This student handbook is provided to students and applicants for their general information and guidance only. It does not constitute a contract, either express or implied, and is subject to revision at the university’s discretion.
This 2013-14 edition of WCSU’s Student Handbook is meant to provide an enticing overview of the many services and programs Western has to offer. We strongly encourage students to use the WCSU webpage at wcsu.edu for more detailed information provided by the various departments.
Welcome to Western Connecticut State University!

The months and years ahead will be exciting ones for you. This 2013-14 Student Handbook is designed to give you the information you’ll need not just to survive, but to thrive in your university experience here. Familiarize yourself with its content so you’ll know where to go when you have questions about academics, housing, student life, athletics, financial aid – really anything about Western. The hundreds of faculty and staff who work here have one purpose: to make your university experience successful and fun.

Never hesitate to take full advantage of the resources described in this book. Use them to become an active partner in your education. College is not a spectator sport. Rather, it’s like working out in the gym. You only benefit when you give it your very best effort. For more than a century, students here at WCSU have been doing just that and reaping rewards that last a lifetime.

See you around the campus!

James W. Schmotter
President
Welcome to a new academic year at Western Connecticut State University, and thank you for choosing to be a part of our community of learners.

To the entering first-year students, you have begun a wonderfully exciting journey. Your first semester can be exciting and frustrating at the same time. I want you to be aware that there are many offices here on campus that can help you manage both the academic and student life aspects of your Western experience. I want your first year here to be spectacular in every way. You are special to the Western community, and I want you to feel that way. Upon completion of the first year, you should have a positive and confident sense of self, with confidence and empowered to achieve both academic and life-long goals.

To returning students, congratulations on your persistence and commitment to degree completion!

Western is a vibrant community of learners that fosters and promotes intellectual independence and growth in a student-centered learning environment. Talented and dedicated faculty of experts, scholars and staff offer you exceptional opportunities to learn, explore and achieve both inside and outside of the classroom. In the semesters ahead, I encourage you to:

1. Make new friends and renew friendships.
2. Get to know your faculty members outside of the classroom.
3. Attend class.
4. Look for leadership position opportunities in the university.
5. Search more aggressively for information about scholarships and grants.
6. Become involved in campus activities.
7. Do your assignments and turn them in on time.

Thank you again for choosing Western Connecticut State University. Best wishes for a rewarding academic year!

With Kind Regards,

Dr. Jane McBride Gates
Provost and Vice President for Academic Affairs
Greetings from  
Vice President Betts

Hello to new and returning students at Western:

It is wonderful to welcome all of you to campus. We hope that you will find this Student Handbook helpful and you refer to it often to take advantage of all the great things the university has to offer you. Additionally, this handbook contains many of the important policies you need to know about as well as the answers to those basic questions students always ask.

Western is a vibrant educational community and the staff within the Division of Student Affairs take pride in furthering the university’s mission by encouraging and enhancing student learning in and out of the classroom. We are committed to working with students to help you achieve your educational goals and to enjoy social, emotional, physical and spiritual well-being during your college years. For example,

- Join a supportive and diverse community that respects individual choices and achievements
- Deejay for the radio station
- Run for head of student government
- Become a member in one of the a capella groups
- Join the improv group
- Lead your soccer team to a varsity victory

Should you have any questions, concerns, or ideas, please do not hesitate to contact me or one of the staff in Student Affairs. Also, be sure to check out Western’s web pages for information about Student Affairs and other offices and programs at the university.

In summation, please know that we are here to help you along your educational journey and we are dedicated to one primary objective — your success as a student!

I look forward to seeing you on campus and wish you a great year ahead.

Best regards,

Dr. Keith Betts  
Vice President for Student Affairs

PS: Go Colonials!
Two Campuses: One Spirit

Our Story
One hundred years ago, the small but hard-working community of Danbury had a collective dream: to build a teacher-training institution (then called a normal school) that would give people access to higher education and a chance to “touch the future” of America by becoming teachers.

They didn’t just dream. Led by a man named John R. Perkins (who would become this school’s first principal—what we would consider its president), the citizens of Danbury pushed and prodded a conservative Connecticut legislature into finally selecting their little town as the site for such a school. They had to fight hard, because bigger cities such as Waterbury were determined to overtake this facility.

But fight they did, and they won.

Over time, the three acres with a single building grew to a 30-acre campus with several structures. It achieved the status of college and then full-fledged university with degree programs turning out professionals in everything from music and fine arts to accounting, from nursing and physical education to meteorology. In the 1980s, its stunning 364-acre second campus opened with a state-of-the-art classroom facility at its center, soon to be complemented by a fabulous outdoor amphitheatre and nature preserve, student residence halls, a field house, an athletic stadium and the Westside Campus Center, which opened in January 2007.

Two campuses. One proud Western.

Midtown Campus
On the Midtown campus are administrative offices, the Midtown Student Center with a variety of services and organizations, the Ruth Haas library, two multi-level parking garages, the quad, classroom buildings and student residences.

Alumni Hall (AH)
Attend a lecture, art show, or a musical recital here. The WCSU Child Care Center is located on the lower level and the offices for Facilities Planning & Engineering are on the upper level. On Thursday nights, Alumni Hall is the home for WCSU’s Midtown Coffeehouse.

Berkshire Hall (BR), Berkshire Theatre (BRT)
Here you’ll find our Bill Williams gym and fitness center, as well as classrooms and offices for English, writing, world languages, communication, health promotion and theatre arts. Come see a professionally produced play presented each semester on our main stage!

Boiler House
This building between the Student Center and Newbury Hall houses the Maintenance/Trades Office, as well as the University Police department located on the northern end of the building.
Fairfield Hall (FH)
Our oldest (and smallest) hall, Fairfield Hall was once an all-female residence hall. It has now been converted to a coed dorm for first-year students.

Higgins Hall (HI) and Higgins Annex (HA)
Courses in mathematics (as well as some nursing classes) are held here, as well as the math and writing departments including the MFA program, the Academic Advisement Center, AccessAbility Services, Art Gallery, International Center, Women’s Center, and offices for German Studies, Pre-Collegiate & Access Programs, and the Dean of the School of Visual and Performing Arts. The Math Emporium, a computer-equipped tutorial learning center, is located on the first floor of Higgins Annex.

Litchfield Hall (LH)
A coed building full of life and activity, Litchfield Hall is an active, program-filled residence hall that houses first-year students. It also is home to the university’s Health Service office and the Alcohol and Substance Abuse Prevention office (CHOICES).

Newbury Hall (NH)
Also a coed building for first-year students, Newbury Hall is another active, programming-intensive hall with a long tradition of student involvement. Newbury is home to the Housing & Residence Life office.

Old Main (OM)
The Registrar’s, Student Financial Services and Cashier’s offices are located here on the first floor as well as the Honors Program and Office of Multicultural Affairs and Affirmative Action Programs. Also in this building on the third floor are the offices of the Dean and Vice President for Student Affairs, University Relations, Alumni Relations, and University Computing. On the second floor, you will find Admissions, the Office of Publications & Design and the Division of Graduate Studies and External Affairs. The WestConnect Office is located on the lower level, with access from the rear of the building.

Ruth A. Haas Library
Located near the quad on the Midtown campus, the Ruth A. Haas Library was constructed in 1969 and expanded in the year 2000. It occupies 90,000 square feet on six floors. The Midtown Computer Center (MTCC) is located on the first floor of the Haas library.

Science Building (SB)
The 122,000-square-foot science building is state of the art and houses the university’s biology, chemistry, physics, astronomy and meteorology programs, including faculty offices, science laboratories, the Weather Center and the Boehringer-Ingelheim Biochemistry Lab.
Student Center (SC)
The main level of the Student Center on the Midtown campus houses the Information Desk, WCSU Bookstore, Midtown Marketplace, the faculty and executive dining rooms as well as the Student Center Theater. On the second floor you’ll find many offices such as Campus Ministries, Career Development Center, Counseling Center, the office of Student Life/Student Activities, Recreation, Student Government Association, Program Activities Council, Greek Council, The Echo (student newspaper), WXCI (radio station), Veterans’ Oasis Lounge, as well as conference rooms, the student commuter and TV lounges, the game room, the Student Technology Training Center (STTC) and the 24-hour computer lab. On the lower level are the Snack Bar, Mail Services and the Shuttle lounge.

University Hall (UH)
This building houses four levels of administrative offices, including Human Resources and the President’s office.

Warner Hall (WA)
Here you’ll find the Office of Grant Programs, as well as the Office of the Dean of Arts & Sciences, and the psychology, social sciences and history departments. Many events and exhibitions take place on the first floor. Stop by the Coffee Cart on the first floor for a quick snack or cup of coffee.

White Hall (WH)
Where music pours forth in practice and performance, and the fine arts are championed and displayed. The music, arts, nursing and social work offices are located here, as well as the Office of the Dean of Professional Studies. The Ives Concert Hall on the first floor is often used for performances and large, all-campus lectures. The lower level contains viewing rooms and classrooms, and houses Property Management, Media Services and the campus chapter of Roots & Shoots.

Westside Campus
Our woodsy campus, with its stretches of green lawn and great playing fields, offers a lot more than just a great place to take a nature walk, attend graduation ceremonies or sling a Frisbee. These peaceful 364 acres harbor bustling student residences, a student Campus Center, an athletic stadium, a multi-purpose athletic facility and classrooms where everything from the marketing capabilities of the Internet Age to the dynamic nature of the American system of justice and law are taken apart and examined.

Centennial Hall (CH)
Our newest residence hall, Centennial Hall is a 430-bed, suite-style residence hall. Most suites are two-bedroom, five-person suites with a living room and bath. Students here are required to be on the full university meal plan but microwaves are made available.

