enacted and revised. Recent revisions and additions to the Connecticut General Statutes may be found online at www.cslib.org/psaindex.htm. Students should refer to this resource, as well as the Connecticut General Statutes, for the most accurate and up-to-date information.

**Federal Law**

The United States has enacted drug trafficking laws and penalties, which are contained in Title 21 of the United States Code. These laws impose sanctions (outlined below) for the manufacture, distribution, possession with intent to manufacture or distribute, and simple possession of drugs.

These penalties may be doubled when any of the aforementioned acts are committed within 1,000 feet of an elementary, secondary, or vocational school; a college, junior college, or university; or a playground or public housing facility. The penalties may be doubled if the act is committed within 100 feet of a youth center, public swimming pool, or video arcade. Penalties may also be doubled when an individual over the age of 18 distributes drugs to a person under 21; employs, uses, induces, or coerces a person under 18 to violate federal drug laws or to assist the individual to avoid detection for his own violations of federal drug laws; or receives drugs from a person under 18 who is not an immediate family member.

Penalties may be tripled if an individual over 21 years of age coerces a person under 18 to distribute, possess with intent to distribute or manufacture, or assist the individual to do the same, a drug within 1,000 feet of an elementary, secondary, or vocational school; a college, junior college, or university or playground or public housing facility. Penalties may be tripled if the act is committed within 100 feet of a youth center, public swimming pool, or video arcade.

Distribution of a drug by one who is over 18 to a person under 18 can result in a prison sentence of up to five years and/or a fine of not more than $50,000. Finally, conspiracy to commit any of the above drug-related offenses carries the same penalties regardless of whether the conspiracy is successful.

Updates regarding federal drug trafficking laws can be found at the Drug Enforcement Agency’s website at www.usdoj.gov/dea/index.htm.
Finding Help with Regard to Alcohol, Drugs, Eating Disorders, or Gambling

There are many resources where students can seek help. Following is a list of University offices and other organizations that can help students with questions about or problems with alcohol, drugs, eating disorders, and gambling.

Alcohol and Other Drugs

The extent of drinking and drug use on campus varies widely, and many college students do not abuse alcohol or drugs. Nevertheless, alcohol and drugs are part of many college environments, and when coupled with other risky behaviors, can be problematic for students. There are many resources both on campus and off where students can find assistance for these issues.

University Resources

Counseling & Psychological Services *
John C. Dolan Hall
203-254-4000, ext. 2146

Fairfield University Substance Abuse Program includes substance abuse assessments and group experiences
203-254-4000, ext. 2146

Campus Ministry *
Egan Chapel of St. Ignatius Loyola
203-254-4000, ext. 2550

Office of the Dean of Students
Barone Campus Center, 4th floor
203-254-4211

* On-call 24-hours a day, seven days a week for emergencies, and can be reached through the Department of Public Safety at 203-254-4090
Off-Campus Resources

Fairfield Counseling Services
125 Penfield Road
Fairfield, CT 06824
203-255-5777

Alcoholics Anonymous
866-STEPS12
www.ct-aa.org

Narcotics Anonymous
800-627-3543
www.na.org

Alcohol Addiction Center
866-278-8150
https://alcoholaddictioncenter.org/alcoholism-resources/

Eating Disorders

Health care professionals from the Health Center and Counseling & Psychological Services develop and oversee an individualized treatment plan and a range of integrated services for students with Anorexia Nervosa, Bulimia Nervosa, compulsive overeating, over-exercising and body image concerns. Services include individual therapy, medical monitoring (vital signs, weight, blood work) nutrition counseling, psychiatric assessments, medication management, and community referrals.

University Resources

Eating Disorder Treatment Team
Counseling & Psychological Services
203-254-4000, ext. 2146

Student Health Center
203-254-4000, ext. 2241
Off-Campus Resources

Call Counseling & Psychological Services at 203-254-4000, ext. 2146 for local referrals

Gambling

Gambling can lead to significant problems and even addiction. Signs of problem gambling include gambling alone, minimizing and concealing the extent of gambling, or arguing with family members about financial difficulties. Help is available for problem gambling. Treatment options may involve a combination of individual/group therapy, family therapy, financial recovery counseling, and/or psychiatric medications. Sufferers can reduce the role of gambling in their lives and learn to cope with their problems more productively.

University Resources

Counseling & Psychological Services
John C. Dolan Hall
203-254-4000, ext. 2146

Off-Campus Resources

Positive Directions
420 Post Road, West
Westport, CT 06880
203-227-7644, ext. 126

Gambler’s Anonymous
Hotline: 1 855-222-5542
www.gamblersanonymous.org

Connecticut Council on Problem Gambling
100 Great Meadow Road, Suite 704
Wethersfield, CT 06109
959-230-4034

Help Line: 800-34-NOBET
www.ccpg.org
Residential Guidelines

This section applies primarily to undergraduate students living on campus.

Introduction

Fairfield University is a residential campus with housing guaranteed to full-time matriculated undergraduates for four years. Fairfield's student residences consist of six traditional residence halls, four suite-style buildings, a 15-block townhouse complex, a 2-Block Barnyard Manor and three apartment complexes. Fairfield provides limited housing to part-time students and graduate students.

The residential experience is designed to facilitate the intellectual and moral development of students. The residential community attempts to provide students with learning opportunities that focus on self-awareness, interpersonal relations, and cross-cultural understanding.

All resident students are expected to be active members of the community and support the development of a sense of community and responsibility to roommates, suitemates, housemates, floor members, and the entire community. Behavior that runs counter to this sense of community has no place at Fairfield University. Students who knowingly allow other students to disrupt, interfere with, or hinder this sense of community are not serving themselves or other students well. Students are encouraged and expected to take pride in their residence and monitor and care for it accordingly.

Contained in this section of the Student Handbook are guidelines specific to the residential component of a Fairfield education. The primary authority and responsibility for establishing and upholding residential guidelines lies with the Office of Residence Life. Whenever possible, violations of residential guidelines will be handled by residence life staff with individual students. If problematic behavior continues, the matter may be referred to the Office of the Dean of Students for formal disciplinary action.

The student residences at Fairfield are staffed by resident assistants (RAs), full-time undergraduate students who are selected and employed for their maturity, responsibility, leadership skills, and ability to exercise good judgment. RAs are supervised by area coordinators who are full-time employees of Fairfield and hold a master degree in education, counseling, or a related field. Area coordinators and RAs
are responsible for the day-to-day operation of their particular student residence. They are available to listen to concerns, answer questions, report maintenance problems, organize activities, and promote community life. Many of the residence communities have Jesuits in residence. While not responsible for the operation of the hall, Jesuits living in-residence offer personal guidance and support to the students within their residential community. RAs and area coordinators are "on-duty" every night of the week and weekend, and a schedule, including names, room locations, and phone numbers, is posted in each residence hall.

**Undergraduate Student Residency Requirements**

All full-time matriculated undergraduate students who do not meet the criteria of a commuter student or who do not live with their spouse are required to live in one of the University's student residences. Full-time undergraduates admitted to the University as resident students are required to live in the University's student residences for all of the four, traditional undergraduate years. No undergraduate student can be less than full-time (e.g., taking less than 12 credit hours) and remain in housing. Only Accessibility can make exceptions to this policy. The Office of Residence Life does not provide family housing.

**Housing Assignment and Selection**

- Full-time undergraduate students select housing on campus through a lottery process with preference given to seniors, followed by juniors, sophomores, and first-year students. Seniors may live in townhouses, apartments, or residence halls based upon availability. Juniors may live in townhouses and apartments, or in some instances residence halls, based upon availability after seniors have chosen. Sophomores and first-year students are required to live in traditional residence halls. Depending upon class year, students' choice of residence halls may be limited.
- There are other specialized housing options available to students. Located throughout the traditional residence halls, townhouses, and apartments are living and learning communities. The Office of Residence Life has collaborated with academic partners and other departments to create a unique experience through programs that support the interests of these communities. Students
across all four years have the opportunity to participate in these communities through an application process.

- Seniors, in accordance with the housing lottery and selection process, may request an exception to or release from their University residency requirement in order to live off-campus. Approval of such requests is at the sole discretion of the University. Agreeing to or signing a lease to live off-campus does not cancel a student's residency obligation to the University. If a student is granted an exception to or release from their four-year residency obligation, the University no longer has an obligation to provide housing for that student in the future. All students released to off-campus will be required to attend additional informational sessions or meetings before or during the academic year. The University requires students to provide updated directory information no later than two weeks from the first day of classes. While student consent is never required to release directory information, please be aware that the University (in its absolute discretion) may specifically provide directory information to appropriate third parties in matters involving student safety or security, or for potential violations of local, state or federal law. For additional information on directory information, please refer to the University Registrar webpage.

- Students who cancel their Residence Life agreement are no longer required nor is the University responsible for honoring the undergraduate student residency requirement. Students cancel their Residence Life agreement when they graduate, withdraw from the University, are granted commuter status or are released by the University from the agreement for other reasons. Requests for other reasons must be made in writing to the Office of Residence Life. Students who have cancelled their agreement due to a withdrawal from the University will, upon their return, return to their housing status they had prior to withdrawing from the University and must adhere to student residency requirements and the Residence Life agreements currently in place. Students who participate in an approved educational program away from the campus are released from the housing requirement only for the time they are away.

- The University reserves the right to restrict students from participating in housing lotteries on the basis of prior or current disciplinary sanctions or if the student’s presence in a particular student residence may be disruptive to the community. In such instances, the student will be assigned housing by the University or restricted from University housing altogether.
Changing from Commuter Status to Resident Status

- Students who are admitted as commuter students are expected to remain in that status throughout their undergraduate enrollment at the University. Commuter students may request a change to resident status by demonstrating substantial or extraordinary need. Such requests must be submitted in writing to the Office of Residence Life.
- If a commuter student becomes a resident student, he or she assumes the same residency obligations as other students.

Changing from Resident Status to Commuter Status

Commuter students must live at the primary home of parents, guardians, or a spouse within approximately a 35-mile driving radius from campus. Students who wish to change to commuter status must demonstrate substantial or extraordinary need. If a resident student becomes a commuter student, the University no longer has an obligation to provide housing for that student in the future.

Residency Requirements

Graduate Students

Graduate students are not guaranteed housing on campus. Any request for housing will be considered after all undergraduates are placed.

Part-Time Students

While campus housing is traditionally reserved for full-time students, part-time students may seek permission from the Office of Residence Life. Residential part-time students must take a minimum of six University credits and be in good standing with the Office of the Dean of Students. They are expected to follow all residential guidelines outlined in the Student Handbook.

Staff

- The Office of Residence Life consists of full-time professional central office staff, support staff, full-time professional area coordinators, and student
residence life paraprofessionals (RAs). In addition, Resident Jesuits live in some of our communities.

- Resident students’ primary resources are the RAs and area coordinators. Area coordinators supervise and manage their respective areas or halls on a day-to-day basis. Concerns about housing, roommate issues, or community life in the student residences should be directed to these individuals. Central office staff members serve primarily as a resource to the area coordinators, RAs, and Resident Jesuits.

- RAs maintain "on-duty" hours throughout the evening and night for their respective halls, and a schedule of these hours is posted in numerous locations throughout the halls.

- Townhouse/apartment staff maintains similar "on-duty" hours. Area coordinators share "on-duty" responsibilities for the campus and are the primary administrators in charge outside of normal business hours. When necessary, central office staff or other University officials will be contacted to respond to emergencies or other serious situations that require immediate attention.

**Special Housing Accommodations Policy**

- Students who wish to request special housing accommodations due to a disability should contact the Office of Accessibility with the specific request. Requests on the basis of medical need or situation should be directed to the Director of Accessibility. Additional information regarding the special accommodations generally can be found in the "Policies and Procedures" section of this Handbook.

- Documentation of a disability or medical condition will be required in order to establish the need for an accommodation. Documentation consists of an evaluation by an appropriate professional that relates the current impact of the condition to the request.

- Students seeking a housing accommodation based on a disability, or requesting some service based on a medical or psychological condition, should complete the Request for a Housing Policy Exemption form online.

- Students are encouraged to contact the Office of Accessibility with any questions or visit the website for more information:
The final evaluation of the request rests with the University.

- Reasonable accommodations depend upon the nature and degree of severity of the documented disability. While federal law requires that priority consideration be given to the specific methods requested by the student, it does not imply that a particular accommodation must be granted if it is deemed not reasonable and other suitable techniques are available. Furthermore, single rooms in particular are reserved for individuals who document substantial needs and for whom living with a roommate is not viable.

### Residential Guidelines and Procedures

#### Absence from Student Residences

Students are expected to monitor all activity in their residence. If a violation of University policies occurs in a student residence, the occupants of that room or unit may be held accountable and subject to disciplinary action for the violation, even if they were not present at the time of the violation.

#### Alterations to Student Residences

Students may not paint their rooms or units or make permanent alterations to furnishings. In addition, window treatments may not be removed, and students may not construct lofts, counters/bars, or other types of furnishings. Any markings left on walls, ceilings, or doors as a result of postings will be recorded as damage and billed to the student. See also the policy pertaining to Windows/Doors.