Ella Grasso Hall (GH)
Recently renovated in the summer of 2012, the first-built of our Westside residence halls, Grasso Hall is an apartment-style residence hall designed to house 261 students (mostly sophomore-level and up) in two bedroom, four-person apartments.
Pinney Hall (PH)
A 425-bed, apartment-style residence hall. Generally, students must be 21, have completed 57 credits, and put together a group of five roommates who all meet these criteria in order to be assigned to Pinney Hall. The hall underwent renovation in the summer of 2010.

Robert S. Young Library
Organized much like a corporate library, this business library located on the fourth floor of the Westside Classroom Building supports the departments of accounting, finance, management, marketing, management information systems and provides partial support for the Division of Justice and Law Administration. Located within the library is the Learning Commons, a tutoring and advising center focusing on business courses.

Visual and Performing Arts Center (VPA)
The new Visual and Performing Arts Center is currently under construction and is scheduled to open for the Fall 2014 semester. The three-story 135,000 square-foot structure will be the new home to the School of Visual and Performing Arts. The educational and artistic experiences of students, faculty, alumni and patrons of the arts will be enhanced by the addition of a 350-seat concert hall, a 350-seat theater, an art gallery, a recording studio, and state-of-the-art rehearsal, classroom and studio arts facilities. The center is scheduled to open for the fall 2014 semester.

Westside Athletic Complex
Facilities include a synthetic field surface, locker rooms, coaches’ offices, press box and a concessions area.

Westside Campus Center (CC)
This 49,000-square-foot building houses food service facilities, meeting rooms and lounges, an information desk, conference facilities, student offices, a fitness center and The Daily Grind, a coffee lounge. The office of the Director of the Campus/Student Centers, the University Judicial Affairs office, as well as the office of the Assistant Dean of Students are located here. The Campus Center Computer Center (C4) can be found on the third floor.

Westside Classroom Building (WS)
Besides its many classrooms and lecture forums, this uniquely designed facility features the Robert S. Young Business Library; the Advanced Technology Classroom, a high-tech, joint-research, interactive classroom venture between this university and the IBM Corporation; and computer labs. The Ancell School of Business as well as the education and computer science departments are located in this building as well as the offices for the Charles Ives Center for the Arts and the University Police department’s parking office.

Westside Nature Preserve (WNP)
A 33-acre nature preserve worthy of Thoreau himself, the WNP is also an outdoor laboratory with meandering trails, a babbling brook and a wide variety of flora and fauna indigenous to this beautiful part of Connecticut.
Westside Observatory and Planetarium (WSO)
The observatory is outfitted with a sensational 20" Ritchey Crétien telescope, one of the largest of its kind in the state. Viewings of the night sky are offered regularly and are usually free and open to the public.

William A. O’Neill Athletic and Convocation Center (ONC)
This fabulous center contains a 4,000-seat arena, indoor basketball and volleyball courts, a weight training facility, a swimming pool, the athletic and recreation department offices, and the WCSU Hall of Fame. Western’s tennis courts are right outside the building. The Westside campus also has fully lighted rugby, intramural, baseball and softball fields.
Academic Calendar 2013-14

Fall Semester – 2013

Aug. 23  Summer Session III Ends
Aug. 26  Academic Year Begins
Aug. 28  First Day of Classes
Sept. 2  Labor Day — No Classes
Nov. 27-Dec. 1  Thanksgiving Recess — No Classes
Dec. 10  Make-up/Reading Day
Dec. 11-17  Final Exams
Dec. 17  Semester Ends

Winter Intersession – 2013-14

Dec. 18  Intersession Begins
Dec. 25  Christmas Holiday — No Classes
Jan. 1, 2014  New Year’s Holiday – No Classes
Jan. 8  Intersession Ends

Spring Semester – 2014

Jan. 10  Semester Begins
Jan. 13  First Day of Classes
Jan. 20  Martin Luther King Holiday — No Classes
Feb. 14-17  President’s Holiday — No Classes
March 17-22  Spring Break — No Classes
April 18-19  Day of Reflection - No Classes
May 2-3  Make-up/Reading Day
May 5-10  Final Exams
May 10  Semester Ends
May 11  Commencement

Summer Sessions – 2014

May 19  Summer Session I Begins
May 26  Memorial Day — No Classes
June 20  Summer Session I Ends
June 23  Summer Session II Begins
July 4  Independence Day – No Classes
July 25  Summer Session II Ends
July 28  Summer Session III Begins
August 22  Summer Session III Ends

Fall Semester – 2014

Aug. 28  First Day of Classes
Sept. 1  Labor Day — No Classes
Academic Advisement
Higgins Hall 214
Isabel Carvalho, Director
(203) 837-8411
wcsu.edu/aac

The Academic Advisement Center works with all full-time and part-time matriculated students who have not yet declared a major, providing advisement and serving as liaison to other services on campus. (For additional information, see Section IV.)

AccessAbility Services
Higgins Annex 017
Elisabeth Werling, Coordinator
(203) 837-8225, TTY (203) 837-8284
wcsu.edu/accessability

AccessAbility Services provides accommodations and services to students with disabilities. Categories of disability include: learning, mobility, manual dexterity, visual, hearing, speech, psychological/emotional, chronic health and traumatic brain injury. Examples of accommodations include extended time on exams, reduced distraction testing location, note-takers, scribes, book scanning, interpreters, assistive technology, housing modifications and accessible furniture. Services include advocacy, confidential counseling, academic coaching, writing assistance and assistive technology training. For more information, see Section V or visit the web address listed above.

Admissions
Old Main 203
Jay Murray, Director
(203) 837-9000
wcsu.edu/admissions

The Admissions Office is a student’s first contact with Western, evaluating past courses and providing information about placement tests, open house and other general information regarding the university. This is also the first office to apply for readmission or the Fresh Start program.

Office of Alumni Relations
Old Main 302
Tammy Hammershoy, Director
(203) 837-8290
wcsu.edu/alumni

The Office of Alumni Relations and the WCSU Alumni Association keep alumni
connected to the university by providing opportunities for graduates to come back to campus, attend alumni and university events, volunteer for events on and off campus and participate in campus life. Alumni receive special alumni publications, Alumni E-newsletter and invitations to special alumni receptions and events. They have access to special alumni services and programs. Additionally, WCSU alumni can save on great goods and services through the WCSU Save Program by becoming active members of the WCSU Alumni Association. For more information, visit wcsu.edu/alumni.

**Athletics**
O’Neill Center 205  
Ed Farrington, Director  
(203) 837-9015  
wcsu.edu/sports

The men’s and women’s teams belong to the National Collegiate Athletic Association (NCAA) Division III. The football program is a member of the Massachusetts State Collegiate Athletic Conference (MASCAC). The 13 other intercollegiate athletic programs are members of the Little East Conference. In addition, the men’s and women’s programs hold membership in the Eastern College Athletic Conference (ECAC).

**Men:**
- **Fall** — soccer, football
- **Winter** — basketball
- **Spring** — tennis, baseball, lacrosse

**Women:**
- **Fall** — volleyball, tennis, soccer, field hockey
- **Winter** — basketball, swimming & diving
- **Spring** — softball, lacrosse

**ATMs on Campus**
ATM services are available on both campuses. The ATM service is provided by Wells Fargo Bank. The Student Center ATM is located in the shuttle lounge (lower level) and the Westside Campus Center machine is located in the second floor lobby.

**Bookstore**
Student Center, main level  
(203) 837-8464  
Eileen Leheny Leib, Manager; Will Love, Assistant Manager  
wcsu.bncollege.com

Barnes & Noble operates our bookstores and they have everything from required textbooks and ebooks to rent or purchase (don’t forget to bring your schedule), to snacks, sweatshirts, school supplies and souvenirs. For more information go to wcsu.edu/campuscenter/bookstore.htm.
Both facilities are your “home away from home.” You will find dining locations, lounges, a theater, conference and meeting rooms. Additionally, the Midtown Student Center houses the bookstore, game room, Campus Ministry, Career Development Center, Counseling Center, Mail Services, and the Student Activities/Student Life office. The Student Government Association, student newspaper, radio station, Program Activities Council, Greek Council and Student Veterans Association are also located in this building.

The Westside Campus Center additionally houses a cardio fitness center, and computer lab. *The Daily Grind*, our late-night dining and entertainment venue, features Starbucks coffee, teas, Island Oasis, Pepsi products, pastries and snacks all served in a beautiful lounge setting fully equipped with wireless internet.

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**Cable Channel WCSU-TV**

see WCSU-TV

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**Campus Ministries**

**Catholic:**

Friar Brad Heckathorne, OFM Conv.
Student Center 211
(203) 837-3240
Newman Center (Eighth Avenue, across from Newbury Hall)
(203) 744-5846
wcsu.edu/catholic

**Protestant:**

Rev. Dr. Mark A. Horton
Student Center 211
(203) 837-8328
hortonm@wcsu.edu

**Jewish:**

Rabbi Judy Frankle
(212) 724-0764
franklebardackj@wcsu.edu

**Other:** Contact (203) 837-9700 with questions

All students are welcome to come in and chat or join services and community outreach programs.
The Career Development Center (CDC) offers students a wide variety of career-related services including: career counseling, an extensive career library in office and online, co-ops and internships, part-time and full-time employment opportunities, on-campus recruiting, on-line job search and career information systems, annual career fair, assistance with resume writing and interviewing, and special career and networking programs.

The Cashier’s Office is responsible for the billing and collection of all monies due to the university, operating under the guidelines and policies set forth by the CSU Board of Trustees. (For additional information, see Section V.)

The Center for Student Involvement (CSI) is the main point of contact for students wanting to form a new student organization and those currently involved with one. This is where student organizations register and receive information and support. The CSI staff advises in the operation of more than 80 student organizations including the Student Government Association, the Program Activities Council and the Recreation Council and provides assistance with leadership development, university policies and event planning. The CSI staff also operates the recreation, intramurals and club sports program as well as coordinates programs, events and activities on campus organized by and for students through the Student Activities Master Calendar.
Child Care Center
Alumni Hall
Bruni Edwards, Director
(203) 837-8733
wcsu.edu/childcare

The WCSU Child Care Center, operated by EDUCATION CONNECTION and accredited by the National Association for the Education of Young Children, offers a developmentally appropriate early childhood program for children ages 3-5. Open year round from 7:30 a.m. to 5:30 p.m.