#### Bicycles and Sports Equipment

Limited storage is available for bicycles in residence halls. For reasons of safety, bicycles may not be kept in the corridors, stairwells, doorways, lounges, or bathrooms. Bicycles found in these areas will be removed. Likewise, sports equipment (including shoes) may not be left in corridors. No ball playing, throwing of objects, or other rough play is permitted in the student residences.
Candles

Candles or incense, even for decorative purposes, are prohibited in the student residences (residence halls, townhouses, and apartments). Candles or incense found in student rooms will be confiscated and may not be returned.

Cell Phones and Emergency Phones

Students should register their cell phone number via my.Fairfield.edu. If there is an emergency and students cannot use their cell phone, each floor in the residence halls has an emergency phone connected directly to the Public Safety department.

Christmas and Holiday Decorations

Natural Christmas trees are not permitted in any student residence (including townhouses and apartments). Light strands are permitted, but cannot be in doorways and must have mini-lights, not larger bulbs. No decorations or other room furnishings may be attached to or suspended from light fixtures or fire safety equipment.

Computer Network Connections

All student residences are equipped with connections to the campus network. In order to access and connect personal computers to the network, users must agree to and abide by acceptable computing standards and utilize appropriate antivirus and other software as set forth by the Office of Information Technology Services.

Damages

All types of damage caused to any student residence or its furnishings are the responsibility of the students assigned to that residence, and repair costs will be billed accordingly. Damage that occurs in common areas of student residences (e.g., hallways, common bathrooms, backyards, etc.) will be divided and shared among all residents of that particular residence hall, floor, or block.

Resident students are expected to help reduce common area damages by reporting those responsible for the damage to the Office of Residence Life or the Department of Public Safety. Students with excessively high damage fees will be subject to the
University disciplinary process, and/or reassigned to a different student residence at the discretion of the Office of Residence Life.

The University will collect and expect payment from students for damage done to University property within 30 days of repair. Students are not permitted to attempt to fix the damage themselves or contract with an outside vendor for repairs. Charges related to damages or vandalism not paid during the academic year will be included in the invoice sent by the Office of the Bursar. The costs for damages are established by the Department of Facilities Management (i.e., maintenance and custodial services) and represent the true cost charged to the Office of Residence Life.

Refer to the Student Conduct Code for additional information about damage and vandalism to property.

*Electrical Appliances*

Students must be careful in the use of electrical appliances in their rooms or units. All appliances and extension cords must be U.L. approved. Approved appliances include, but are not limited to: coffee pots, popcorn poppers, televisions, stereos, curling irons, hair dryers, and computers. These approved appliances should be equipped with an automatic shut off feature. Unapproved appliances or devices include, but are not limited to: toaster ovens, microwave ovens and refrigerators (other than University-issued micro-fridge units), electric frying pans, 'George Foreman' type grills, halogen lamps, and fog machines. Vending machines are not allowed in student rooms, but they are located in common areas of buildings. In apartment units with more than six students, an additional University-approved mini-fridge can be brought in. 'George Foreman' type grills and microwaves are allowed in the apartments and townhouses as long as students properly dispose of grease. Unapproved appliances found in student rooms will be confiscated and may not be returned.

*Entertaining in Residence Halls*

Students may entertain or socialize with others in their individual rooms within the residence halls provided that the number of people in the room is limited to no more than 12 people and there is no unreasonable noise or other disruption to the community. While students who are 21 years of age or older may legally consume
alcohol on campus, all persons in a residence hall room must be of legal drinking age if alcohol is present.

Entertaining/Socializing in Townhouses and Apartments

Bands

Bands are permitted to play in the townhouses or apartment social lounges on Friday and Saturday nights between 9 p.m. and 1 a.m. only if they request approval by the Office of Residence Life at least one week prior to the event.

Social Gatherings/Parties With or Without Alcohol

Students may entertain or socialize with others in townhouses and apartments on campus, provided that the number of people in a townhouse does not exceed 49, and in an apartment does not exceed 25 (note, these numbers are subject to change per code/legal requirements). In accordance with the housing agreement, townhouse basements may not be used as living spaces, social spaces, or places of congregation. Basements are not available to students for storage purposes. The University has eliminated access to townhouse and off-campus basements and any attempt to utilize basement areas for any purpose is in violation of the residence guidelines and subject to a residency review and/or student conduct action. Tampering with basement locks will result in disciplinary action. Please report all damaged/broken basement locks to the Office of Residence Life immediately.

The use or consumption of alcoholic beverages must be confined to individual townhouse units and cannot negatively impact nearby units or residents. Consuming alcoholic beverages in any area outside of the unit is prohibited and open containers of alcohol in common/public areas are prohibited. Consistent with this prohibition, no alcohol is permitted on townhouse back porches or in the apartment social lounges.

When violations of this policy occur, the residents of the unit will be referred for disciplinary action, and in most cases will be reassigned to different housing on campus. An additional $100 fine can be assigned to a resident for hosting a disruptive gathering with alcohol involving underage students.
Furnishings

Student residence rooms are furnished with a bed, desk, chair, chest of drawers, and computer network connection for each student, as well as an individual or shared closet/wardrobe for each student. Student residences contain drapes, cable TV connections, and fire detection/alarm systems. Some residence halls may have additional furniture, and townhouses and apartments include living room and dining area furniture.

All supplied furnishings must remain in the rooms or units throughout the academic year unless removed by the University. Storage is not available for personal belongings or other furnishings. Students will be billed for missing or damaged furnishings.

Lounges are equipped with furniture for the use of all students. Removal of this furniture for personal use is not permitted and will be considered theft.

Gaming Equipment

Pool, ping pong, and foosball tables are not allowed in student rooms, townhouses, or apartments. Gaming equipment for student use can be found in the Barone Campus Center, common lounges, and The Levee.

Guest Policy

Refer to the Student Conduct Code for additional information about the guest policy.

Keys or Key Cards

If a student loses his or her room or unit key, the lock on the door will be changed and the student billed for the replacement cost. No student may duplicate a room or unit key. If a key is illegally duplicated, residents will be billed for a lock change and subject to disciplinary action. Students locked out of their rooms may seek the assistance of the residence life staff and will be charged a $10 lockout fee. This must be paid in cash or check before they are allowed back into their room. If a student loses their key card, the student’s card will be re-programmed and they will be charged a $25 fee for a new card.
Laundry

Washers and dryers are available for use by resident students in almost all halls and the apartment complexes, as well as townhouse blocks 2 and 13. The machines are activated by using the StagCard, which has a predetermined number of cycles per semester (sufficient for two wash and dry cycles every week). If a student exhausts his or her laundry allotment for the semester, StagBucks can be used to pay for additional cycles.

Light Bulbs

If a student residence light fixture (not personal lamps) requires a replacement bulb, students should notify their RA or the Office of Residence Life who will request the appropriate repair or replacement. See also the policy on Maintenance Requests.

Lockouts

If a student is locked out of his or her room during normal business hours, he or she may temporarily sign out a duplicate key or key card at the Office of Residence Life. RAs are available during "on-duty" hours to let students into their room if they are locked out. At all other times, service for lockouts will be provided on an emergency basis only through the Department of Public Safety and the area coordinator "on duty." Students are charged a $10 lockout fee.

Lounges

Lounges are located in each residence hall for studying, hall liturgies, socializing, meetings, floor programs, and other activities. Some lounges are identified as academic resource centers, or kitchens. All equipment and furnishings in lounges or common areas are the property of the University.

Maintenance Requests

For all non-emergency requests for maintenance (e.g., light bulbs, broken or missing items), students should fill out the online Work Order form found on my.Fairfield.edu. This form will be sent to Facilities Management. For computer connection concerns, contact Information Technology Services at ext. 4069; for cable connection concerns, contact the Media Center at ext. 3082.
Emergency requests during normal business hours should be directed to the Office of Residence Life at ext. 4215. Emergencies after hours, during the night, or on weekends should be directed to the Department of Public Safety at ext. 4090 or the RA on duty.

**Musical Instruments**

The playing of musical instruments in student residences that is obtrusive to other residents is prohibited unless part of a band during the approved weekend hours in the townhouse and/or apartment area.

**Occupancy**

Only students assigned to a particular room or unit may live there. Students may be reassigned or consolidated when vacancies exist. The University reserves the right to increase the occupancy of student residences. Students are assigned rooms based on their self-identified gender.

**Pets**

Pets are not permitted in student residences with the exception of fish in a container of no more than 10 gallons.

**Personal Property**

Personal property maintained in residence halls is the sole responsibility of each student. The University is not responsible for damage to any personal property in residential common spaces or rooms. Notwithstanding, in the event that personal property is damaged due to a facilities issue in the residence hall (e.g. leaking pipe), the student must submit a written request for replacement of the personal property (after notifying Residence Life and Facilities of the issue) to Residence Life. The University, in its absolute discretion, will review the request and surrounding circumstances to determine whether replacement is appropriate. Replacement – as determined in the absolute discretion of the University – is limited to the reasonable replacement of the personal property itself, and shall not include any cash equivalent.

Damage caused by a student’s own intentional misconduct or negligence (as determined in the sole discretion of the University) shall not be eligible for replacement of his/her personal property.
Damage to personal property caused by other student(s) negligence or intentional misconduct shall be subject to the University’s Student Conduct Code, where replacement may be ordered as sanction in the disciplinary process.

**Projection of Objects**

Students are prohibited from projecting or dropping any object at or from buildings, individuals, cars, etc.

** Quiet/Courtesy Hours**

"Quiet hours" are in effect in all student residences after 8 p.m. on Sundays and weeknights, and after midnight on Friday and Saturday nights, until 10 a.m. the next morning. Radios, televisions, stereos, or other noise should be kept to a minimal level and not be heard in the common areas or other rooms, apartments, or townhouses. During all other times "courtesy hours" are in effect and noise levels should not interfere or negatively impact other students or the community. Noise cannot project out of windows or doors at any time.

During final examination and study periods, 24-hour "quiet hours" are in effect.

**Refrigerators**

The University provides a combination microwave/refrigerator unit in every residence hall room. No other refrigerators or microwaves are permitted without permission from the Office of Residence Life. Townhouses and apartments are equipped with refrigerators, but students may bring a UL approved microwave. In apartment units with more than six students, an additional University-approved mini-fridge can be brought in.

**Roofs**

Due to the potential danger to personal safety, as well as the likelihood of causing damage, students are prohibited from accessing roofs or overhang areas on all student residences and other University buildings and facilities. Students who access roofs will be subject to disciplinary action.
Roommate Conflict

If students experience a roommate conflict and need help, they should contact their resident assistant or area coordinator. Residence Life staff members will help mediate the conflict or refer students to peer mediation.

Room/Residence Changes

Students may request a room or residence change through the Office of Residence Life. Room or residence changes will not be permitted for the first two weeks of the fall semester and again for the first two weeks of the spring semester. After this point, changes will be granted based on an assessment of the situation and space availability.

The University reserves the right to move a student from one room to another when it appears in the student's best interest or the best interests of their fellow students or the community.

Room/Residence Inspections

Resident students will receive a completed Room Inspection Form (RIF) from the RAs or other residence life staff during the first week of the academic year. Students will be asked to verify the condition of the room reported on the form, sign, and return it. This form is the official record of the condition of the room or unit when the resident took occupancy of it. When the student vacates the room or unit, it will be inspected by a University staff member and compared to the original inspection form. Differences in the condition of the room or unit, not attributed to normal wear and tear, will be billed to the student.

Residence life or maintenance staff may inspect student residences at other times besides the beginning or end of the year to check health and/or safety conditions. When conducting Health and Safety inspections, the Office of Residence Life will hold residents accountable for policy violations. Residents will be subject to disciplinary action and fines for all policy violations.
Safety and Security

Locking Doors

Students should lock the doors to their individual rooms, townhouses, or apartments when they are not present or when they are sleeping or using the bathrooms. A number of problems can be averted by taking this simple, common sense step. In addition, the University has no financial liability for the loss of personal property.

Access to Residence Halls and Apartment Complex

Each of the residence halls and the apartment complex are equipped with a door-access system that allows students to gain entry using their StagCard. All resident students may access any residence hall from 7 a.m. to 11 p.m., seven days a week. After 11 p.m., resident students have access to their own hall only. Guests should call ahead to meet the residents at the front door of the residence area. After 11 p.m. only residents of the building are allowed in the building unless accompanied by a resident from that residence. It is important for the security of all residence hall students that doors are not propped open and card readers and keypads are not tampered with. Students who prop doors or vandalize security equipment will be subject to disciplinary action.

Screens/Window Locks

Screens cannot be removed from windows in student residences. If windows are locked for environmental or climate control purposes, the locks cannot be removed. Students cannot use windows as a means of entering or exiting their room unless it is an emergency situation. Students will be billed for the repair or replacement cost of such items. Repeat offenses will be referred for disciplinary action.