CHOICES – Substance Abuse Prevention Program
Litchfield Hall 101
Sharon Guck, Coordinator
(203) 837-8898
wcsu.edu/choices

The CHOICES office provides confidential help for students experiencing problems related to alcohol or other substance use and abuse. All services are strictly confidential and include: information about the symptoms and early warning signs of dependence, resources and treatment available on campus or within the community, screening and assessment, peer support groups, and counseling. It also provides educational programs that positively affect attitudes and behaviors regarding alcohol and other drug use on campus and throughout life. The office, which is also a national chapter of Peer Educators (www.bacchus.org), has a video and lending library for students.

Clubs and Organizations
For more information, see Section III.

Coach Information
For a complete listing, see Section III.

Commuter Students
For more information on how to get involved on campus, see Section V.

Computer Accounts
wcsu.edu/technology

A Western Windows account and university email account are necessary to access the university’s wired and wireless networks and email. You can obtain your accounts from any staffed computer center listed below.
Computer Centers (Staffed)
wcsu.edu/technology/computers.asp

Midtown Computer Center (MTCC): Haas Library, Lower Level
(203) 837-9232

Student Technology Training Center (STTC): Student Center 225
(203) 837-8715

Westside Computer Center (WSCC): Westside Classroom Building 117
(203) 837-8391

Campus Center Computer Center (CCCC): Westside Campus Center, 3rd floor
(203) 837-3291

Western at Waterbury Computer Center: Founders Hall 205
(203) 596-8780

All full-time, part-time and graduate students must have a WestConnect card to use the computer facilities at Western. These facilities are staffed with student computer center assistants during operational hours, which are posted each semester, intersession and break. All centers are equipped with Windows desktops and most centers are equipped with Macs. Students receive their Windows and ConnectMail accounts here.

Computer Labs (24 Hours)
wcsu.edu/technology/students/24hrlabs.asp

Midtown campus: Student Center 214 and Science Building 127
Westside campus: Westside Classroom Building 247c

These labs are open seven days a week and holidays. To gain access into these labs, students must swipe their WestConnect card through the facility’s card reader and enter their four digit security PIN, which must first be obtained at the WestConnect ID Office (Old Main). The 24-hour labs are not staffed with personnel but are monitored and maintained regularly.

Conflict Resolution Project
Warner Hall 213
Dr. R. Averell Manes, Director
(203) 837-8452
wcsu.edu/conflictres/

The Conflict Resolution Project provides confidential, fast and free services to WCSU students, including information, training and mediation/facilitation services to help resolve problems, conflicts, fights and disputes creatively and effectively.

ConnectPrint
wcsu.edu/ithelpdesk/connectprint

ConnectPrint is WCSU’s printing management system, making printing easier and considerably reducing printer waste and supplies. To use the ConnectPrint system, you must have a valid WestConnect ID card.
Cooperative Education Internship Program (Co-op)
Student Center 227, Career Development Center
Dr. Anthony Ciarleglio, Director of Cooperative Education
(203) 837-8265
wcsu.edu/cdc/services/coop.asp

Cooperative education at WCSU complements classroom study with work experience to enable professional development, academic achievement and personal growth. “Co-op” provides students with career-related skills, academic credit and a competitive hourly salary. Participating employers use the WCSU Co-op Program for project assistance and for talent screening and acquisition. Students can earn as many as 18 credits, typically applied as free electives, through WCSU’s Cooperative Education Internship Program.

Counseling Center
Student Center 222
TBD, Director
(203) 837-8690
wcsu.edu/counseling

The Counseling Center is equipped to address the full range of mental health issues, including adjustment to college life, stress, time management, difficulties with interpersonal relationships, loneliness and isolation, sleep disturbances, anxiety, depression, eating concerns, suicidal thinking, interpersonal and/or sexual violence, alcohol and substance abuse, grief and loss, anger management and identity issues. It provides short-term, confidential psychotherapy services to students, at no additional out-of-pocket expense to them. Treatment is tailored to the unique needs of each student. Also offered are presentations about a wide variety of mental health-related topics.

The Daily Grind
Westside Campus Center
Sunday, 4 to 10:30 p.m.
Monday — Thursday, 3 to 10:30 p.m.
Closed Fridays and Saturdays

The Westside Campus Center’s The Daily Grind is a fully loaded coffeehouse featuring Starbucks Coffee™, Island Oasis frosted drinks, sandwiches, salads and snacks.

Emergency Information
For emergencies, call 911.
For non-urgent calls, contact the WCSU Police at (203) 837-9300 or 9303. During inclement weather, call the Weather Alert Line at (203) 837-9377.
Emergency Notification System
wcsu.edu/ens

Western Connecticut State University has deployed an emergency notification system that allows the university to quickly alert those students and parents who have signed up for the free service. Notification can be provided via telephone call, SMS message, email or fax to the device of your choice. To enroll, go to wcsu.edu/ens/ and follow the instructions to provide us with the contact information of your choice, and we will contact you in case of emergency situations as well as for weather alerts, campus closings, etc. Please be aware that you, and those persons you additionally list, may incur charges for receiving cell-phone and text messages sent via the WCSU Emergency Notification System. For further information and disclaimers, please visit the web page listed above.

Emergency Telephones
The university has an emergency telephone system that places the caller in direct contact with a University Police dispatcher. These phones are highly visible either in a bright yellow phone box (Y) or surround type stainless steel phone with blue strobe light (B) and are located at various places around campus (inside and outside of buildings). The phones have a single button operation which, when pushed, will immediately notify the dispatcher of the caller’s location. The caller can speak directly into the phone box for hands-free communication. Please familiarize yourself with the location of emergency phones on campus.

Financial Aid
See Office of Student Financial Services

Food & Dining
Sodexo Campus Dining Services
Jody Thompson, General Manager
(203) 837-8764
wcsucampusdining.com

Sodexo Campus Dining Services provide a wide variety of services to all students, faculty, and staff including meal plans, catering and on-campus dining. Please call for all of your on-campus or off-campus foodservice needs or check out the website at wcsucampusdining.com. (For additional information, see Section V.)

Game Room
Student Center 210
(203) 837-8219
wcsu.edu/campuscenter/game_room.htm

Stop by the game room for a game of billiards, air hockey, ping pong or a board game. There is plenty of lounge space as well to just hang out and relax with friends.
Western has long been a regional leader in providing graduate education in business, arts and sciences, and professional studies. The Division of Graduate Studies offers an outstanding faculty, curricula and programs of high quality, state-of-the-art technology, convenient and flexible course scheduling, and a comfortable learning environment.

**Hancock Student Leadership Program (HSLP)**

Dr. Ann Atkinson, Associate Vice President for Academic Affairs  
University Hall 322, (203) 837-8275  
Dr. R. Averell Manes, Professor, Department of Social Sciences  
Warner Hall 203, (203) 837-8452, wcsu.edu/hslp

This initiative is designed to promote, foster and acknowledge a diverse group of student leaders, and their ability to inspire, motivate and influence others on campus and beyond. The program hopes to enhance their basic understanding of the skills necessary to be effective leaders, including civility, ethics, communication, compassion, team and community building, creative problem solving, goal setting, conflict management, financial awareness required for the management of budgets, resiliency, adaptability, transparency, and accountability. The goal is to help develop a strong cohort of future leaders. Further information is available on our website and by contacting the program co-chairs. Applications for the program will be accepted at the beginning of every spring semester.

**Health Service**

Litchfield Hall  
Dr. Susan A. Cizek, Director  
(203) 837-8594  
FAX: (203) 837-8583  
wcsu.edu/healthservices

The university’s Health Service provides quality health care by appointment. The staff addresses primary and preventive care along with wellness initiatives for Western’s full-time students. (For additional information, see Section V.)

**Help Desk – Telephone Service**

Call 611 from any university phone.  
wcsu.edu/technology/communications.asp
Help Desk – Information Technology & Innovation
(203) 837-8467

The Information Technology & Innovation Help Desk is open Monday through Friday, 8:30 a.m. to 4:30 p.m., for any technology-related assistance.

Honors Program
Old Main, Suite 108
Dr. Christopher L. Kukk, Director
(203) 837-9501
(203) 837-3226 (program assistant)
wcsu.edu/honors

The program is designed to expose students to fundamental modes of inquiry found in various academic fields and to illustrate the importance of an interdisciplinary approach to exploring a topic or issue. The program consists of a number of unique honors courses, seminars and tutorials, as well as honors sections of existing courses. The program also offers opportunities for individualized honors research and teaching assistantships.

Housing & Residence Life
Newbury Hall
Ron Mason, Director
(203) 837-8531
wcsu.edu/housing

The department of housing & residence life brings good things to life on campus! Providing residence halls that are attractive, safe and focused on our students’ academic success, we also offer leadership development opportunities for our students within their self-defined communities. Our CULTURE™ model (Creating Undergraduate Learning Through Unique Residential Experiences), as implemented by our professional staff, resident assistants (RA) and academic resource mentors (ARM), creates a positive living/learning environment for students who choose the residence life experience. (For additional information, see Section V.)

ID Cards
see WestConnect Office

International Student Exchange Program (ISEP)
Old Main 306
Dr. Walter Cramer, Dean of Students
(203) 837-9700
wcsu.edu/isep

The International Student Exchange Program (ISEP) provides students with the
opportunity to study in another country for one or two semesters, as well as during summers. Students pay tuition, room and board at Western and in exchange study at one of more than 300 universities around the world while a foreign student takes their place. Students make their own travel arrangements and usually receive free elective credits for their time abroad. In order to be eligible to study abroad, students need to have studied at Western for two semesters and have a minimum 2.75 GPA.

**International Services Office**
Old Main 308
Donna Warner, Coordinator
(203) 837-3270
wcsu.edu/international

The International Services Office advises international students on immigration regulations and cultural/academic adjustment in the US: applying to the university, acquiring an F1 student visa and I-20, maintaining F1 status, change of status applications, work authorization, etc. The office also promotes internationalization across campus and helps coordinate the ISEP study abroad program.

**Office of Judicial Affairs**
Westside Campus Center 300D
Charles Alexander, Director
(203) 837-8770
wcsu.edu/stuaffairs/judicial

The Director of Judicial Affairs administers the university’s student discipline system and acts as the designee of the vice president for student affairs in the administration of all aspects of the university’s student discipline process. The Director of Judicial Affairs serves as liaison to all university departments regarding all matters pertaining to student conduct and works with local community leaders regarding problems with off-campus student behavior.

**The Learning Centers (TLC)**

**Math Clinic**
Berkshire Hall 105
Dr. Charles Rocca, Director
(203) 837-9244
wcsu.edu/math/Clinic07/index.htm

**The Writing Lab**
Berkshire Hall 106A
(203) 837-8728
Dr. Patrick Ryan, Director
wcsu.edu/writinglab

**Tutoring Resource Center**
Berkshire Hall 104
(203) 837-9245
The Math Clinic helps students improve math skills and works on a first-come, first-served walk-in basis. Appointments cannot be made. The tutors in the clinic are there to support the needs of students taking 100- and 200-level mathematics courses. The Writing Lab offers professional help with all aspects of writing skills or projects. The Tutoring Resource Center provides assistance to students who need help in every area of study here at the university. The Learning Center services are free. (For additional information, see Section IV.)

The Learning Commons
Robert S. Young Library
Westside Classroom Building 433

The Learning Commons (opening Fall 2013) will offer advising for at-risk students, content area tutoring for business subjects, group meeting space, and other services. Its goal is to provide a central Westside location for a wide variety of academic support services.

Libraries
Veronica Kenausis, Director
library.wcsu.edu

Ruth A. Haas Library (Midtown)
(203) 837-9100

Robert S. Young Library (Westside)
Westside Classroom Building 433
(203) 837-9139

The Ruth A. Haas Library on the Midtown campus and the Robert S. Young Library on the Westside campus offer services, facilities and resources primarily to students, faculty and staff of the university. The public also is able to access the libraries. Resources and services are selected that support the university’s instructional programs. (For additional information, see Section IV.)

Lost & Found
wcsu.edu/police/lostandfound.asp

Midtown: (24 hours a day, seven days a week)
(203) 837-9300 - Police Department

Westside: (Day shift only, Monday through Friday)
(203) 837-3289 — University Police Department Parking Office, WS 247D

Mail Services
Student Center, Ground Level, SC003
Frank Lazetera, Supervisor
(203) 837-8274
wcsu.edu/mailservices
This office serves the postal needs of all faculty, staff and students. Commuter students may obtain a campus mailbox. Hours of operation are 8 a.m. to 4 p.m., but students have access to their mailboxes 24 hours a day. Mail is delivered Monday through Friday only. Students living on campus have their mail delivered directly to their residence hall mailboxes. Anyone who receives a package in the mail will receive an email at their Western connect.mail account. Proof of this email should be brought to mail services to receive the package. Any unclaimed packages will be returned after 30 days.

The Math Emporium
Higgins Annex, first floor

The Math Emporium is a computer-equipped tutorial learning center. An Emporium model course is one which is web-based, utilizing technology-enabled adaptive learning solutions, allowing students to proceed through the course material at their own pace, with faculty available to assist with individualized learning.

Media Services
Rebecca Woodward, Director
wcsu.edu/media
email requests to requestmediaservices@wcsu.edu

Midtown Media Center, WH 013
(203) 837-8757

Westside Media Center, WS 103b
(203) 837-8759

Media Services assesses, implements and supports media technologies, produces the highest quality media materials and educates the university community on the use and application of media and media technology. For information about our services please visit our webpage at www.wcsu.edu/media.

Midtown Coffeehouse
Alumni Hall
Thursdays, 8 p.m.

The Midtown Coffeehouse is a regular feature on Thursday nights at Western during the fall and spring semesters. Located in Alumni Hall, the Coffeehouse usually starts with an hour of open mic at 8 p.m., followed by a featured outstanding local or regional performer. The Coffeehouse is always free, and sandwiches, soda and, of course, coffee are always on the house.

Motorist Assistance Program (MAP)
WCSU Police Department
(203) 837-9300

The Motorist Assistance Program (MAP) helps stranded motorists on WCSU’s
campus. The MAP program provides assistance to members of the campus community who are stranded, particularly at night or in adverse weather. Services available under this program include retrieving keys from locked cars and jump-starting dead batteries. They are not trained mechanics but can assist to either get you on your way or find someone who can help you. To summon the services of MAP, simply call the university police department at (203) 837-9300. The services under the MAP program are free of charge.

**Notarization on Campus**

Human Resources, University Hall 1st Floor, (203) 837-8437  
Office of the Vice President for Finance & Administration, University Hall 2nd Floor, (203) 837-9310

Notary Publics on campus are willing to notarize documents for faculty, students, and staff. Anyone needing a document notarized should make an appointment in advance. Please note that individuals should bring a photo ID with them and that the document should NOT be signed in advance.

**Parking Permits**

University Police Department Parking Office  
Westside Classroom Building, 247D  
(203) 837-3289  
www.wcsu.edu/parking

In order to obtain your parking decal, please bring the completed Student Vehicle Registration Form along with a copy of the current DMV car registration to the University Police department parking office. Your decal must be displayed on the lower corner on the interior of the front windshield on the driver’s side. Your permit allows you to park your registered vehicle in designated parking areas; please see the color-coded campus maps for parking areas. Special restrictions apply Monday through Thursday 7 a.m. to 5 p.m. Parking restrictions have been developed for Westside parking due to the VPA construction project. Resident students need an additional parking sticker to park at their residence halls. Please see the website listed above for the most recent updates to parking or visit the parking office.

**Performance and the Arts at Western**

Department of Music  
(203) 837-8350  
wcsu.edu/music

Western’s numerous musical ensembles are open to all students and include symphonic band, jazz ensembles, jazz combos, opera ensemble and symphony orchestra. WCSU’s 120-voice Concert Choir features students from nearly every major, and performs an eclectic blend of traditional choral literature and music from around the world.
Theatre Arts Department
(203) 837-8250
wcsu.edu/theatrearts

Each semester, the department presents a comedy, drama or musical on the main stage at Berkshire Theatre as well as smaller productions in the Reimold Theatre and an annual production in New York City. Auditions are open to all students and posted on the bulletin board in Berkshire Hall by the Department of Theatre Arts offices. Theatre Arts shows are produced by our award-winning faculty and staff, many of whom come to WCSU directly from Broadway.

Visual Art Department
(203) 837-8410
wcsu.edu/art

The Gallery at Higgins Hall features exhibits from WCSU students, faculty and visiting artists while the Visiting Artist Lecture Series draws some of the best artists from the region.

Police Department
Three Roberts Avenue
TBD, Director of University Police
(203) 837-9300
wcsu.edu/police

The WCSU Police Department is a 24-hour operating police department. The WCSU police officers can be found around campus either in cars, on foot or on bicycles, and their vehicles and uniforms are highly visible and easily recognizable. They enforce campus rules and regulations, and the laws of the State of Connecticut.

Pre-Collegiate & Access Programs

Educational Achievement & Access Program (EA²P)
Higgins Hall 017
Ismael Diaz, Director
(203) 837-8801
wcsu.edu/pcaap/eap/program.asp

The Educational Achievement & Access Program (EA²P) provides under-prepared students with the opportunity and support they need to obtain a college education. EA²P includes a challenging introductory five-week summer program that assists 35-45 students in developing their academic skills by taking two classes in math and English. EA²P provides students with year-round academic support, advisement and personal counseling services.

ConnCAP/Upward Bound/Excel Program
Higgins Hall 015
Rob Pote, Assistant Director
(203) 837-8802
wcsu.edu/pcaap/conncap/program.asp
wcsu.edu/pcaap/excel/program.asp
These pre-collegiate programs ensure that middle school and high school students have the opportunity to develop the academic potential required for college admission. The Upward Bound/ConnCAP/EXCEL staff is dedicated to assisting and closely monitoring students as they progress through the public school system and college. The programs offer five- and six-week intensive, academic, summer programs for 180 middle school and high school students in the Danbury school district.

Recreation, Intramurals and Club Sports
Student Center 207
Amy Shanks, Assistant Director of Student Life/Student Activities
(203) 837-8609
wcsu.edu/recreation

Recreation
The Recreation Department at Western is dedicated to providing the campus community with a multitude of recreational activities to encourage physical fitness and promote a positive well-being. For up-to-date information, please visit our website, wcsu.edu/recreation.

Intramurals
Team and individual events are offered for women, men and coed divisions, and the program is open to all Western students, faculty, staff and alumni.

Fall Intramurals: flag football and basketball
Spring Intramurals: basketball, volleyball and slow-pitch softball

Club Sports
Club Sports can be organized on either a recreational or a competitive level.

Registrar’s Office
Old Main 102
Lourdes Cruz, Registrar
(203) 837-9200
wcsu.edu/registrar

The Office of the Registrar is where to go to access records, files and information having to do with the enrollment, grading and degree-completion process. (For additional information, see Section IV).

Safe Zone
Some of Western’s faculty, staff and administrators have attended Safe Zone workshops and are identified as allies by the colorful sticker outside their doors. Any person who needs someone to turn to regarding lesbian, gay, bisexual or transgender issues will be welcome in these offices.
Safety Escort Services
University Police
(203) 837-9300

This service is available to all students, faculty, staff and guests of the university. A safety escort is as close as the nearest telephone. To obtain a safety escort, simply call University Police at (203) 837-9300 or activate any emergency or courtesy phone on campus. When the dispatcher answers, let them know that you wish to obtain an escort. The dispatcher will request your name, present location, and the location to which you wish to be escorted. The dispatcher will then send an officer to meet you.