Smoke Detectors

Each student residence is equipped with fire and smoke detection equipment that may not be tampered with for any reason. Heat and/or smoke detectors, as well as sprinkler heads, are extremely sensitive and may be activated by any contact. Therefore, students should not touch these devices or hang objects from them.
\textbf{Student Residence Entry}

Staff members may enter a student’s residence with the student’s voluntary consent. To protect privacy, students should keep their doors closed and ask visitors to identify themselves before admitting them into the room. If consent is not given, staff members can enter the room if one of the following conditions exists:

1. There is a need for maintenance (e.g., electrical work)
2. There is a need to check occupancy
3. There is an emergency health problem
4. There is a need to check for damages
5. There is a need to investigate possible violations of University policies or community standards. Items in plain and open view, which violate University regulations, will be confiscated and a receipt will be left if there is no occupant of the room present at the time of confiscation.
6. There is a "Health and Safety" check. These are conducted periodically by the Fire Marshal and the residence life staff. When conducting Health and Safety checks, the Office of Residence Life will hold residents accountable for policy violations. Residents will be subject to disciplinary action and fines for all policy violations. Disciplinary action and fines are assigned per person unless noted. Residents are expected to remove prohibited items from rooms. Failure to remove prohibited items by the specified timeframe will result in an additional $100 fine.
7. There is a need to close the building (e.g., holidays, etc.)

\textbf{Student Residence Search}

The University, in its absolute discretion, will conduct a room search only when, a University representative believes in good faith that there is property or evidence within a particular room that is in violation of University policy and/or state or federal law, or material exists or remains in a room which is relevant to a student conduct matter.

A room search will be conducted only when there is a reason to believe that there is property or evidence within a particular room that is in violation of University policy and/or state or federal law, or material that is needed for evidence in a University disciplinary hearing.
The vice president for student Life and dean of students or their designee, and professional central office staff in the Office of Residence Life are the only University officials who may authorize a search of a student residence. A search will be conducted by Public Safety officers in the presence of a residence life staff member. Whenever possible, the search will be conducted in the presence of the student(s) whose residence is being searched.

Searches will be conducted in the same manner as a standard entry into a student residence; however, all areas of the residence may be searched, including locked drawers and suitcases. Items confiscated during a search that are clearly in violation of University policy will be removed from the room and may be used as evidence in a disciplinary hearing. Since these items are part of the disciplinary process, their disposition will be determined by the Office of the Dean of Students at the conclusion of the process.

The person requesting the search must state the nature of the item he or she is looking for. However, other items found that are clearly in violation of University policy may be confiscated as well. If the student is not present, a receipt will be left for all items that have been removed from the room.

**Televisions**

Students are not allowed to mount televisions on the walls.

**Temperature Control Units**

Students are allowed to request air conditioning units through Accessibility. The suite-style buildings, townhouses, and apartments are equipped with air conditioning. Students are not allowed to use portable air conditioners or air coolers as a substitution for existing air conditioning units.

**Thermometers**

Due to the potential environmental hazard and significant clean-up costs associated with a mercury spill or contamination, mercury thermometers are prohibited in any student residence or University building, excluding the Health Center or applicable science or nursing labs.
**Vacation Periods**

All University residences are closed during the Thanksgiving break, Christmas break, and Spring break. Students wishing to remain on campus during these periods must request permission in writing from the Office of Residence Life. Students approved to remain in residence halls when they are closed will be charged a daily fee of $75 and may be reassigned to a temporary room in a central area. The University has no liability for personal property left in students’ rooms or units during vacation periods.

Students who return to their rooms early without the prior approval of the Office of Residence Life will be denied access to their rooms or billed accordingly for the daily fee and referred for disciplinary action.

All resident students must vacate their rooms or units and remove all personal belongings within 24 hours after the completion of the students' last exam in May, or by 6 p.m. on the last day of final examinations, whichever comes first. Failure to leave the residence hall space will subject students to a $75 daily charge to remain on campus. Graduating seniors may stay until noon the day after Commencement. All students are responsible for arranging transportation to and from campus for holidays and vacation periods. All applicable dates are published well in advance to allow for proper planning. Since first-year students and sophomores are not permitted to have cars, they should take extra initiative in planning and coordinating transportation.

All University policies remain in effect during vacation periods. Additional guest and alcohol restrictions may be enforced. Additional restrictions will be communicated via email through the Office of Residence Life or the Office of the Dean of Students prior to the start of the vacation period.

**Vending Machines**

Vending machines are located in the common areas of student residences and other University buildings. (Students cannot have personal vending machines in their room.) Vandalism of machines will result in the removal of this service if the responsible person(s) is not identified. Money lost in these machines should be reported to the vending company whose name is listed on the machine. Products available in the machines are replenished according to the vending company's schedule. If there is a need for additional product before the scheduled replenishment time, students are
encouraged to call the number indicated on the machines to request additional product sooner and to notify the Office of Residence Life if the problem persists.

Windows/Doors

Students may not hang their own curtains or window treatments, and windows should not be blocked or obstructed in any way as these create potential fire hazards. Signs that advertise alcohol or tobacco products, or signs that might otherwise be considered offensive to others, cannot be placed on windows or doors at any time. Stickers may not be applied to either the windows or the door (outside or inside). Empty or full cans or bottles may not be visible through the windows. Any potential violations will be referred to the Office of the Dean of Students.
Agreements

Fairfield University Office of Residence Life
Residence Hall and Meal Plan Agreement
2019-20 Academic Year

This document sets forth the terms and conditions upon which space in residence halls owned by Fairfield University (herein called UNIVERSITY) may be occupied by a person (herein called RESIDENT). The UNIVERSITY agrees to provide to the RESIDENT space in a residence hall subject to the following conditions. Failure of the RESIDENT to meet any of these conditions of residency may result in the cancellation of this Agreement by the UNIVERSITY. In addition, violations of the terms and conditions of this Agreement by the RESIDENT may also result in UNIVERSITY disciplinary action of the RESIDENT where applicable. The UNIVERSITY reserves the right to change any provision of this Agreement at any time.

Eligibility:

To be eligible for residency in a residence hall, a RESIDENT must meet the following criteria as determined by the UNIVERSITY REGISTRAR:

a. The RESIDENT must be registered as a full-time, undergraduate matriculated student at the UNIVERSITY.

b. The RESIDENT must have been admitted to the UNIVERSITY as a resident student or have attained that status from the Office of Residence Life since entering the UNIVERSITY.

c. In addition to the immunizations required of all students, Connecticut state law requires that any UNIVERSITY student living in UNIVERSITY-owned housing be vaccinated against meningitis as a condition for living in the UNIVERSITY housing. All mandated health policies must be maintained in order to be eligible.

Others may live in UNIVERSITY owned residences only after receiving the written permission from the Office of Residence Life or the Office of the Dean of Students.
Length of Agreement:

A RESIDENT agrees to reside in the assigned residence hall for the entire academic year or the remaining portion of the academic year. A RESIDENT may terminate this Agreement only if the RESIDENT has graduated, withdrawn from the UNIVERSITY, becomes a commuter is released by the University to live off-campus, becomes a resident assistant, or has entered a study program approved by the Dean of the RESIDENT’s college or school away from the campus. A RESIDENT may not move to another unit, to a residence hall, or off-campus during the term of this Agreement without written permission from the Office of Residence Life.

Requests to cancel this Agreement for reasons other than those stated above must be made in writing to the Office of Residence Life. Such requests will be considered on a case-by-case basis, and the Office of Residence Life will have the discretion to grant or deny any request to cancel based upon the information available. No other office or department of the UNIVERSITY can agree to cancel this Agreement.

Residence halls may be occupied on or after September 2, 2019. (First-year students only will occupy their residence halls one day earlier as part of Orientation.) Residence halls close 24 hours after the completion of the RESIDENT’S last exam in May or by 6 p.m. on the last day of final examinations, whichever comes first. RESIDENTS may not remain in residence during UNIVERSITY vacation periods that fall during the term of this Agreement. Graduating seniors may stay until noon the day after Commencement.

Units will be inspected when the RESIDENT takes occupancy and when he/she vacates the unit. Damage shall be classified as either accidental or malicious. Accidental damage is damage occurring through unintentional, chance happenings. Malicious damage is disruptive behavior resulting in damage.

Any damages or alterations to the unit will be charged to the RESIDENT(s). A RESIDENT agrees to surrender the premises to the UNIVERSITY at the termination of this Agreement in clean and in good condition. It is understood that the RESIDENT has examined the premises and found the same to be clean and in good condition at the commencement of the Agreement. If the RESIDENT should find the premises at the commencement of the Agreement in a condition not clean and not in good condition, the RESIDENT must make this known in writing to the Office of Residence Life within five (5) days after the beginning of the semester. RESIDENTS moving into a unit after the
commencement of a semester shall make their inspection of the premises known in writing to the Office of Residence Life no later than five (5) days after taking possession of the premises.

**Breaks:**

All campus residences, including but not limited to residence halls, are closed during the Thanksgiving break, Christmas and semester break, and spring break. RESIDENTS wishing to remain on campus during these periods must request permission in writing to the Office of Residence Life. Students approved to remain in housing when campus residences are closed may be required to pay a daily fee (exceptions to this fee are at the discretion of the Office of Residence Life and will be made for students unable to leave campus) and may be reassigned to a temporary space in a central area. All University policies remain in effect during breaks periods. Additional guest and alcohol restrictions may be enforced and will be communicated via email through the Office of Residence Life or the Office of the Dean of Students prior to the start of the break period.

**Meal Plans:**

All students living in residence halls are required to have a meal plan and are automatically enrolled in a basic plan. However, students may change their plan to one of multiple options (depending upon class year) during the first two weeks of classes each semester. All meal plan changes are conducted online at mealplans.fairfield.edu. Complete information about the various meal plan options is available online at www.fairfielddiningservices.com or from the food service office in the Barone Campus Center, Room 405.

**A Resident Agrees:**

a. To allow the UNIVERSITY to release contact information to the RESIDENT’S prospective roommate.

b. To be accountable for any behavior within the residence halls that infringes on individual or group rights or jeopardizes the health and safety of individuals and property.
c. To abide by the rules and regulations contained in the Student Handbook, Undergraduate Catalog, and other publications from the Office of Residence Life.

d. To abide by the laws and ordinances of the state of Connecticut and the town of Fairfield where applicable.

e. To promptly vacate his/her residence hall within a specified timeframe when the Agreement is terminated by the UNIVERSITY. Any costs associated with removal and storage of personal possessions will be charged to the RESIDENT.

f. To reside in the assigned room. The UNIVERSITY has the right to assign students to the other spaces in a RESIDENT'S room without the RESIDENT'S permission or prior notification. Any residence that loses 50% or more of its members will be asked to consolidate by moving to other open spaces in the area.

g. Not to sublet or assign his/her room to another person. Only RESIDENTS are allowed to occupy a room. In no case may occupancy of the room be increased by the RESIDENTS of the room.

h. To not switch room assignments without the permission of the Office of Residence Life.

i. To report maintenance needs or concerns to the Office of Residence Life or the Resident Assistant via the online work order system, email, or phone. The RESIDENT may not make repairs in the room nor may the RESIDENT contract with outside vendors to complete repairs or modifications to the room except where approved by the UNIVERSITY. Painting of rooms by RESIDENTS is not allowed.

j. To assume all responsibility for personal belongings. The UNIVERSITY does not assume responsibility for damage or loss to RESIDENTS' belongings, regardless of cause. For more information, see “Personal Property” section of these Residential Guidelines.

k. Not to allow more than 12 persons including the RESIDENT in the room at any one time.

l. To conduct his/her activities so as not to interfere with the reasonable quiet enjoyment of others.
m. All students are required to register guests on campus via the guest registration form. Refer to the Guest Policy in the Residential Guidelines section of the Handbook for details.

n. Not to loan or duplicate a room key. A RESIDENT must report a lost key or key card to the Office of Residence Life within 24 hours. The UNIVERSITY will replace the door lock and charge the cost of the replacement to the RESIDENT(S) of that room when keys are lost.

o. Not to cook in student rooms. The Office of Residence Life policies provided by the UNIVERSITY contain a listing of approved cooking appliances and no other appliances are permitted.

p. Not to project objects to or from the halls.

q. To report solicitors found in the halls to Public Safety. Solicitation is not allowed in the residence halls.

r. Not to have pets except for fish. A fish tank may not be any larger than a 10-gallon capacity.

s. Not to remove screens from the windows.

t. Not to install a waterbed or a personal bed.

u. Not to build lofts in any of the residence halls.

v. To follow all UNIVERSITY guidelines regarding room and holiday decorations. Live Christmas trees are not permitted.

w. Not to post signs, posters, banners, or other printed material, art or advertisements in windows, in the halls or restrooms, or on the outside of the buildings, or on the grounds without the written permission of the Office of Residence Life.

x. Residents are responsible for behavior that occurs within their room whether they are present or not.
y. Smoking is prohibited in all areas of the residence halls, including student rooms, bathrooms, lounges, hallways, and stairwells.

z. Not to have halogen lamps or mercury thermometers inside the residence halls.