Shuttle Service
wcsu.edu/shuttle
email: shuttle@wcsu.edu

The shuttle operates seven days a week during the fall and spring semesters. For the most current shuttle schedule and holiday schedule, visit the website indicated above or pick up a handout at any shuttle stop. Time of arrivals is estimated and may vary based on weather and traffic conditions. When buses are full, drivers may leave ahead of schedule. Western Connecticut State University is not responsible for errors in timetables resulting in failure to make connections/updates. Always check the website for the latest schedule. When classes are cancelled for an entire day due to inclement weather, the shuttle does not operate. If classes are delayed, the shuttle will begin one hour before classes begin. If classes are cancelled, the shuttle will operate for one hour after classes are cancelled.

Student Affairs
Vice President’s Office
Old Main 308
Dr. Keith Betts, Vice President for Student Affairs
(203) 837-8600
wcsu.edu/stuaffairs

Dean of Student Affairs
Old Main 306
Dr. Walter Cramer, Dean
(203) 837-9700

Assistant Dean of Student Affairs
Westside Campus Center 300C
Daryle J. Dennis, Assistant Dean
(203) 837-8549

The Division of Student Affairs offers a variety of programs and services to meet student needs including athletics; campus and student centers; campus ministries; career development; counseling; disability and accessibility services; a drug/alcohol prevention program; health service; housing and residence life; judicial affairs; new
student orientation; parent services; police department services; pre-collegiate and access programs; recreation, intramural and club sports; and student life/student activities.

**Student Clubs and Organizations**
see Clubs and Organizations in Section III

**Office of Student Financial Services**
Old Main 105  
Nancy Barton, Director  
(203) 837-8580  
wcsu.edu/finaid

The Office of Student Financial Services evaluates students for financial need and provides assistance where possible through grants and loans. This office also is your point of contact for on-campus employment and scholarships.

**Student Life/Student Activities Office**
Student Center 207  
Dennis Leszko, Director  
(203) 837-8214  
wcsu.edu/studentcenter/office.htm

For more information see the Center for Student Involvement (CSI).

**Student Technology Training Center (STTC)**
Student Center 225  
(203) 837-8715  
wcsu.edu/sttc

The STTC helps students with the technical aspects of using Microsoft Office products, various graphic design software packages, computer equipment and peripherals, webpage design and other skills. Technology workshops and one-on-one tutorials conducted by students help ensure your success at Western.

**Technology Classrooms**
All of Western’s classrooms are equipped with instructional technology, offering the ideal hands-on learning environment for both students and instructors. To learn more, visit wcsu.edu/technology/techrooms.
Test Center (Proctoring Services)
Oni Figueroa, Testing Facilitator
Westside Campus Center 300
(203) 837-8877
wcsu.edu/testing

WCSU provides proctoring services for Distance Learning candidates, the Miller Analogies Test (MAT) and College Level Examination Program (CLEP). Western administers all CLEP examinations; however, not every exam is accepted by the university for equivalency credit. Visit www.wcsu.edu/testing to register and to learn about our services.

Transportation – Campus Shuttle
see Shuttle Service

Transportation – Public
Housatonic Area Regional Transit (HART)
(203) 748-2034
hartransit.com

This public bus service provides reasonably priced transportation within Danbury and the surrounding towns. Check out the website above for more information or pick up a bus schedule in one of the student centers. (For additional information, see Section V).

Vending Machine Locations
• Berkshire Hall, Student Lounge, First Floor
• Haas Library
• Higgins Hall, Basement
• O’Neill Center
• Residence Halls
• Science Building, Atrium
• Student Center Snack Bar, Ground Level and Second Floor
• Warner Hall, Ground Level
• Westside Campus Center, Lower Level, Snack Bar, Ground Level
• Westside Classroom Building, Lower Level
• White Hall, Student Lounge, Basement

Veterans Affairs
wcsu.edu/veterans/
Hotline: (203) 837-8587; vetsinfo@wcsu.edu
TBD, Veterans Services Liaison

Veteran Educational Benefits
Office of Student Financial Services, OM 105
Nancy Barton, Director
(203) 837-8840
A new group for veterans has recently been created that will help vets as they deal with a variety of issues after returning from active duty. To join this group or to get more information, please contact Kathy Ierace at (203) 837-8772 or ieracek@wcsu.edu. For veteran educational benefit information, please contact the Office of Student Financial Services. Veterans experiencing difficulty are encouraged to contact AccessAbility Services for support services and academic accommodations.
Located on the campus of Naugatuck Valley Community College, Western at Waterbury offers a convenient location for students in the Waterbury area to take completion courses for a Bachelor of Business Administration (B.B.A.) in Management or a Bachelor of Science in Nursing (B.S.) and a number of general education courses.

WestConnduit
westconnduit.wcsu.edu

WestConnduit is Western’s campus portal. It brings together campus announcements, upcoming events, social media and access to essential resources like Blackboard Learn (course management system) and Banner Web (see your grades, course schedules, financial aid information, register for classes and make payments).

WestConnect Office
Old Main 013
Deanna Schaab, Director
(203) 837-9311
wcsu.edu/westconnect

The WestConnect Office issues identification cards and security access codes and keys. Please bring a photo ID and your current class schedule in order to obtain your WestConnect card. Your card will be used for security access and may also be used as a debit card for purchases on campus, as well as a discount card for purchases at local and national merchants. The card will also be programmed with a meal plan, if purchased, an allotment of printing credits and will allow use of the fitness facilities. There is a $15 charge for replacement cards, damaged, lost or stolen. Please check the website for all card use terms and conditions and information on extended office hours offered at the beginning of the fall and spring semesters.

Western’s Website
wcsu.edu

The first line for detailed access to almost every facet of university life at Western is wcsu.edu. We urge you to turn to the website for virtually any question you have with regard to resources and facilities on campus not covered in this booklet or the university’s catalog, or in any of the many brochures and publications you may have received from us or picked up at the Information Desk.
Westside Nature Preserve
Frank J. Dye, Ph.D., Professor of Biology
Director, Westside Nature Preserve
(203) 837-8794
dyef@wcsu.edu
wcsu.edu/wnptoday

The Westside Nature Preserve (WNP) is a 33-acre parcel of Eastern deciduous woodland/wetland found on the Westside campus. The entrance to the preserve can be found by walking to the right of the guardrail on the right side of University Boulevard, as you walk North, just follow the white signs. Students are welcome to explore the beauty of the preserve on their own or call 203-837-8794 to schedule a tour. Tours of the Westside Nature Preserve are available by request.

Wireless Hotspots
wcsu.edu/technology/wireless/locations.asp

Western is completely wireless, including in our residence halls, so you can connect and print from anywhere on campus. To access the wireless network your laptop or mobile device must be equipped with a wireless network adapter. Wireless access zones can be easily spotted where you see the above wireless sign. For a complete list of wireless locations, please visit the website listed above.

Women’s Center of Greater Danbury at Western
Higgins Annex 105C
Monica Sievel, Campus Advocate
(203) 837-3939
sievelm@wcsu.edu
wcogd.org

Hotlines:
24-Hour Sexual Assault Hotline: (203) 731-5204
24-Hour Domestic Violence Hotline: (203) 731-5206

The Women’s Center provides individual and group counseling, advocacy, (including crisis intervention and risk assessment at the hospital, police station, or court), and information and referrals to campus and community resources for students, faculty and staff who have or have a loved one who has been the victim of sexual assault, sexual harassment, stalking, date rape and/or dating/domestic violence. The Women’s Center of Greater Danbury serves men, women and children. All services are free and confidential.
Academic Schools and Departments

Ancell School of Business
Dr. James Donegan, Interim Dean
Catherine Cote, Administrative Assistant
TBD, Interim Assistant Dean
WS 375, (203) 837-8782

Accounting
Richard Proctor, Chair
Merisa Williams, Secretary
WS 401 (203) 837-8342

Finance
Dr. Annie Wong, Chair
Merisa Williams, Secretary
WS 401 (203) 837-8342

Division of Justice & Law Administration
Prof. Charles Mullaney, Chair
Charlene Parks, Secretary
WS 349 (203) 837-8340

Management
Dr. Stanley Bazan, Chair
Lorraine DiLeo, Secretary
WS 385 (203) 837-8341

Management Information Systems
Dr. Richard Montague, Chair
Lorraine DiLeo, Secretary
WS 385 (203) 837-8341

Marketing
Dr. Ronald Drozdenko, Chair
Merisa Williams, Secretary
WS 401 (203) 837-8342

School of Arts & Sciences
Dr. Mary “Missy” Alexander, Dean
Dr. Cigdem Üsekes, Associate Dean
Martha Palanzo, Administrative Assistant
Robert Albert, Secretary
WA 300, (203) 837-9401, (203) 837-9402

Biological & Environmental Sciences
Dr. Patrice Boily, Chair
Lisa Taylor, Secretary
SB 220 (203) 837-8791

Chemistry
Dr. Paul Hines, Co-Chair
Dr. Russell Seltzer, Co-Chair
TBD, Secretary
SB 324 (203) 837-8669

Communication
Dr. Katy Wiss, Chair
Karen Walsh, Secretary
BR 120B (203) 837-8250
Computer Science
Dr. Gancho Ganchev, Chair
Todor Ivanor, Associate Chair
Charlene Parks, Secretary  WS 111  (203) 837-9345

English Language
Dr. Michael Chappell, Chair
Dr. Donald Gagnon, Associate Chair
Laurel Richards, Secretary  HI 205  (203) 837-9041

History & Non-Western Cultures
Dr. Wynn Gadkar-Wilcox, Chair
Jennifer Duffy, Associate Chair
Patricia Lerner, Secretary  WA 224  (203) 837-8484

Mathematics
Dr. David Burns, Chair
Cathy DeSisto-Reynolds, Secretary  HI 102  (203) 837-9299