**The University:**

a. Reserves the right to enter a room for inspection for cleanliness, health and safety, and to complete repairs, and where required by law.

b. Agrees to provide cleaning of common areas in the residence halls. RESIDENTS are expected to keep their rooms clean. Cleaning of bathrooms in 42 Bellarmine Road and Kostka and Claver Halls is the responsibility of the RESIDENTS.

c. Reserves the right to take appropriate disciplinary action and to terminate the room contract for conduct which is unlawful, which is found by the UNIVERSITY to be in violation of the UNIVERSITY’S rules, or which is otherwise detrimental to the residence hall community or environment.

d. Reserves the right to move a RESIDENT from one room to another when it appears that the RESIDENT’S best interests or those of his/her fellow students or the UNIVERSITY as a whole so require.

e. Reserves the right to assign students to vacant spaces without prior notification.

f. Reserves the right to reassign students in order to consolidate vacant spaces.

g. Reserves the right to increase room occupancy as the need arises so long as such an increase conforms to prevailing occupancy and health standards.

h. Reserves the right to notify RESIDENTS that certain floors in a residence hall will be utilized to house undergraduate students and staff who are authorized to remain on campus during a vacation period. The UNIVERSITY will give reasonable notice to the RESIDENT so that he/she may remove personal belongings from the room if they so desire. The UNIVERSITY will provide space for storage of these belongings and will assign responsibility for the room when it is being used by the temporary occupant.
i. Reserves the right to move any student from any handicapped-accessible unit if a need for this type of accommodation arises and said student does not require such an accommodation.

j. Reserves the right to move/modify the composition of a floor or wing for any proper reason, including but not limited to, an increase or decrease in the number of students of a particular gender.

**Payment Provisions:**

a. A RESIDENT agrees to pay the board/room fees to the UNIVERSITY according to the payment schedule determined by the Bursar. Failure by a RESIDENT to pay any fees or expenses related to the occupancy does not cancel the obligations of a RESIDENT to comply with all of the other terms of this Agreement.

b. Failure to pay the room and board obligations of the contract will result in withdrawal of the RESIDENT from the UNIVERSITY.

c. RESIDENTS are required to maintain a $400 refundable room deposit with the UNIVERSITY during the period of residency. This deposit will be returned to the RESIDENT upon graduation or upon withdrawal from the UNIVERSITY, providing all financial obligations related to residing in UNIVERSITY housing have been met.

d. In those cases when the responsible parties for damages to the hall cannot be determined, the UNIVERSITY reserves the right to charge the cost of repairs or replacement for these damages among all RESIDENTS residing in that area or hall.

**Refunds:**

a. RESIDENTS who withdraw from the UNIVERSITY should refer to the Undergraduate Catalog to determine if they are eligible for any refund.

b. RESIDENTS who are granted release from this Agreement, but continue as a full-time student at the UNIVERSITY, should contact the Bursar to determine if they are eligible for any refund.
This document sets forth the terms and conditions upon which space in townhouses, apartments, and other housing owned by Fairfield University (herein called UNIVERSITY) may be occupied by a person (herein called RESIDENT). The UNIVERSITY agrees to provide to the RESIDENT space in a townhouse, apartment, or other UNIVERSITY housing subject to the following terms and conditions. Failure of the RESIDENT to meet any of these conditions of residency may result in the cancellation of this Agreement by the UNIVERSITY. In addition, violations of the terms and conditions of this Agreement by the RESIDENT may also result in UNIVERSITY disciplinary action of the RESIDENT where applicable. The UNIVERSITY reserves the right to change any provision of this Agreement at any time.

Eligibility:

To be eligible for residency in a townhouse, apartment, or other UNIVERSITY housing, a RESIDENT must meet the following criteria as determined by the University Registrar:

a. The RESIDENT must be a full-time, matriculated student at the UNIVERSITY.

b. The RESIDENT must have attained junior class status at the time of occupancy.

c. In addition to the immunizations required of all students, Connecticut state law requires that any UNIVERSITY student living in UNIVERSITY-owned housing be vaccinated against meningitis as a condition for living in the UNIVERSITY housing. All mandated health policies must be maintained in order to be eligible.

Others may live in University-owned residences only after receiving the written permission from the Office of Residence Life or the Office of the Dean of Students.

Length of Agreement:

A RESIDENT agrees to reside in the assigned townhouse, apartment, or other UNIVERSITY housing for the entire academic year or the remaining portion of the academic year. A RESIDENT may terminate this Agreement only if the RESIDENT has graduated, withdrawn from the UNIVERSITY, becomes a commuter, is released by the
University to live off-campus, becomes a resident assistant, or has entered a study program approved by the dean of the RESIDENT's college away from the campus. A RESIDENT may not move to another unit, to a residence hall, or off-campus during the term of this Agreement without written permission from the Office of Residence Life.

Requests to cancel this Agreement for reasons other than those stated above must be made in writing to the Office of Residence Life. Such requests will be considered on a case-by-case basis, and the Office of Residence Life will have the discretion to grant or deny any request to cancel based upon the information available. No other office or department of the UNIVERSITY can agree to cancel this Agreement.

Townhouses, apartments, or other UNIVERSITY housing may be occupied on Monday, September 2, 2019. Townhouses, apartments, or other UNIVERSITY housing close 24 hours after the completion of the RESIDENT'S last exam in May. Graduating seniors may stay until noon the day after Commencement. Units will be inspected when the RESIDENT takes occupancy and when he/she vacates the unit. Any damages or alterations to the unit will be charged to the RESIDENT(s). A RESIDENT agrees to surrender the premises to the UNIVERSITY at the termination of this Agreement in clean and in good condition. It is understood that the RESIDENT has examined the premises and found the same to be clean and in good condition at the commencement of the Agreement. If the RESIDENT should find the premises at the commencement of the Agreement in a condition not clean and not in good condition, the RESIDENT must make this known in writing to the Office of Residence Life within five (5) days after the beginning of the semester. RESIDENTS moving into a unit after the commencement of a semester shall make their inspection of the premises known in writing to the Office of Residence Life no later than five (5) days after taking possession of the premises.

**Vacations/Breaks:**

All campus residences including townhouses, apartments, or other UNIVERSITY housing are closed during the Thanksgiving break, Christmas and semester break, and Spring break. RESIDENTS wishing to remain on campus during these periods must request permission in writing to the Office of Residence Life. Students approved to remain in any UNIVERSITY housing when campus residences are closed may be required to pay a daily fee (exceptions to this fee are at the discretion of the Office of Residence Life and will be made for students unable to leave campus) and may be
reassigned to a temporary space in a central area. All UNIVERSITY policies remain in effect during vacation periods. Additional guest and alcohol restrictions may be enforced and will be communicated via email through the Office of Residence Life or the Office of the Dean of Students prior to the start of the vacation period.

A Resident Agrees:

a. Not to sublet or assign his/her assignment to another person. Occupancy of the townhouse, apartment, or other UNIVERSITY housing may not be increased by the RESIDENTS.

b. To abide by the rules and regulations contained in the Student Handbook, Undergraduate Catalog, and other publications from the Office of Residence Life.

c. To attend any required sessions pertaining to rules and regulations.

d. To abide by the laws and ordinances of the State of Connecticut and the Town of Fairfield where applicable.

e. To promptly vacate the townhouse, apartment, or other UNIVERSITY housing and return the key at the completion of the contract period or no later than 24 hours upon written cancellation of the contract by the UNIVERSITY. All costs associated with moving RESIDENT’S possessions out of vacated unit will be the RESIDENT’S sole responsibility.

f. To fill vacancies in his/her townhouse, apartment, or other UNIVERSITY housing with students who meet the criteria stated herein. If the RESIDENT is unable to do so, the UNIVERSITY will assign a qualified person to fill the vacancy. Any unit that loses 50% or more of its members will be asked to consolidate by moving to other open spaces in the area.

The UNIVERSITY reserves the right to disband the townhouse, apartment, or other UNIVERSITY housing if RESIDENTS refuse any qualified person from being assigned to that house. The UNIVERSITY is not required to fill vacancies that occur in townhouse, apartment, or other UNIVERSITY housing. Should a townhouse, apartment, or other UNIVERSITY housing be disbanded, the UNIVERSITY reserves the right to close down the unit for the remainder of the year for repairs and/or to save utility costs.
g. To assume all responsibility for personal belongings. The UNIVERSITY does not assume responsibility for damage or loss to RESIDENT's belongings, regardless of cause. For more information, see “Personal Property” section of these Residential Guidelines.

h. To report repair needs to the Office of Residence Life. The RESIDENT may not make repairs or modifications to the townhouses, apartments, or other UNIVERSITY housing except when approved in writing by the UNIVERSITY.

i. Not to paint the townhouse, apartment, or other UNIVERSITY housing. Not to block or cover any window or openings.

j. Not to tamper with fire safety equipment including extinguishers and smoke detectors. In addition, RESIDENTS are expected to vacate the unit promptly in the case of a fire alarm. Violations of these fire safety requirements are considered serious and may result in disciplinary action. Fire hazards, including but not limited to, natural Christmas trees, candles, incense, tiki torches, building materials, motorcycles or gas driven vehicles, gasoline, butane or other flammable liquids, barbecue grills (including propane gas grills), and other devices produces an open flame are prohibited.

k. Not to overload the townhouse, apartment, or other UNIVERSITY housing based on fire code.

l. Not to possess or use fireworks, dangerous chemicals, hazardous materials such as mercury thermometers, halogen lamps, firearms, or weapons of any type.

m. To register vehicles(s) with the Department of Public Safety.

n. All students are required to register guests on campus via the guest registration form. Refer to the Guest Policy in the Residential Guidelines section of the Handbook for details.

o. Not to house pets except tropical fish in a tank no larger than 10 gallons.

p. To conduct their activities so as not to interfere with the quiet of others. Musical bands may not play in a townhouse, apartment, or UNIVERSITY housing unless registered with the Office of Residence Life. Stereo speakers placed in such a way to
allow sound to emanate from the unit are not permitted. Disorderly conduct, which disturbs others, is not permitted.

q. Not to project objects to or from the units.

r. Not to solicit residents of the townhouse, apartment, or other UNIVERSITY housing. Solicitors should be reported to the Department of Public Safety immediately.

s. Not to remove screens from the units.

t. Not to install waterbeds, personal beds, or pools in the townhouse, apartment, or UNIVERSITY housing. No unit may have a bar installed. Gaming tables (pool, ping pong, and/or foosball tables) are not allowed.

u. To be responsible for any damages to the interior or exterior of the unit, including appliances, furnishings, and immediate grounds, caused by the RESIDENT or his/her guest(s).

v. Not to leave trash or furniture on decks and to regularly deposit trash in receptacles provided by the vendor.

w. To support state, local, and UNIVERSITY recycling programs and to properly recycle.

x. To accept any changes in the townhouse, apartment, or UNIVERSITY housing and off-campus living guidelines issued by the Office of Residence Life during the term of this agreement.

y. To allow the UNIVERSITY to release RESIDENT’S name, address, and phone number to the RESIDENT’S prospective roommate(s).

z. Including the occupants, not to allow more than 49 persons in a townhouse or other UNIVERSITY housing or 25 persons in a apartment, at any one time due to fire codes and safety standards.

aa. Not to loan or duplicate a townhouse, apartment, or UNIVERSITY housing key. A RESIDENT must report a lost key to the Office of Residence Life within 24 hours. The
UNIVERSITY reserves the right to replace the door locks and charge the cost of the replacement to the RESIDENT(s) when keys are lost.

bb. Not to post signs, posters, banners, or other printed material, art, or advertisements in windows, on outside of unit or on the grounds.

c. To be held accountable for the behavior of visitors and their guests in their units.

d. Not to entertain in their townhouse, apartment, or other UNIVERSITY housing during exam week or vacation periods.

e. To allow UNIVERSITY employees the right to enter the townhouse, apartment, or other UNIVERSITY housing for inspections for cleanliness, repairs, and to assure that the terms of this agreement are being met and that University policies are being adhered to in a manner prescribed in the Fairfield University Student Handbook.

f. Not to install dishwashers in the townhouse, apartment, or other UNIVERSITY housing or any other appliances. Additionally students or residents may not enter into any contract or service agreement with any outside vendor or provider.

g. Not to access or use any UNIVERSITY housing basement area for any reason, including living, social, or storage space.

h. To vacate the townhouse, apartment, or other UNIVERSITY housing on the last day of fall finals, within 24 hours of RESIDENT’S last final, or within 24 hours of a change in status, if not returning for the second spring semester.

i. Not to remove any furniture or place any furniture on back porches or in basements. Only outdoor deck/patio furniture may be used on the deck.

j. To operate heating, ventilating, and air conditioning equipment correctly and to maintain a proper environment.

**The University Agrees:**

a. To maintain common areas of the townhouse, apartment, or other UNIVERSITY housing including the laundry rooms and grounds.
b. To provide extermination service upon the request of a RESIDENT or upon need. In cases when RESIDENTS cause infestation; (i.e., pets, garbage) all charges will revert back to unit RESIDENTS.

c. To provide trash removal from dumpsters.

d. To provide repairs upon request or need as determined by Office of Residence Life. If the RESIDENT or his/her guest(s) is determined responsible for the damages, the cost of the repairs will be borne by the RESIDENT(S). If the degree of damages is considered by the UNIVERSITY to be excessive, the UNIVERSITY reserves the right to cancel this Agreement and/or take disciplinary action against the responsible person(s).

The University:

a. Reserves the right to enter a room for inspection for cleanliness, health and safety, to complete repairs, and where required by law.

b. Reserves the right to take appropriate disciplinary action and to terminate the room contract for conduct which is unlawful, which is found by the UNIVERSITY to be in violation of the UNIVERSITY’s rules, or which is otherwise detrimental to the residence hall community or environment.

c. Reserves the right to move a RESIDENT from one room to another when it appears that the RESIDENT’s best interests or those of his/her fellow students or the UNIVERSITY as a whole so require.

d. Reserves the right to assign students to vacant spaces without prior notification.

e. Reserves the right to reassign students in order to consolidate vacant spaces.

f. Reserves the right to increase room occupancy as the need arises so long as such an increase conforms to prevailing occupancy and health standards.

g. Reserves the right to close a townhouse, apartment, or other UNIVERSITY housing unit in the event of an emergency.

h. Reserves the right to move any student from any disability-accessible unit if a need for this type of accommodation arises.
i. Reserves the right to close any offering of townhouse, apartment, or other UNIVERSITY housing meal plans through contract food services.

**Payment Provisions:**

a. A RESIDENT agrees to pay the townhouse, apartment, or other UNIVERSITY housing fees to the UNIVERSITY according to the payment schedule determined by the Bursar. Failure by a RESIDENT to pay any fees or expenses related to the occupancy does not cancel the obligations of a RESIDENT to comply with all of the other terms of this Agreement.

b. A RESIDENT agrees to maintain a $400 security deposit with the UNIVERSITY for the period of residency. This deposit will be returned to the RESIDENT upon graduation or upon withdrawal from the UNIVERSITY, providing all financial obligations related to residing in the townhouse, apartment, or other UNIVERSITY housing have been met.

**Refunds:**

a. RESIDENTS who withdraw from the UNIVERSITY should refer to the Undergraduate Catalog to determine if they are eligible for any refund.

b. RESIDENTS who are granted release from this Agreement, but continue as a full-time student at the UNIVERSITY, should contact the Bursar to determine if they are eligible for any refund.

c. RESIDENTS are required to maintain a $400 refundable room deposit with the UNIVERSITY during the period of residency. This deposit will be returned to the RESIDENT upon graduation or upon withdrawal from the UNIVERSITY, providing all financial obligations related to residing in the townhouse, apartment, or other UNIVERSITY housing have been met. Additionally, the RESIDENT must inform the UNIVERSITY if they are withdrawing. This notification must take place by June 30.
Clubs and Organizations

Student Organizations as Co-Curricular Learning

Co-curricular learning complements the traditional academic experience and, in the context of Jesuit education, is essential to the overall educational experience and the personal development of students.

Sustained and active participation in clubs and organizations provide students with real-world experiential learning opportunities that complements and supplements learning that takes place inside the classroom. Faculty and staff advisors facilitate this learning by mentoring, advising, and supporting student leaders as they take on greater and more active leadership roles on campus and in their local communities. Student organizations play an important role in shaping the overall student experience and campus community through their advocacy, philanthropy, community events and programs, as well as their contributions to creating a stronger, more diverse, and active campus community.

Students leaders participating in leadership roles in student organizations, under the proper guidance and with adequate support, have the opportunity to develop multiple skills and leadership competencies including, but not limited to, self-understanding/development, problem solving, decision-making, initiative, follow-through, responding to ambiguity/change, planning, resiliency, conflict negotiation, goal setting, collaboration, mentoring, organizational behavior, power dynamics, ethics, personal values, personal contributions, group development, creating change, and social responsibility.

University Recognition & Governing Bodies

Recognized student organizations are officially sanctioned by Fairfield University, and are therefore, eligible to receive all the benefits and privileges afforded to student organizations upon completion of all required steps to initiate a new organization and/or the annual registration renewal process for existing organizations. In order to be recognized by the University, student organizations must first be recognized by either the Fairfield University Student Association (FUSA) via the Council of Student Organizations (COSO or the Graduate Student Senate (GSS). Student organizations open to both undergraduate and graduate students are permitted to seek funding from both FUSA and the GSS as long as they are officially recognized by both governing bodies.

The Office of Student Engagement oversees and manages all University-wide student organization-related policies. The office is located in the lower level of the John A. Barone Campus Center, Suite 96, and can be reached at engagement@fairfield.edu or by calling 203-254-4053.
Both the Council of Student Organizations and the Graduate Student Senate are able to, and do, set COSO/GSS-specific policies and procedures as long as they do not contradict or negate the policies set forth in this handbook.

For the most up-to-date list of active, recognized student organizations, please click here or log into Life@Fairfield using your NetID and Password.

Student Organization Policies & Procedures

Recognition, Standing, & Expectations

Definitions:

Recognition:

- Recognized student organizations have gone through the official recognition or reinstatement process and are therefore recognized by Fairfield University as officially sanctioned student organizations of the Fairfield University campus community.
- Recognized student organizations are eligible to receive all the benefits and privileges afforded to student organizations by the Office of Student Engagement and the Council of Student Organizations.

Non-Recognition:

- Student organizations that have not gone through the official recognition or reinstatement process, or have been dissolved due to inactivity, or disbanded for violation of University policies, are not officially recognized by Fairfield University, and are therefore not considered sanctioned student organizations by the Fairfield University campus community.
- Non-recognized student organizations are not eligible to receive any of the benefits and privileges that recognized student organizations receive, as outlined below.

Good Standing:

- Student organizations are considered in good standing with the University if they meet the below requirements for continued recognition and comply with all policies and procedures set forth by the University.
Not in Good Standing:

- Student organizations are considered not in good standing with the University if they do not meet the below requirements and/or are in non-compliance with the policies and/or procedures set forth by Fairfield University.

Active:

- Student organizations are considered active if they renew each fall and spring semester and keep their Life@Fairfield Portal up to date.

Inactive:

- Student organizations are considered inactive if they do not renew their Life@Fairfield portal within the first (4) four weeks of the beginning of the fall or spring semester.

Suspended:

- Any club that has not complied with the Council of Student Organizations and has earned 3 strikes; will be locked on Life@Fairfield.

Benefits of Recognition

Officially recognized student organizations in good standing with the University enjoy the following benefits:

- Access to funding via the Council of Student Organizations and Fairfield University Student Association.
- Ability to reserve rooms, spaces, and other related services for club-related activities.
- Ability to publicize and advertise for club-related activities on and off campus.
- Ability to recruit members using the club's name.
- Conduct fundraising activities on or off campus.
- Use of the Fairfield University Life@Fairfield portal.
- Use the University's name in association with the name of the student organization, provided use of the University's name is in accordance with stated policies about the name, logo, and trademarks.
- Be listed as an active student organization in official publications of Fairfield University and other marketing materials.
• Access to co-sponsorship opportunities for club-related activities with other organizations or University offices and departments.
• Participation in leadership recognition events, conferences, and activities.

Requirements of Continued Recognition

• A current constitution/charter that clearly outlines the framework and governance structure of the organization.
• All organizations are required to submit any constitution/bylaw amendments to COSO and the Office of Student Engagement upon passage by the organization.
• A regularly updated and active Life@Fairfield portal, which includes:
  ▪ Updated Positions (Officers and Advisors) for the portals
  ▪ Updated membership rosters
  ▪ Creation of Life@Fairfield Events for all club events/meetings/performances
  ▪ Usage of Life@Fairfield News Posts to communicate with club members.
  ▪ Submission of all budget requests via Finance component of the organization’s Life@Fairfield portal
• Attend all scheduled leadership training programs or meetings as required by COSO/GSS/Office of Student Engagement.
• Manage COSO allocated funds & Club Savings in a responsible manner in accordance with University, Student Engagement, and COSO/GSS policies
• Have representation at all activities fairs or other University functions (e.g., Admitted Students Day, Open Houses) as requested
• Submit all appropriate paperwork involving club-related travel
• Agree to comply with all University policies and procedures as outlined in the Student Handbook.
• Agree to comply with the Fairfield University Anti-Hazing Policy

Exemption from Membership Roster Requirement

• Student organizations seeking to be exempt from the membership roster requirement must notify the Office of Student Engagement upon renewing the organization each year or upon initial recognition by the University.

Reviving Inactive Organizations

• Students seeking to revive a student organization that has been deemed inactive for less than one academic year must complete the whole reinstatement packet and submit the following items to COSO/GSS and the Office of Student Engagement for consideration:
  • Revised constitution/charter
New Advisor Agreement Form
Names of students in officer roles (must have at least three Officers)
Updated Membership Roster (must have at least fifteen members)
Detailed plan for how new leadership will ensure the organization remains active beyond their first year.
  - Must present this plan to members of the COSO

**Dissolution of Inactive Organizations**

- Student organizations that are deemed inactive, and remain Inactive for greater than one full academic year will officially be dissolved and will no longer be recognized by the University.
- Any funds left in a dissolved student organization Savings Account will be absorbed by the Council of Student Organizations/Graduate Student Senate and redistributed to active student organizations.
- Anyone hoping to revive dissolved organizations must go through the full “New Student Organization” recognition process outlined below.

**Creating a New Student Organization**

Students who wish to create a new student organization are encouraged and welcomed to do so, in accordance with the following criteria and procedures.

Students wishing to create a new student organization for undergraduate students should download the “How to Start a Club” packet, fill it out, and return it, along with any additional supplemental materials, to the appropriate governing bodies.

For undergraduate student organizations, all application materials should be returned to the Council of Student Organizations, located in the FUSA Office in the lower level of the John A. Barone Campus Center, or the Office of Student Engagement, located in Suite 096 in the lower level of the John A. Barone Campus Center.

For graduate student organizations, all application materials should be returned to the Office of Student Engagement, located in Suite 096 in the lower level of the John A. Barone Campus Center, or via email at engagement@fairfield.edu. The Office will then send the application materials onto the sitting Senators of the Graduate Student Senate for consideration.
Criteria for Recognizing New Student Organizations

- The University will only recognize new student organizations if they meet the following criteria:
  - **Unique**: Proposed student organizations must not overlap in mission and goals with existing student organizations.
  - **Interest**: There is adequate student interest in the proposed student organization.
  - **Burden**: A proposed organization must not put an undue financial burden or safety risk on our student populations or the University.
  - **Mission of the University**: Proposed organizations must work to further advance the core mission and values of Fairfield University.

Religious or Spiritual Activities/Organizations

- Student activities or organizations of a religious or spiritual nature must be coordinated through the Office of Campus Ministry, which strives to serve and work with students of all faiths and traditions. Organizations will not receive recognition or funding without prior coordination with Campus Ministry.

Fraternities, Sororities, or Ritualized Organizations

- The University does not recognize nor permit fraternities or sororities nor any other secret or ritualized societies, clubs or organizations to operate on or off campus.

Membership

- All members of recognized student organizations must be current undergraduate, graduate, or part-time students.
- Officers and leaders of student clubs and organizations must be in good standing as defined by the University's academic policies and Student Conduct Code.
- In keeping with the University's mission statement and Connecticut state law, student organizations may not discriminate on the basis applicant for admission on the basis of race, religion, hearing status, color, sex, pregnancy, political affiliation, source of income, place of business, residence, religion, creed, ethnicity, national origin (including ancestry), citizenship status, physical or mental disability (including perceived disability), age, marital status, family responsibilities, sexual orientation, gender identity, gender expression, veteran or military status (including disabled veteran, recently separated veteran, active duty wartime or campaign badge veteran, and Armed Forces Service Medal veteran), predisposing genetic characteristics, domestic violence victim status or any other protected category under applicable local, state, or federal law,
including protections for those opposing discrimination or participating in any resolution process on campus, with the Equal Employment Opportunity Commission, the State of Connecticut Commission on Human Rights and Opportunities, or other human rights agencies.

- Organizations may not limit membership based on undergraduate, graduate, or part-time status, or on the basis of class year, or residency status.
  - Those organizations seeking to limit membership based on a specific criteria must seek the approval from the Office of Student Engagement, and such limitations must be included in the organization’s charter/constitution.
- Non-students may participate in a group's activities or programs if invited by full-time members of the organization but may not be voting members or otherwise attempt to direct, lead, or inappropriately influence the group's activities.

**Organization Size**

- In order to be recognized by the University, a group wishing to form a new student organization must have a minimum of 15 currently enrolled student members and indicate who among those are willing to serve as officers for the organization.

**Constitution**

- In order to provide for basic democratic principles and ensure the integrity of the organization, a group must demonstrate that it has developed a sound constitution as shown by inclusion of the following:
  - A clearly articulated purpose and accurate description of the group’s function
  - Specific definition of voting members
  - Adoption of voting procedures that allow for transparent, open, and free election of officers
  - Clearly articulated procedures for removal of officers
  - Clearly articulated procedures for amending the constitution
  - Reference to bylaws or other relevant documents that will govern the group's activities or functions
  - Language and reference to the Fairfield University Anti-Hazing policy
  - Language and reference to the Fairfield University Anti-Discrimination policy
  - Language that states the organization and its members will comply with any and all University policies, procedures, rules, regulations, and guidelines

- According to the FUSA Constitution, in order to remain recognized, undergraduate student organizations must review their constitution with COSO every two years to ensure that it is meeting the needs of the club or
organization as well as to ensure that the organization is operating within the agreed upon parameters set out in the constitution and by laws

- Any and all Amendments to a clubs or organization’s Constitution must be submitted to and approved by the Council of Student Organizations/Graduate Student Senate and the Office of Student Engagement

**Advisor(s)**

- Each student organization is required to have at least (1) one advisor that is a current University faculty, staff or administrator.
- An advisor must accept responsibility for keeping informed about activities of the organization and for advising officers of the organization on the appropriateness and general merits of activities or programs.
- In the event that an advisor is unable to continue to serve in an advisory capacity, the student organization must obtain a new advisor immediately.
  - Temporary or proxy advisors may be named in the case of extended leave/sabbatical.