Philosophy & Humanistic Studies
Dr. Stuart Dalton, Chair
Carol O’Connor, Secretary  WA 224  (203) 837-8484

Physics, Astronomy & Meteorology
Dr. Dennis Dawson, Chair
Rob Eisenson, Associate Chair
Cathy Desisto-Reynolds, Secretary  SB 324  (203) 837-8669

Psychology
Dr. Shane Murphy, Chair
Carol O’Connor, Secretary  WA 304  (203) 837-8470

Social Sciences
Dr. Oluwole Owoye, Chair
Dr. R. Averell Manes, Associate Chair
Patricia Lerner, Secretary  WA 224  (203) 837-8484

World Languages & Literature
Dr. Alba Skar, Chair
Karen Walsh, Secretary  BR 120B  (203) 837-8250

Writing, Linguistics, and Creative Process
Dr. Oscar De Los Santos, Chair
Laurel Richards, Secretary  HI 205  (203) 837-9041

School of Professional Studies
Dr. Jess House, Dean
Dr. Maryann Rossi, Assistant Dean
Cheryl Bovat, Administrative Assistant
TBD, Clerk Typist
WH 123, (203) 837-8575; (203) 837-8576
Fax: (203) 837-8526

Education & Educational Psychology
TBD, Chair
<table>
<thead>
<tr>
<th>Department</th>
<th>Chair</th>
<th>Secretary</th>
<th>Office</th>
<th>Phone</th>
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</thead>
<tbody>
<tr>
<td>Health Promotion &amp; Exercise Science</td>
<td>Jody Rajcula, Co-Chair</td>
<td>Karen Ferraro, Secretary</td>
<td>BR 230</td>
<td>(203) 837-8612</td>
</tr>
<tr>
<td>Nursing</td>
<td>Dr. Joan Palladino, Chair</td>
<td>TBD, Secretary</td>
<td>WH 107</td>
<td>(203) 837-8556</td>
</tr>
<tr>
<td>Social Work</td>
<td>Patricia Ivry, Chair</td>
<td>Katherine Koulogianis, Secretary</td>
<td>WH 101</td>
<td>(203) 837-8410</td>
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<tr>
<td>School of Visual and Performing Arts</td>
<td>Dr. Daniel Goble, Dean</td>
<td>Linda D’Aurio, Administrative Assistant</td>
<td>HA 105A</td>
<td>(203) 837-3222</td>
</tr>
<tr>
<td>Art</td>
<td>Terry Wells, Chair</td>
<td>Katherine Koulogianis, Secretary</td>
<td>WH 101</td>
<td>(203) 837-8410</td>
</tr>
<tr>
<td>Music</td>
<td>Jamie Begian, Chair</td>
<td>Deb Pontelandolfo, Secretary</td>
<td>WH 128</td>
<td>(203) 837-8350</td>
</tr>
<tr>
<td>Theatre Arts</td>
<td>Pam McDaniel, Chair</td>
<td>Karen Walsh, Secretary</td>
<td>BR 120B</td>
<td>(203) 837-8250</td>
</tr>
<tr>
<td>Division of Graduate Studies</td>
<td>Dr. Ann Atkinson, Associate Vice President for Academic Affairs</td>
<td>Mary Jane Keane, Administrative Assistant</td>
<td>UH 322</td>
<td>(203) 837-8275</td>
</tr>
<tr>
<td>Ed. D. in Instructional Leadership</td>
<td>Dr. Marcia Delcourt, Program Coordinator</td>
<td></td>
<td></td>
<td>(203) 837-9121</td>
</tr>
<tr>
<td>Ed. D. in Nursing Education</td>
<td>Dr. Laurel Halloran, Program Coordinator</td>
<td></td>
<td></td>
<td>(203) 837-8566</td>
</tr>
<tr>
<td>Master of Business Administration</td>
<td>Dr. Karen Koza, Coordinator</td>
<td></td>
<td></td>
<td>(203) 837-9036</td>
</tr>
<tr>
<td>Master of Health Administration</td>
<td>Dr. Stan Bazan, Coordinator</td>
<td></td>
<td></td>
<td>(203) 837-8475</td>
</tr>
<tr>
<td>Master of Science in Justice Administration</td>
<td>Dr. George Kain, Coordinator</td>
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<td>(203) 837-8514</td>
</tr>
<tr>
<td>Master of Arts in Earth and Planetary Sciences</td>
<td>Dr. Dennis Dawson, Coordinator</td>
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<td></td>
<td>(203) 837-8671</td>
</tr>
</tbody>
</table>
Master of Arts in English  
Dr. Shouhua Qi, Coordinator, Literature Option  (203) 837-9048  
Dr. Casey Rudkin, Coordinator, Writing & TESOL Options  (203) 837-3943

Master of Arts in History  
Dr. Kevin Gutzman, Coordinator  (203) 837-8455

Master of Arts in Mathematics  
Dr. Josephine Hamer, Coordinator  (203) 837-9347

Master of Arts in Teaching  
Dr. Bonnie Lee Rabe, Coordinator  (203) 837-3206

Master of Fine Arts in Creative & Professional Writing  
Dr. Brian Clements, Coordinator  (203) 837-8876

Master of Fine Arts in Visual Arts  
Prof. Darby Cardonsky, Coordinator  (203) 837-8881

Master of Science in Counselor Education  
Dr. Michael Gilles, Coordinator (Clinical Mental Health Counseling)  (203) 837-8513  
Dr. Kathryn Campbell, Coordinator (School Counseling)  (203) 837-8512

Master of Science in Education  
TBD, Coordinator  (203) 837-8510

Master of Science in Music Education  
Dr. Kevin Jay Isaacs, Coordinator  (203) 837-8355

Master of Science in Nursing  
Dr. Laurel Halloran, Coordinator  (203) 837-8566

Applied Behavior Analysis  
Dr. Janet Burke, Coordinator  (203) 837-8508

Administration

Office of the President  
Dr. James W. Schmotter  
Elizabeth McDonough, Presidential Assistant  
Janet McKay, CSU Administrative Assistant  
UH 318, (203) 837-8460

Vice Presidents  
Dr. Jane McBride Gates, Provost/Vice President for Academic Affairs  
TBD, CSU Administrative Assistant  UH 322, (203) 837-8487

Dr. Ann Atkinson, Associate Vice President for Academic Affairs  
Mary Jane Keane, Administrative Assistant  UH 322, (203) 837-8275

Paul Reis, Vice President for Finance and Administration  
Vanita Wagner, CSU Administrative Assistant  UH 211, (203) 837-9310

Paul Steinmetz, Interim Associate Vice President for Institutional Advancement  
Susan Wolf, CSU Administrative Assistant  UH 106, (203) 837-8279

Dr. Keith Betts, Vice President for Student Affairs  
TBD, CSU Administrative Assistant  OM 308, (203) 837-8606

Charles Spiridon, Associate Vice President of Enrollment Services  
TBD, CSU Administrative Assistant  TBD
Fred Cratty, Interim Associate Vice President of Human Resources  
Michele Cazorla, HR Operations Assistant  
UH 115, (203) 837-8497

Executive Officers
Thomas DeChiaro, Chief Information Officer  
Kimberly deLevie, Administrative Assistant  
OM 303, (203) 837-8307
Caroline Lanier, Executive Assistant to the President/Chief Diversity Officer  
Keisha Stokes, Secretary  
OM 101, (203) 837-8278

Deans
Dr. Walter Cramer, Dean of Student Affairs  
Birte P. Selvaraj, Administrative Assistant  
OM 306, (203) 837-9700
Daryle Dennis, Assistant Dean of Student Affairs  
Onilda Figueroa, Secretary  
CC 300C, (203) 837-8549
Dr. Mary "Missy" Alexander, Dean of Arts and Sciences  
Martha Palanzo, Administrative Assistant  
WA 300, (203) 837-9401
Dr. Cigdem Üsekes, Associate Dean of Arts and Sciences  
Robert Albert, Secretary  
WA 300, (203) 837-9402
Dr. James Donegan, Interim Dean of the Ancell School of Business  
Catherine Cote, Administrative Assistant  
WS 374, (203) 837-8782
Dr. Jess House, Dean of Professional Studies
Dr. Maryann Rossi, Associate Dean of Professional Studies  
Cheryl Bovat, Administrative Assistant  
WH 123, (203) 837-8576
Dr. Daniel Goble, Dean of Visual & Performing Arts  
Linda D’Aurio, Administrative Assistant  
HA 105, (203) 837-3222