**Review and Approval Process**

- All new organization proposal packets must be completed and submitted within the first eight weeks of either the fall or spring semester.
  - Incomplete packets will not be considered.
- If submitted after the first eight weeks, proposals will not be reviewed until the following semester.
- Once a group of interested students has submitted their completed application packet, the Council of Student Organizations/Graduate Student Senate will set up a meeting to review their application materials.
  - Proposed student organizations have two weeks after their initial meeting with COSO to make any edits/changes to their application materials.
  - If proposed student organizations do not make their edits/changes to their application materials within two weeks, COSO will deny their application, and the students will need to try again next semester.
- If approved by the Council of Student Organizations/Graduate Student Senate, the group's request will be forwarded to the Office of Student Engagement for approval by the Director of Student Engagement and/or their designee.
- Upon approval by the Office of Student Engagement, the request will be forwarded on to the Office of the Dean of Students for approval by the Dean of Students and/or their designee.
- If the proposed student organization is affiliated with an outside organization, the Vice President Student Life, or their designee, must sign off on recognition.
- Upon receiving all signatures by the above parties, the organization is recognized as a recognized student organization at Fairfield University and may begin operating on campus as such.
• If any organization begins recruiting, holding meetings, advertising events, creates websites or social media accounts, or engages in other club-related activities prior to being recognized, their application may be denied or suspended.
• Failure to cease such activities is a Student Conduct Code violation and is subject to all University Student Conduct policies and procedures.

Misconduct and Disciplinary Actions

• Student organizations must comply with any and all University policies and procedures; as well as all written policies and procedures established by the Council of Student Organizations/Graduate Student Senate.
• Organizations and individual club leaders found to be in violation of policies or who do not abide by the proper procedures are not only subject to the student conduct process but the organization may be subject to disciplinary action by the Council of Student Organizations, the Graduate Student Senate, or the Office of Student Engagement, up to and including:

Probation

• The Council of Student Organizations, the Graduate Student Senate, and the Office of Student Engagement reserve the right to place any organization or club officer/member on probation who has been found responsible for violating club policies and procedures.
• COSO/GSS/OSE may request specific educational sanctions be given to an organization/club leader(s) while they are on probation.
  • Such sanctions may include community service, a written apology, letter to the campus community, reflection paper, limitations on an organization's activities, access to funding, cancellation of events/reservations, or restriction on the use of University facilities/resources.
  • Probation may last no more than two consecutive Fall/Spring academic semesters.
• Organizations must complete all required educational sanctions before having their probationary status lifted.
• Failure to complete an educational sanction could result in the suspension or termination of recognition of the student organization, or the banning of individual club leaders from serving in leadership roles within a student organization.
Suspension of Recognition

- This is an interruption in the recognition of the organization by the University for a period of time of not less than one traditional semester.
  - Under suspension, the organization must cease all activities, including the recruitment of new members.
- Organizations found to have violated the terms of their probation may face suspension and removal of members of leadership.
- COSO, the GSS, and/or the Office of Student Engagement have the authority to dictate the education sanctions required for ending the suspension.

Termination of Recognition

Termination permanently restricts the student organization from all activities and functions at the University. The organization can never reconstitute itself in the future.

Financial Policies & Procedures

Funding Source of the Council of Student Organizations

- The Council of Student Organization receives a set amount of the General Fee that each student pays in the fall semester of each academic year.

Funding Source of the Graduate Student Senate

- The Graduate Student Senate receives a set amount of the Graduate Student Fee that each graduate student pays each semester.

Budget and Financial Procedures

- Student clubs and organizations in good standing with the University and the Council of Student Organizations are eligible to receive funding from the Council of Student Organizations, the Graduate Student Senate, University Departments/Offices, and are able to fundraise on campus.

Bank Accounts

- Student organizations are not permitted to maintain accounts with local or national banks or credit unions without the explicit permission and authorization of the Office of Student Engagement.
Savings Accounts

- Each student organization has a University Club Savings Account that is managed by the Office of Student Engagement.
- Student organizations are required to deposit fundraising revenue, event/ticket sales revenue, donations, and membership dues into their University Club Savings Account.
  - Failure to deposit fundraising/event revenue may result in disciplinary actions outlined above, or the seizing of club assets until such revenue is deposited into the University-sanctioned Savings Accounts.

Collection of Dues

- Student Organizations may charge dues of their members.
- All money collected by the organization must be deposited into their University-sanctioned Savings Account, which is managed by the Office of Student Engagement.

Use of Club Savings

- Organizations may only use funds in their Club Savings Account for club-related activities.
- In the event that an organization overspends their allotted COSO/GSS/University funds, the University reserves the right to use the organization’s Savings Account to cover these costs and to hold individual club members and/or the organization accountable.
  - In the event that there are insufficient funds in the Club Savings Account to cover the amount overspent, the student(s) and organization are still liable.
    - The Office of Student Engagement will decide on a reimbursement process and/or start a student conduct process.
    - A club or organization may be placed on probation, suspended, or dissolved as an outcome of violating these policies, which may include the inability to access their funds.

COSO Budget Requests

- COSO allocates funds to student organizations on a rolling, per-request basis throughout the fall and spring semesters.
  - Requests for funding must be submitted via Life@Fairfield.
  - Organizations that request over $500, may be asked to meet with the COSO Board before the funding request will be considered for approval.
Some additional documentation (such as Contracts/Riders, Invoices, Certificates of Insurance, and other Vendor Approval Forms) may be required depending on the nature of the event and must all be organized and distributed by the COSO Advisor.

**GSS Budget Requests**

- GSS allocates funds to student organizations on a rolling, per-request basis throughout the fall and spring semesters.
  - Requests for funding must be submitted via email at engagement@fairfield.edu.
  - Some additional documentation (such as Contracts/Riders, Invoices, Certificates of Insurance, and other Vendor Approval Forms) may be required depending on the nature of the event.

**Cash Advances & Receipts**

1. Student organizations that receive Cash Advances must return all remaining cash & itemized receipts for ALL purchases made using the Cash Advance funds within five days of the event/meeting.
2. Failure to return all remaining cash and/or submit itemized receipts may result in a hold being placed on the individual club member that received the Cash Advance and/or disciplinary actions taken against the club in the form of probation, suspension, or loss of recognition by the University.
3. Goods purchased using the funding from a Cash Advance which were not pre-approved by COSO in the original Funding Request will not be reconciled with the Cash Advance.
4. New requests for Cash Advances will not be approved for a club member or club until all outstanding Cash Advances are reconciled.

**Prohibited Purchases**

- Student Organizations are prohibited from purchasing the following items using funds from either their Savings Account and funding received from the Council of Student Organizations or the Graduate Student Senate, or other University-sanctioned student organization/office/department:
  - Alcohol and alcohol paraphernalia
  - Firearms, weapons, explosives, and/or ammunition
**Purchasing Guidelines**

- Student organizations are encouraged to utilize the Office of Student Engagement to purchase equipment/supplies for approved club-related activities.

**Club Apparel Purchases**

- Clubs designing or buying apparel with the name Fairfield University, Fairfield, Stags, or using the seal, crest, or any University logo/image must be purchased through Follett via the University Bookstore. Clubs may purchase custom apparel from a non-Follett vendor if the item does not directly or indirectly indicate a relationship with Fairfield University, as long as that vendor is a member of the Fair Labor Association (FLA) or the Worker’s Rights Consortium (WRC).

**Check Requests**

- The University will only process check requests for approved outside Vendors.
- The University will not approve check requests for students who intend to use the funds to pay for services rendered by an outside Vendor (i.e. DJ, choreographer, speaker, etc.).
  - Each outside Vendor must go through the proper Vendor Approval process in order to be paid.

**Purchase Requisition**

- Student organizations intending to use the services of a business or corporation in contract with Fairfield University must request a Purchase Requisition be opened for the amount due in order to pay these vendors:
  - Sodexo Catering services
  - John’s Best Meat Bar
  - Abbey Tents
  - G-Force & Department of Public Safety (security)
- To request that a Purchase Requisition be opened for one of these vendors, please fill out a Purchase Request on Life@Fairfield and the COSO Advisor will then contact you.
Event Policies & Procedures

Accessibility Accommodations

- Student organization are required to comply with all state and federal laws, and University policies regarding accessibility for individuals with disabilities participating in club events/functions/meetings. Student organizations must utilize the Office of Accessibility to ensure all accessibility requirements are met.
- Student organizations must include the following language in their event-based marketing materials:
  - “If you have any accessibility needs, please contact <insert Event Coordinator here>.”

Alcohol

Students are prohibited from bringing alcohol into any University-sponsored event or venue or on the University-sponsored transportation to and from the event, even if the student is over the age of 21.

Any student who attempts to bring alcohol into a University-sponsored event or venue or on the University-sponsored transportation will have this alcohol confiscated, will not be allowed entry, will not receive a refund (if applicable) and will be referred to the Office of the Dean of Students.

If any student is found in violation of the distribution of alcohol to minors while at a University-sponsored event or venue or on the University-sponsored transportation, that student and any underage student in which they are distributing alcohol to, as well as any guest(s) they brought will be removed from the event and will not be permitted to re-enter. They will also be referred to the Office of the Dean of Students.

Cancellation

The University reserves the right to cancel any event at any time due to the sole determination of what is in the best interest of the University and the student body. Refunds for the cancellation of University-sponsored events are at the sole determination of the University and thus are not guaranteed.

Catering

- Student organizations are expected to use Fairfield University dining services or one of the approved StagCard vendors approved by the Office of Student Engagement, for all on-campus club-related events where food is being served.
• Student organizations seeking an exemption for this policy must make a formal request by emailing engagement@fairfield.edu prior to the event.
  • Exemption decisions will be made on a case-by-case basis by the Office of Student Engagement in coordination with the Vice President for Auxiliary Services and/or their designee.

**Conduct**

When participating in any on or off-campus events, all students are required to abide by all rules, regulations, and guidelines for said event and conduct themselves in accordance with this Student Conduct Code. Students who fail to follow said guidelines or act in a manner contrary to our Student Conduct Code will result in immediate removal from the event and referral to the Office of the Dean of Students.

Students arrested for criminal offenses (misdemeanor or felony) at any on campus or off-campus events are subject to referral to the Office of the Dean of Students as well. Sanctions include, but are not limited to, loss of off-campus status for future years and graduation restrictions for seniors.

**Contracts**

• Student organizations, student leaders, and advisors are prohibited from signing any contract with an outside vendor for services provided on or off campus.
• All contracts must be vetted by the Office of Student Engagement prior to services being rendered.
  • In the case of improper signing of contracts, Fairfield University may not pay/release funds to outside vendors.
  • In the case of improper signing of contracts, Fairfield University is not liable for upholding said contractual obligations between outside vendors and student organizations.
  • Fairfield University reserves the right to cancel/reschedule events where services are being rendered by an outside vendor without the appropriate paperwork and proper signatures in place prior to the event.

**Co-Sponsorship Policy**

• Recognized student organizations in good standing with the University are permitted to host an event that receives sponsorship from a non-University affiliated organization(s) in the form of financial, logistical, and/or other types of support and assistance, per the following stipulations:
The locus of control for the event must remain at all times with the student organization and its advisor.

- The University defines locus of control as:
  - Having final decision-making authority regarding the planning and execution of the event.
  - Maintaining control of all media, communications, and promotions for an event.
  - If at any time, the locus of control of the event is in question, the University may step in to determine the best course of action.
- The University reserves the right to postpone, reschedule, and/or cancel an event where the University feels as though the locus of control is no longer held by the student organization(s) originally organizing the event.

**Communication Options**

- Student organizations are encouraged to use Life@Fairfield News Posts, Life@Fairfield Events, Life@Fairfield People, and the Life@Fairfield Messaging functions to communicate with club members.
- Student organizations that add their club events into their Life@Fairfield portal events calendar may have their events included in “The Weekender” if the event falls within the parameters of the weekly email.
  - Following the approval of this event, it will be added to your Life@Fairfield Portal Calendar and added to “The Weekender” if it falls within the Thursday – Sunday calendar dates and applies to all undergraduate students.
  - Please note, club events for only that club or an exclusive group of people will not be included in “The Weekender.”
- Email engagement@fairfield.edu with any questions regarding The Weekender.
- Student organizations may request University-wide emails be sent to specific groups of students by contacting the Office of Student Engagement.
  - For University-wide communication requests email engagement@fairfield.edu at least five days before the day you want the communication to be sent. Please include the information below:
    - Subject of the Email: #Life@FairfieldEmail
    - Description of the message and reason for request
    - Link to your already created Life@Fairfield Event URL, event poster or supporting material
    - Contact information for all important parties (i.e. person to contact with questions)
- Text for the body of the email
- Population of students you would like the email to be sent to (ex. first-year, sophomores, juniors, seniors, all undergraduate, all graduate, honors, etc.)
- Date of email send date
- Please note, the Office of Student Engagement cannot approve all University-wide email requests from Clubs & Organizations.