Department Secretary Information

<table>
<thead>
<tr>
<th>Department</th>
<th>Secretary</th>
<th>Office</th>
<th>Phone</th>
</tr>
</thead>
<tbody>
<tr>
<td>Accounting</td>
<td>Merisa Williams</td>
<td>WS 401</td>
<td>(203) 837-8342</td>
</tr>
<tr>
<td>Art</td>
<td>Katherine Koulogianis</td>
<td>WH 101</td>
<td>(203) 837-8410</td>
</tr>
<tr>
<td>Biology</td>
<td>Lisa Taylor</td>
<td>SB 220</td>
<td>(203) 837-8791</td>
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<tr>
<td>Chemistry</td>
<td>TBD</td>
<td>SB 324</td>
<td>(203) 837-8669</td>
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<tr>
<td>Communication</td>
<td>Karen Walsh</td>
<td>BR 120b</td>
<td>(203) 837-8250</td>
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<tr>
<td>Computer Science</td>
<td>Charlene Parks</td>
<td>WS 111</td>
<td>(203) 837-9345</td>
</tr>
<tr>
<td>Education</td>
<td>Ana Cangialosi</td>
<td>WS 249</td>
<td>(203) 837-8510</td>
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<tr>
<td>English</td>
<td>Laurel Richards</td>
<td>HI 205</td>
<td>(203) 837-9041</td>
</tr>
<tr>
<td>Finance</td>
<td>Merisa Williams</td>
<td>WS 401</td>
<td>(203) 837-8342</td>
</tr>
<tr>
<td>Health Prom. &amp; Exerc.</td>
<td>Karen Ferraro</td>
<td>BR 230</td>
<td>(203) 837-8612</td>
</tr>
<tr>
<td>History &amp; NWC</td>
<td>Patricia Lerner</td>
<td>WA 224</td>
<td>(203) 837-8484</td>
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<tr>
<td>Justice and Law Adm.</td>
<td>Charlene Parks</td>
<td>WS 349</td>
<td>(203) 837-8340</td>
</tr>
<tr>
<td>Management</td>
<td>Lorraine DiLeo</td>
<td>WS 385</td>
<td>(203) 837-8341</td>
</tr>
<tr>
<td>Mgt. Inform. Systems</td>
<td>Lorraine DiLeo</td>
<td>WS 385</td>
<td>(203) 837-8341</td>
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<tr>
<td>Marketing</td>
<td>Merisa Williams</td>
<td>WS 401</td>
<td>(203) 837-8342</td>
</tr>
<tr>
<td>Mathematics</td>
<td>Cathy DeSisto-Reynolds</td>
<td>HI 102</td>
<td>(203) 837-9299</td>
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Music ..................... Deb Pontelandolfo .... WH 128 .... (203) 837-8350
Nursing .................... TBD ........................ WH 107 .... (203) 837-8556
Philosophy & Hum. Stud. Carol O’Connor ...... WA 224 ...... (203) 837-8484
Physics, Astr. & Met. . TBD .......................... SB 324 ...... (203) 837-8669
Psychology .............. Carol O’Connor ...... WA 304 ...... (203) 837-8470
Social Sciences ........ Patricia Lerner .......... WA 224 ...... (203) 837-8484
Social Work ............. Katherine Koulogianis .. WH 101 ...... (203) 837-8410
Theatre Arts ............ Karen Walsh ............ BR 120b ...... (203) 837-8250
World Languages ...... Karen Walsh ............ BR 120b ...... (203) 837-8250
Writing, Linguistics & . Laurel Richards ...... BR 215 ...... (203) 837-9041

Coach Information

<table>
<thead>
<tr>
<th>Sport</th>
<th>Head Coach</th>
<th>Phone</th>
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<tbody>
<tr>
<td>Baseball</td>
<td>John Susi</td>
<td>(203) 837-8608</td>
</tr>
<tr>
<td>Men’s Basketball</td>
<td>Robert Campbell</td>
<td>(203) 837-9017</td>
</tr>
<tr>
<td>Women’s Basketball</td>
<td>Kimberley Rybczyk</td>
<td>(203) 837-9018</td>
</tr>
<tr>
<td>Women’s Field Hockey</td>
<td>Dani McDonnell</td>
<td>(203) 837-9064</td>
</tr>
<tr>
<td>Football</td>
<td>Joe Loth</td>
<td>(203) 837-9028</td>
</tr>
<tr>
<td>Women’s Lacrosse</td>
<td>Jennifer Ouellet</td>
<td>(203) 837-8502</td>
</tr>
<tr>
<td>Men’s Lacrosse</td>
<td>Jason Ouellet</td>
<td>(203) 837-9053</td>
</tr>
<tr>
<td>Women’s Soccer</td>
<td>Joseph Mingachos</td>
<td>(203) 837-9020</td>
</tr>
<tr>
<td>Men’s Soccer</td>
<td>George Kostelis</td>
<td>(203) 837-9042</td>
</tr>
<tr>
<td>Women’s Softball</td>
<td>Heather Stone</td>
<td>(203) 837-9019</td>
</tr>
<tr>
<td>Women’s Swimming</td>
<td>Jill Cook</td>
<td>(203) 837-8624</td>
</tr>
<tr>
<td>Men’s Tennis</td>
<td>Ritush Venugopal</td>
<td>(203) 512-5740</td>
</tr>
<tr>
<td>Women’s Tennis</td>
<td>Shawn Stillman</td>
<td>(203) 837-9021</td>
</tr>
<tr>
<td>Women’s Volleyball</td>
<td>Don Ferguson</td>
<td>(203) 837-9022</td>
</tr>
</tbody>
</table>
Clubs and Organizations

Club Sports
The Club Sports Program provides an opportunity for individuals who share a common interest in a recreational sport to improve their skill level and overall knowledge of the sport or activity. Club Sports can be organized on either a recreational or a competitive level. Instructional activities range from informal play to regular practices in preparation for intercollegiate and tournament competition. Many clubs compete with other schools and are a part of a collegiate league of play. Active Club Sport Teams include:

- Cheerleading
- Dance Team
- Men’s Ice Hockey
- Men’s Rugby
- Women’s Rugby

Please visit www.wcsu.edu/recreation to view these club websites. For more information about joining a club sport team or starting a new club please contact Amy Shanks, Assistant Director of Student Life/Student Activities, at (203) 837-8609 or at shanksa@wcsu.edu.

The Echo
Student Center 212
(203) 837-8707/(203) 837-8708
echo.wcsu.edu

Get the story! Western’s student-run newspaper is distributed throughout both campuses each Tuesday. All students, independent of their major, are eligible to write and work for The Echo.

Greek Council
Student Center 217
(203) 837-8217
sga.wcsu.edu/greekcouncil

This is the governing body for all social Greek letter organizations. For information concerning any Greek organization, just call or stop by.

Inter-Residence Hall Association (IRHA)
Newbury Hall
(203) 837-8720
sga.wcsu.edu/irha

The Inter-Residence Hall Association is the governing body for each of the Residence Hall Councils. Representatives are elected from each residence hall.
Program Activities Council (PAC)
Student Center 219
(203) 837-8421
sga.wcsu.edu/pac

PAC is the main programming board for student activities. Throughout the semester PAC organizes various trips, game shows, comedians, movies and more for your entertainment pleasure. If you have an interest in advertising or planning campus events, concerts and shows, stop by the office to join or attend a meeting held every Wednesday at 4 p.m. in the Student Center.

Student Center Boards – Student Center and Campus Center
(203) 837-8504

Great resources like our Midtown Student Center and Westside Campus Center need a collective student voice to keep them serving student needs and enriching university life.

Student Government Association (SGA)
Student Center 215
(203) 837-8711
sga.wcsu.edu/

The SGA is the official voice of the student body. It appoints student representatives to university committees, allocates the student activities fee to student organizations and protects student rights. If you are interested in serving your fellow students, stop by the office.

Student Veterans Organization
Student Center 208

The Student Veterans Organization (SVO) is a club established in 2009 to acknowledge the needs of Western veterans who wish to better integrate into the university community. Officially recognized and endorsed by the Student Government Association, the SVO is comprised of student veterans who wish to support and serve other veterans — at WCSU and abroad — in a number of ways.

WXCI Campus Radio
Student Center 213
(203) 837-8387
wxci.wcsu.edu

91.7 WXCI is a student-run college radio station located on the Midtown campus. Since its inception in 1973, WXCI has remained the second largest college station in Connecticut, pumping 3,000 watts of power through its transmitter.
Other Student Organizations
wcsu.edu/studentcenter/studentorg/

Any group of students with common interest is encouraged to form a student organization. As officially recognized student organizations, each has an obligation to the educational advancement of its members as well as Western Connecticut State University. Applications to become a recognized student organization are available from the SGA office and the Center for Student Involvement. Check out the listings at the web address listed above.
Academic Advisement

Q. Is my academic adviser the person responsible for planning which courses I’ll take to get my degree?
A. Your adviser is responsible for giving you up-to-date information about the requirements for a degree with a particular major (and/or minor) and for approving your course selections. YOU are responsible for arranging meetings with the adviser, implementing the strategy the two of you agree to by checking when the right courses are available and registering in plenty of time to get into them. If there is a glitch or conflict (key courses are filled, or you want to drop something, etc.), you are responsible for setting up another meeting. This is called commitment to the advisement process, and it can spell the difference between staying on a smooth trajectory toward successful graduation or floundering around and possibly failing.

Q. When I see a great course being offered that I’d like to take, but worry about spending time on credits I can’t use toward my degree, whom do I see?
A. During your first semester, you were assigned a faculty adviser in your major/minor to help you make choices and plan strategies to ensure your academic success. This is the person who can help you. If you are undeclared and have not yet decided on a major, you will be assigned an adviser at the Academic Advisement Center (AAC). You can find out the name of your adviser by going into your Banner Web account and looking under student information or by calling the AAC at (203) 837-8397.

Q. When and how should I make an appointment to see my adviser?
A. You should make an appointment to see your academic adviser when you want to plan for your next semester, when you have questions about academic policies and procedures, or when you need help locating other helpful resources on campus. A few words of advice: Don’t wait until the last minute to schedule an appointment. If you plan ahead, you will have more choices of required courses available to you, and you will be far less stressed out! Also, you can be sure that your adviser will have time to devote to you and your concerns. You can make an appointment with your adviser in three ways: by phone, via email and/or in person.

Q. Do I have to see my adviser to register for classes, even if I know what I want to take?
A. Yes. You must schedule an appointment to see your adviser prior to registration to ensure that you’re taking courses that fulfill your requirements. Also, you will need your adviser’s signature on a course selection card or your registration PIN for online registration.

Q. What is a “program sheet?” How do I get one?
A. All matriculated students should have a program sheet, which outlines courses you must take to fulfill your academic requirements. As you take courses at the university, you and your adviser will work with the program sheet to indicate your progress and determine which requirements you still need to fulfill. Think of your program sheet as a roadmap toward your academic
goals. Students should have received a program sheet from the Admissions Office if they transferred credits to Western from another school. This program sheet will indicate courses that will be taken at Western and those already completed. If you are new to Western, you may pick up a blank program sheet in the Admissions Office, department chair’s office, faculty adviser’s office, Registrar’s Office, the Academic Advisement Center or online at wcsu.edu/academics/programsheets.