As such, student organizations are encouraged to utilize Life@Fairfield to maximize communication with the campus community.

**Entry & Identification**

All students are required to have a valid StagCard on their person at all times while in attendance at a University-sponsored event. Additional photo ID's may be required for events that include the distribution of alcohol to those of drinking age. Pictures of identification cards or other form of IDs will not be accepted. Students without a valid photo ID will be denied entry into a University-sponsored event.

**Event Supervision**

- Student organization hosting an event are responsible for supervising and supporting the event from set-up to clean up and for ensuring the event and all attendees abide by all University policies.
- Each event must have at least one designated event coordinator who is in charge of the event.
  - The event coordinator must be designated in the COSO event form used to reserve rooms for the event.
  - The event coordinator(s) is responsible for communicating with all appropriate offices and departments prior to during, and after an event.
  - The event coordinator(s) must be present at the event from the beginning of set-up to the end of the breakdown.
  - Regardless of age, at no time may an event coordinator consume alcoholic beverages during the event.
- Advisors are required to be in attendance at all club-related events with over 100 students/guests in attendance.
  - If advisor(s) are not available for an event that is anticipated to have over 100 students/guests in attendance, the student organization must secure a proxy advisor to attend the event in their place.
**Event Start & End Time**

- Events may not begin prior to, or end after, the time in which the space was reserved for that specific event.
- Late night events, defined as events that end after midnight, must have an advisor or University representative in attendance throughout the event.
  - Events may not end after 2:00 am without the express permission of the Office of Student Engagement.

**Guests**

- All University-sponsored events are for current Fairfield University students only (as determined by the University Registrar’s Office) unless otherwise stated. For events in which non-Fairfield University students (guests) are invited to attend, it is required that these guests be registered with Fairfield University using the Office of Residence Life Guest Registration Form prior to gaining entry to a University-sponsored event.
- If students choose to bring a guest with them to a University-sponsored event, the Fairfield student (host) is held responsible for their actions. This includes any actions which violate State or local laws, ordinances and/or regulations, including but not limited to the distribution of alcohol to minors.
- If the student host or their guest are asked to leave an event for any reason, the guest(s) and student host will also be asked to leave the event and will not be permitted to re-enter the event. No refunds will be given (if applicable).
- All guests must have a valid photo ID on their person at all times while in attendance at a University-sponsored event. Pictures of identification cards or other form of IDs will not be accepted. Guests without a valid photo ID will be denied entry into a University-sponsored event.
- Guests who are under the age of 18 are not permitted at University-sponsored events unless otherwise stated.

**Maintenance and Custodial Services**

- Student organizations are responsible for all costs associated with room or facility set-ups, custodial services, or other forms of maintenance for their events.
  - Maintenance and/or custodial costs are not insignificant in that they include materials as well as labor. Therefore, all funding requests or event budgets must include appropriate allocations for these costs.
- All requests for these services will be handled through the Office of Student Engagement, who will facilitate and coordinate requests through Facilities and Conference & Event Management.
Off-Campus Events

- Student organizations are required to follow the same registration guidelines for events at off-campus facilities or locations as they would for on-campus events.

Programming Assistance

- All student organizations are encouraged to seek programming assistance from their advisors.
- In addition, the Executive Board of the Council of Student Organizations and the Office of Student Engagement are available to provide assistance to students when planning their events.
- Student organizations are also encouraged to seek support and assistance from each other, including exploring the possibility of co-sponsoring events.

Public Attendance

- Student organizations are permitted to host events where members of the general public are in attendance.
  - An event not limited to current members of the Fairfield University community (current students, faculty, staff, and administrators) constitutes an event that is open to the general public.
- For events where more than 100 members of the general public may be in attendance, student organizations are responsible for hiring security for the event, with the following stipulations:
  - A Fairfield University Department of Public Safety Officer and/or security force must be hired for the event.
  - The ratio of attendees to security is one security officer for every 50 general public attendees.
  - The student organization is responsible for covering the costs for hiring security for their event.
  - Within reason, Fairfield University reserves the right to require additional security measures be taken to ensure the regular operations of the University are not infringed upon.
  - Student organizations are responsible for the conduct and behavior of all performers/speakers/entertainers/DJs prior to, during, and after the event.
- Once the event is over, only members of the general public registered as a guest through the official University Guest Registration System are allowed to remain on campus.
  - All other members of the general public must leave University property once the event is over.
  - Guests must show legal photo identification upon request.
• Publicity for all events should welcome and encourage attendance by those with disabilities.
  • Such publicity should also direct individuals in need of accommodations to Accessibility within the Academic & Career Development Center.

Public Safety

• Public Safety is not required at all events sponsored by student organizations.
• Public Safety's presence and/or assistance for events is required where the expected attendance exceeds 100 people or when alcohol will be served.
• Student organizations are responsible for requesting officers directly from the Department of Public Safety, and the cost of officer details must be paid by the sponsoring student organization.
  • If Public Safety is unable to cover the detail, the Fairfield Police Department or other approved security company will be contracted.
• Student organization planning major events/gatherings may be required to hire members of the Fairfield Police Department and/or the Fairfield Fire Department
  • This requirement is determined on a case-by-case basis by the Department of Public Safety and the Office of Student Engagement.

Room or Space Reservations

• All student organizations must fill out either the COSO Small & Meeting Event Form or the COSO Large Event Form in the COSO Life@Fairfield Portal in order to reserve spaces/rooms on campus.
  • Submitting the Event Form via Life@Fairfield does not guarantee that the space is reserved, nor does it guarantee that the event is approved.
  • Submitting the COSO Event Form via Life@Fairfield does not guarantee that all catering / media needs / work orders will be completed/approved/available.
• To reserve a room or space, the organization or department must be registered and recognized by the University.
• For events without catering/media/work orders, the COSO Event Form must be submitted at least five business days before the date and time of the event.
  • A good faith effort will be made to accommodate last minute form submissions, but please know that the Event Management System will not allow the reservation of rooms or the addition of catering orders or media requests within 72 (business) hours of the event.
• For events that include catering/media needs/work orders, the COSO Event Form must be submitted at least three weeks prior to the event.
**Smoking**

Smoking cigarettes, the usage of tobacco products, and e-Cigarettes are prohibited at all University-sponsored events, venues, and on all University-sponsored transportation. Any student found in violation of this smoking policy will be removed from the event and will not be permitted to re-enter. They will also be referred to the Office of the Dean of Students.

**Sound, Lighting, and Media Equipment**

- All clubs and organizations have access to basic sound equipment.
  - All such requests should be submitted via the COSO Event Forms found in the COSO Life@Fairfield portal.
- For additional sound, lighting, or media needs, equipment can be contracted through the Media Center.
  - The cost of such equipment is the responsibility of the sponsoring student organization.
  - The use of this equipment should be requested in your Purchase Request.
- For events in the Quick Center for the Arts, the event staff will assist with sound, lighting, or other set up requests.

**Speaker Policy**

- Fairfield University is committed to providing an academic environment that encourages students to seek truth, develop critical thinking, and make responsible decisions that influence their lives and the greater community in which they live. Therefore, student organizations are encouraged to sponsor lectures and speakers including individuals from outside the University community.
- Co-sponsorship of events is another means of contributing to the realization of these goals. Co-sponsorship of student programs or events by individuals or groups not affiliated with the University whether in the form of financial sponsorship, or support and assistance in the planning and promulgation of a University-sponsored event, may be permitted, subject to limitations, including but not limited to, the following:
  - The locus of control for an event must remain at all times with the student organizations and its advisor in cooperation with the Office of Student Engagement. It is the dual responsibility of both the organization and the advisor to be advised about, and maintain control of all media, communications, and promotions of an event and ensure compliance with all policies governing student organizations and
events. A co-sponsorship relationship that contravenes law or University policy is prohibited.

- The procedures generally required before students may invite a speaker or individual to appear on campus are designed only to ensure orderly scheduling of facilities, adequate preparation for the event, and to conduct the event in a manner appropriate to an academic community. In the rare occurrence where a speaker or individual may be so controversial in nature as to create a public safety concern, the University reserves the right to reschedule, relocate, or cancel the event.

- The University does not require that student organizations or events provide alternate viewpoints to those that are expressed in a single event or program.

- An event that is sponsored by the University, one of its units, or by a University organization that is, or appears to be, in name or content, contrary to the Mission Statement of Fairfield University, may be restricted.

- Presentations that are illegal (e.g., libelous, defamatory, obscene, pornographic), which violate the University's policies on harassment and equal protection, including its policies on hate speech-based race, gender, ethnicity, national orientation, or sexual orientation, which violate the law, disrupt classes, limit access to University facilities and services, and/or which pose a threat to the physical safety of members of the University community are strictly prohibited.

- Presentations that violate applicable fire, health or safety codes, or otherwise interfere with the regular and orderly operations of the University are prohibited.

- All other policies governing student events, such as event registration and publicity, apply. Furthermore, student sponsorship of speakers or other individuals does not imply approval or endorsement of the views expressed either by the sponsoring group or the University.

**Tickets**

- The Office of Student Engagement uses University Tickets to facilitate the selling of tickets for all major student events. These tickets are sent to the purchaser as an e-ticket which can be opened in three forms (PDF, QR code or printed ticket). All e-tickets contain a unique bar code that only allow one entry. The first ticket to arrive at the event (if they are multiple copies made, or multiple students attempting to use the same ticket) will gain entry after scanning and validation. All additional copies of that same ticket will be denied entry. If students chose to gain entry to an event using a ticket originally purchased by another student, they are taking sole responsibility for that purchase. Should this re-sold ticket be denied entry, the student will be asked to leave the venue or purchase a new ticket on site, if available.
The Office of Student Engagement uses University Tickets to coordinate the selling of tickets for all major events. If a club or organization would like to utilize the University Ticketing system for an upcoming event, they should contact the Office of Student Engagement at least one month in advance of the event.

Please note that clubs or organizations are responsible for, and must budget for, the cost of tickets ($0.50 per ticket) if they wish to use the University Ticket system.

As students are purchasing a ticket through the University Ticket platform they are asked to take note of the posted date for refunds. After said date, refunds for that particular event will become non-existent and all ticket purchases are non-refundable.

**Transportation**

- All bus or van needs must be requested in a Purchase Request and organized by the COSO Advisor or COSO Event Logistics Coordinator who will then contact the Office of Conference and Event Management.
  - There are multiple types of bus and van options available, including University-owned vehicles, as well as contracted services through a local transportation company.
  - Costs for transportation are based on type of vehicle, duration of trip, and miles traveled.
  - University-owned vehicles are used by a number of offices and departments on campus; therefore, they might not always be available.
    - In those cases, transportation will be contracted outside of the University.

**Vendor Forms, Invoices, Certificates of Insurance, & Contracts/Riders**

- Contracts/Riders, invoices, Certificates of Insurance, and other Vendor Approval Forms (W-9) must be submitted to the Office of Student Engagement at least three weeks before payment is due to ensure timely payment to outside vendors/companies.
- Student organizations are liable for all late payment fees and charges to vendors/independent contracts resulting from a delay in processing due to late submission of all required forms within the three week deadline and/or improper filling out of paperwork.
Fundraising Policies & Procedures

- All fundraising initiatives or events for student organizations must be registered with and approved in advance by the Executive Board of the Council of Student Organizations in conjunction with the Office of Student Engagement.
- Fundraising activities may only benefit a student organization and not an individual's personal gain.
  - Personal gain is defined as the sale of goods or services or the sponsorship of any fundraising activity on University property by any individual or group that is intended to improve the personal financial status of any person or group of persons involved in the sponsorship of the activity.
  - Fundamental to this definition is the premise that funds raised by student organizations are to be used to expand or enhance the activities of those organizations and not to financially subsidize an individual's personal interests or needs.
- Permission for all fundraising activities is extended only to University-recognized student organizations and is subject to the following regulations:
  - Fundraising is defined as the sale of products, the solicitation of money or contributions, the collection of dues or donations, the charge of admission, or any other means of collecting revenue.
  - The Executive Board of the Council of Student Organization must approve all fundraising activities at least two weeks in advance. Permission shall not be granted for products and services that conflict with the institutional values of Fairfield University.
  - Pre-established fees for facility use, equipment rental, and other direct costs must be paid in advance.
  - Funds raised must benefit a recognized student organization or a bona fide charitable organization. No funds may be used for personal gain as previously defined in this section. The University reserves the right to review financial records of student organizations that have been allowed to raise funds on campus to determine if the funds are being used for the purpose for which they were raised.
- The publicity for the activity must include the following information:
  - Name of the sponsoring organization
  - Name of the individual or organization benefiting from the activity
  - Intended use of funds collected at the activity
- Fundraising in the student residences requires the additional approval of the Office of Residence Life and is subject to limitations as set forth by that office.
- All proceeds must be deposited into the student organization's account which is administered by the Council of Student Organizations.
- The student or students running the fundraiser are not eligible to win any prize associated with that fundraiser.
• Any organization or department sponsoring a fundraiser at a facility that serves alcohol must ensure that all participants consuming alcohol are of legal drinking age.

Club Marketing & Communications

Publicity Policy

• In accordance with University policy, all publicity for student organizations must be approved in advance by the Office of Student Engagement. Therefore, all publicity materials should be reviewed by that office prior to mass reproduction, distribution, or display.
• Since the views are not necessarily reflective of the University, all organizations are expected to include in publications issued (newsletters, brochures, pamphlets, and the like), except for those specifically approved, a disclaimer.
  • For example, an appropriate disclaimer would read: "The views expressed in this publication do not necessarily reflect those of the administration, faculty, or student body of Fairfield University unless otherwise stated."

Printing and/or Graphic Design

• Digital Design and Printing of event marketing materials is provided by COSO at no cost to the organizations for print and digital marketing costs. Organizations are permitted to create their own materials but are required to secure approval for all materials. Organizations must contact COSO at least 20 academic days before the marketing materials are needed for design and printing time. COSO marketing liaisons are charged with working directly with organizations to ensure all steps are taken. Duplicating requests generally take a couple of days, while design and custom printing will take longer.
• Locations have different publicity regulations.

Residence Halls, Townhouse & Apartment Complexes

• Residence halls have designated bulletin boards or designated posting areas for members of the University community to publicize their various activities and events.
  • Flyers and posters can be hung on these boards by Residence Life staff if adequate time is given for distribution.
• If you would like to post a sign, please send 65 copies to the Office of Residence Life. All postings will be reviewed and, if approved by the Office of
Residence Life, distributed to the RAs to be hung on designated bulletin boards.

- Clubs and organizations can post flyers (a maximum of nine flyers per building per event) on their own in residence halls but they must be approved and stamped by the Office of Residence Life prior to being hung up. Any un-approved flyers hung up in the residence halls will be taken down.
- The designated posting areas include hallways near bulletin boards, lounges, and bathrooms.
- Due to the fire code regulation of Fairfield, posting is not permitted on any fire/exit doors, elevators, or within stairwells.
- Posting is not permitted on any doors (including but not limited to bathroom doors, lounge doors, exterior doors, fire exits, etc.). Postings found in the residence halls on surfaces not designated for materials will be taken down by Facilities and Residence Life staffs.
- Posting material is limited to flyers no larger than 8.5’ x 11” (unless special permission is granted by the Associate/Assistant Directors or Director of Residence Life).
- Please use only painters tape when hanging up flyers. The use of duct tape, masking tape, or scotch tape is prohibited.
- Organizations found to be using other types of tape will be asked to cover the cost of any damage to walls and surfaces.

**Academic and Administrative Buildings**

- Flyers in all academic buildings should only be hung on designated bulletin boards. At no time should flyers be hung in any area which obstructs the view or could be a risk in the case of an emergency. These include glass areas, fire doors, and stairwells. Additionally, posting inside of classrooms is prohibited. Large posters may be hung with the approval of the Office of Student Engagement.

**Barone Campus Center**

- Flyers in the campus center may be hung on designated bulletin boards.
- Large posters may be hung in the main dining hall and the first floor lounge.
  - These spaces must be reserved on a first-come, first-served basis through the Office of Conference & Event Management.
- Table tents, postcards, or placards on individual tables in the Stag diner, Dunkin, or the Levee are prohibited without the approval of the Office of Conference & Event Management.
- Table tents, postcards, and place cards cannot be placed on tables in the Tully.
- No posters or flyers are to be hung on any painted surface, doors, or windows.
• Posting is also prohibited on cement pillars in the lower lounge of the Barone Campus Center.
• Organizations seeking an exception to any of these policies must receive approval from the Office of Conference & Event Management.

**Chalking**

• Only recognized student organizations, official University departments, offices, and centers, faculty members, staff members, and current Fairfield University students are permitted to chalk on Fairfield University property. Permission must be granted in advance by the Office of Student Engagement. Individuals and groups unaffiliated with the University are prohibited from chalk without the express permission of the University. Chalking is only permitted on outdoor, horizontal surfaces made out of asphalt or concrete (i.e., sidewalks).

**Marketing Materials in Student Mailboxes**

• Student organizations may stuff the mailboxes of only those members in their organization.
• To enter the mailroom, the student organization must first obtain a permission slip from the Office of Student Engagement.
• The student organization is responsible for the actual stuffing of the mailboxes when in the mailroom.
  • This option is only available between the hours of 10 a.m. and 3 p.m., Monday through Friday.

**Marketing Off Campus**

• Student organizations or arranged performers, artists, or speakers may not advertise or promote events off campus without written consent from the Office of Student Engagement.

**Travel Policies & Procedures**

• Fairfield University believes that sponsored off-campus activities are an important part of a students’ overall learning experience. However, off-campus activities can involve significant risks, both to the students participating as well as to the University, based on the manner in which students conduct themselves during the event.
• The purposes of the following policies are to ensure that the University is informed of the whereabouts of students participating in travel organized by student
organizations and the conditions under which such excursions shall be conducted; and provide guidelines and set expectations for registered clubs and organizations regarding the planning and preparation of their sponsored event.

Pre-Departure Procedures

- Prior to planning an off-campus event, recognized clubs and organizations must seek approval by the Office of Student Engagement by submitting a Travel Proposal Form at least ten days prior to a trip.
- If approved, the Office of Student Engagement will provide the club or organization with the appropriate travel forms and information for their off-campus event.
- In addition to any forms or information requested by the Office of Student Engagement, Clubs or Organizations must submit the following forms/items at least 24 hours PRIOR to embarking on any University-sponsored trip:
  - **Participation Agreement, Waiver & Release of Liability Agreement**
    - One copy must be filled out by each participant for ALL trips.
    - This form includes general student information along with a list of contacts in the event of an emergency.
  - **Student Travel Authorization Form**
    - One copy of this form should be completed for the entire group.
    - This will include more detailed information about the event than is included in the Travel Proposal Form, including a travel itinerary, a list of participants, and a local/travel contact.
    - This form, along with the Travel Roster, must be submitted to the Department of Public Safety no later than 24 hours prior to departure.
    - The Trip Coordinator is responsible for filling this form out and ensuring it gets to DPS in time.
    - For regularly scheduled and ongoing events (such as service activities), clubs can register the entire set of activities as one event for the semester.
      - Any new members that get involved after the form has been submitted can be added to the existing registration form by notifying the Office of Student Engagement.
      - Additional members will need to submit a Participation Agreement Waiver Form.
  - **Passport (if applicable)**
    - In the event of travel outside of the United States, a copy of each student passport must be included along with each General Waiver & Release of Liability Agreement.
Roles & Responsibilities

For all trips, the club/organization MUST designate an official Trip Coordinator and Local Emergency Campus Contact for communication and emergency purposes. The responsibilities for each are as follows:

- **Trip Coordinator**
  - This person must be a Club Officer / Faculty / Staff / Alumni of Fairfield University.
  - Responsible for handling logistics of the trip.
  - Serves as the primary contact and club liaison for the event.
  - Responsible for ensuring the group’s Student Travel Authorization Form is filled out and submitted prior to departure.
  - Responsible for working with the Office of Student Engagement (BCC96) prior to departure to ensure that all forms have been submitted & procedures have been followed.
  - Responsible for coordinating the activities of the group while traveling and at destination.
  - Must be accessible by cell phone or provide appropriate contact information if traveling outside of service area.
  - In addition, they will maintain contact with the Local Emergency Campus Contact during the trip.

- **Local Emergency Campus Contact**
  - This person must be a full or part-time University faculty or staff member, or alumni.
  - In the event of an emergency, this person will be responsible for communicating with the Fairfield University Department of Public Safety.
  - This person must remain within 45 minutes (or their normal commuting distance of campus) for the duration of the event and must be accessible by phone at all times.

- **Trip Advisor**
  - This person must be a full or part-time University faculty or staff member, or alumni.
  - This person is responsible for accompanying students on all trips greater than 180 miles from Fairfield University, all overnight trips, and international trips.
  - Responsible for teaching and mentoring all students while on the trip, and ensuring they are abiding by University policies.
University Representative

- Although most student participants are legal adults, the presence of a University representative that is a full or part-time University faculty or staff member, or an alumni of Fairfield University, is viewed as an important component for the overall success of the activity.

- **For day trips (not involving an overnight stay and less than 180 miles away from campus)**
  - The student organization is encouraged to take a Trip Advisor but is not required to have one for a trip that is 180 miles away or less from Fairfield University and does not include overnight stay.

- **For overnight trips (or ANY trip greater than 180 miles away)**
  - Student organizations are required to take a Trip Advisor for any trip that is overnight or greater than 180 miles away from Fairfield University.
  - The sponsoring club/organization will assume financial responsibility for the advisor’s participation, including, but not limited to travel, lodging, and meals.
  - In addition, the Trip Advisor must be provided with separate housing accommodations at the same or nearby location.

- **International travel**
  - All students participating in an international trip as part of a recognized student organization must fly into the designated airport, on the designated program start date and within the specified arrival times.
  - Students should not plan personal or family travel prior to the start of the program with the expectation of arriving by other means, at alternate dates/time, or with guests.
  - Early or late arrivals are not approved. There are no exceptions to this policy.
  - Students must book their flights through the Fairfield University STA Portal, which is specifically designed for our students (from Fairfield University and those from other Universities attending one of our Center Programs).
    - Fairfield University has partnered with STA to ensure that students are provided with low cost tickets that also include risk management assurances such as changeability, emergency support and program specific bookings that gets you to your program on time, every time.
  - Due to the high level of risk associated with International Travel, Clubs & Organizations must obtain the permission of the Director of the Office of Student Engagement prior to planning an International trip.
  - Additional requirements, forms, and policies are subject to be imposed at the discretion of the Office of Student Engagement.
  - The University reserves the right to cancel international travel plans and withhold payment/funding of student organizations that are not in
compliance with the University’s international travel policies and other requirements specified by the Office of Student Engagement.

**International Travel**

Student Organizations are permitted and encouraged to plan international trips for their members, per the following stipulations:

- Due to the potentially high level of risk associated with international travel, student organizations must obtain the permission of the Office of Student Engagement prior to planning an international trip.
  - This process involves, but is not limited to, developing a timeline for complying with the **International Travel Policy guidelines**, vetting the service site/destination, identifying and securing the appropriate number of Trip Advisors, discussing funding options and fundraising efforts, and mapping out a Pre- and Post-departure engagement program to help students make meaning of their experience.
- The University reserves the right to cancel international travel plans and withhold payment/funding of student organizations not in compliance with the University’s **International Travel Policy** or other requirements specified by the Office of Student Engagement.
  - In addition to the travel forms specified in the **International Travel Policy**, the Office of Student Engagement reserves the right to add additional requirements on a case-by-case basis (based on destination) to ensure the health and safety of students.
- Student organizations are required to book all of their international flights through the **Fairfield University STA Portal**.
  - Fairfield University has partnered with STA to ensure that students are provided with low cost tickets that also include risk management assurances such as changeability, emergency support, and program specific bookings that gets you to your program on time, every time.
- All students participating in an international trip as part of a recognized student organization must fly into the designated airport, on the designated program start date, and within the specified arrival times.
  - Students should not plan personal or family travel prior to the start of the program with the expectation of arriving by other means, at alternate dates/time, or with guests.
  - Early or late arrivals are not approved. There are no exceptions to this policy.
**Domestic Travel & Lodging**

- Travel arrangements can be made independently or through a University approved travel agent.
- Use of personal vehicles are not covered under University insurances; therefore, it is the responsibility of the owner of the vehicle to assume liability for the use of a personal vehicle.
  - The use of personal vehicles must be approved prior to the trip by the Office of Student Engagement.
  - If a student club/organization needs a University vehicle or to rent a bus for their event, please contact the Conference & Event Management, BCC212, ext.3288.
  - For transportation reservations made independently, an original invoice/receipt must be retained in order to be eligible for reimbursement for any approved travel expenses.
- Fairfield University and all representative associates assume no responsibility or liability in connection with the service of any aircraft, train, bus, vessel, or any other conveyance which is used, either wholly or in part, in the transporting of passengers.
  - Neither will they be responsible for any act, error, or omission nor any loss or injury to persons or property, accident, delay, or irregularity which may be occasioned by reason of defect of any vehicle, or, through neglect or default of any company or person including hotels engaged in carrying out the purpose for which tickets or coupons have been issued, nor any illness, disease or infirmity or injury, death, damage, or inconvenience sustained by any person for any reason whatsoever.
  - Nor does Fairfield University assume any financial liability or responsibility for any phase of the event.
  - It is expressly understood that the University will not be responsible for any monies paid in regard to said event. In addition, there should be no alcohol consumed or present in any vehicle at any time.

**Conduct**

- The standard of conduct set forth in the Fairfield University Student Conduct Code (contained in the Student Handbook) and all University policies and procedures are applicable to the student while participating in any off campus activity.
  - Failure to conduct oneself in compliance with the Fairfield University Student Conduct Code may jeopardize the success of the event and willingness of the University to permit future similar activities.
  - Students and guests shall assume responsibility for their own actions.
Finances

- Students are responsible for maintaining the necessary financial records for the duration of the event (i.e. saving itemized receipts, paid invoices, etc.).
- Failure to maintain proper financial records may result in a student’s inability to be properly compensated for any expenses.