Adding a Course
Q. When and how can I add a course?
A. Anytime up until the first five days of the semester for fall and spring. Go to the Registrar’s Office or fax information to the Registrar with adviser approval.

Appealing a Grade
Q. How do I appeal my final grade?
A. For more information, please refer to the “Grade Appeal Policy” in Section VI.

Attendance/Performance
Q. Is there a ‘cut limit’ at Western? What if the course is easy for me and I can get by just by studying someone else’s notes and the text?
A. You’re talking about attendance, right?
You should know that each instructor designs attendance regulations for his or her classes and will announce them at the beginning of the semester. You have to meet those requirements or risk failing the course. Most instructors regard good attendance as additional evidence of a student’s progress, and a number of them do not give top marks to students who only show up for the minimum number of classes, even if exam scores are high. Preparation and participation are also key. The university expects students to spend about two hours on preparation for every one hour of class, which is pretty much the norm for all colleges. The fact is, even if the course is tough for you, if you show up and show this kind of effort it may well be the difference between passing and failing.

Contacting a Professor
Q. How do I get in contact with my professor outside of class?
A. Professors usually list their contact information on the top of their syllabus which is handed out on the first day of class. Many professors post office hours online or outside of their office door. You could either call your professor, email or stop by the office during office hours. If you are still having difficulty contacting the professor, call or see the department secretary. The secretary can provide you with the contact information from the syllabus or forward a message on your behalf. A list of department secretaries and their contact information is provided in Section III of this handbook.
Dean's List
Q. What are the criteria for making the Dean's List?
A. The answer is easy: hard work. Complete 12 standard-graded semester hour credits with at least a 3.5 average (those three A’s and that tag-along B, or 2 A-minuses and two B-pluses, etc.). Do it in a single semester if you are a full-time student, or in one academic year if you are part-time. All work must be completed at the time grades are rolled.

Dropping a Course
Q. Is withdrawing from a course the same as dropping it?
A. No, although you must notify the registrar and your instructor when withdrawing from, as well as dropping, a course. You can drop a course during the first week it is offered and it will not appear on your transcript. But if dropping the course without replacing it causes you to lose full-time status (less than 12 semester hour credits, meaning you are not taking enough credits), you must change your status from full-time to part-time, or you must request to withdraw from that course, which will then appear on your record with a grade of W. Be aware: financial aid, housing and your insurance may be impacted by any negative change in your course-credit status.

Final Exams
Q. What if I can’t make it to the final exam?
A. Connecticut State University System rules state that final examinations (cumulative examinations) may be given only in the time period scheduled for such tests. That’s a pretty unbendable rule, so make sure you don’t make unwise plans, like unchangeable plane reservations. Other types of tests may be given throughout the term, but that’s a call your instructor must make.

GPA
Q: How do I compute my overall Grade Point Average?
A. Listed below are the number values derived from your grades. Your grade point average is calculated based on these values and the number of credits earned. It’s true — the GPA you earn by graduation will follow you wherever a college degree really matters!*

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<td>B+</td>
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<tr>
<td>RM/RP</td>
<td>Given in specified courses to permit you to improve competence without academic penalty.</td>
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Courses in which the RM or RP grade is allowed to be given:
CHE 100, COM 160/161/162, WRT 098/099/101, FR 161/162/163/164,
GER 161/162/163/164, IT 161/162/163/164, MAT 098/100, PHY 110/111,
SPA 161/162/163/164
*For a more detailed explanation of the above and other letter grades, consult the current undergraduate catalog, available at wcsu.edu/catalogs/undergraduate.

Graduating with Honors

Q. What does “Graduating with Honors” mean?
A. The following universally recognized honors are conferred upon graduating seniors who achieve them by earning the grade-point average required. (All students must have earned a minimum of 45 credits at Western to be considered.)

- Summa Cum Laude – 3.9 to 4.0
- Magna Cum Laude – 3.7 to 3.89
- Cum Laude – 3.5 to 3.69

Guidelines on Classes Missed Because of University-Sponsored Events

Q. What happens if one of my games or concerts is scheduled during my class time?
A. Each semester students and professors must deal with the inevitable conflict between class and university-sponsored co-curricular activities. As the university grows and the student body becomes more diverse, it is clear that student activities outside the classroom will continue to increase. It is the purpose of these guidelines to spell out the relationship between the two activities, and to suggest a way of accommodating any potential conflict between the two.

At present, no official written guidelines exist on the correct procedure for handling missed classes by a student as a result of participation in a university-sponsored event. A suggested protocol is needed to inform all members of the university community of the rights and expectations in this area and to allow accommodation of the needs of all without destructive conflict. Students recognize that participation in co-curricular activities benefits the students themselves and the university as well. Opportunities for growth outside the classroom are important but such participation does not take precedence over the academic mission of the school, and it cannot excuse students from required classroom work.

It is the responsibility of all students to recognize that meeting the requirements of all classes is their first priority. It is the students’ responsibility to communicate with their professors before a conflict occurs, if possible, to insure that all classroom work is properly made up. It is also the students’ responsibility to make up all required work as well as to become familiar with the material presented in the class that was missed.

By definition, university-sponsored events are legitimate, co-curricular events that are scheduled through a university department or entity, with adequate notice to all parties. For example, participation in a sports contest or a museum trip for the university would be such an event, but attending a practice session would not. It is requested that faculty members understand the depth of the students’ commitment, allow reasonable accommodation of student activities and permit work missed because of legitimate university events to be made up.

Senate approval: (R-04-04-02) 10/20/04; Administrative approval: 12/22/04
Leave of Absence
Q. I am no longer able to concentrate on my studies and need to take a break. What do I do?
A. If you find you have to leave school for a period of no more than one year, you can apply for a leave of absence. It’s similar to withdrawing from the university, but it means you may return and resume your studies without having to formally re-enter the university. A request for a leave of absence is initiated by consultation with the dean of the school governing your major. One-semester leaves may be extended with the permission of the dean but approval of the extension must be secured before the original leave time has lapsed. Forms are available in the Office of the Registrar.

Libraries
Q. What are the basic borrowing rules at Western’s libraries?
A. The following points are the guidelines for borrowing materials at the libraries:
• You must have a current Connecticut State University (CSU) ID card to borrow books and reserve materials. The CSU Library System (CONSULS) online catalog is available at consuls.org. Databases are available from http://libguides.wcsu.edu/databases
• Users may borrow circulating materials from the other CSU libraries, and these materials are delivered to the Haas or Young libraries.
• Circulating materials borrowed at one location may be renewed or returned at either the Haas or Young library, or at any of the other CSU libraries. Reserve material must be returned to the lending library.
• Books may be renewed online by going to the library’s <My Records> link in CONSULS (the CSU and State library catalog). From the drop down menu, select <Western>, enter your university windows username and password in the dialog boxes provided
• Books circulate for 28 days, unless requested by another user and may be renewed once for an additional 28 days. Media resources circulate for 14 days and are not renewed.
• Fines are ten cents per day for books and $1 per day for videos, CDs and DVDs.
• All overdue books must be returned. All fines, replacement and processing fees must be paid by the end of the semester to be able to register for classes, receive diplomas, or obtain transcripts. Library fines exceeding $10 will prevent access to borrowing books, requesting books from other CSU libraries and linking to online library databases from off campus.
• Laptop computers (wireless/networked), portable CD players, portable DVD players and headsets are available for in-house use at the Haas Library.

Q. Is library information available from off-site locations?
A. The libraries provide 24/7 virtual access to a wide variety of databases that furnish full text access to thousands of journals, magazines, newspapers, art images and streaming classical and jazz audio files. These resources, along with a growing number of e-books can be found on the library web pages and can be accessed on- or off-campus using your university window’s ID and password.
Midterm Grades
Q. When do midterm grades come out?
A. The first grade report comes approximately nine weeks into the semester. These midterm grades don’t show on your transcript, and they don’t factor into your GPA — but they do reflect the progress you are making in each class. If you’re running a D, F or INC, that’s a warning! You need to see your instructor about getting help. Or talk to your adviser. You might want to think about withdrawing from that class – financial aid, housing, health insurance, etc., may be impacted by any negative change in your course-credit status.

Plagiarism & Cheating
Q. What exactly is plagiarism?
A. For more information, see the “Academic Honesty Policy” in Section VI.

Registration
Q. What happens if I accidentally register for classes that overlap or are on different campuses?
A. Our system is set up to let you know if classes you are trying to register for overlap but it will not warn you if you are registering for classes on different campuses. Pay special attention to the following building codes:

- WA = Warner Hall (Midtown campus)
- WF = Founder’s Hall at Naugatuck Valley C. C. (Waterbury)
- WH = White Hall (Midtown campus)
- WS = Westside Classroom Building (Westside campus)

Make sure you have enough time between classes to get from one campus to the next (you should plan at least 30 minutes between Midtown and Westside). Do not register for a class in Waterbury if you have no way of getting there.

Registration PIN Numbers
Q. How do I get my Registration PIN Number? When do I register?
A. • Check your WCSU email account regularly for registration information.
• Log into WestConnduit to find out who your adviser is and the earliest date you can register. Click on the Banner tab and select “Check Registration Status.”
• Make an appointment with your adviser one to two weeks in advance of your registration date. Find out when their office hours are and either stop by or email/call ahead to make an appointment. Don’t forget to leave your contact information.
• Look at your program sheet and pick a potential schedule for next semester using Open/Close.
• Bring the program sheet and tentative schedule when you see your adviser.
• Discuss your choices, follow your adviser’s advice, get your PIN number (remember: this PIN number changes every semester).
• Register online for the classes your adviser recommends.
Satisfactory Academic Progress (SAP)
Q. What is Satisfactory Academic Progress?
A. There are several areas on campus for which Satisfactory Academic Progress (SAP) is important and they include financial aid, housing, and athletics. Please familiarize yourself with each area’s individual SAP requirements by looking at their webpages.

Study Skills
Q. My study skills are not great. I'm not good at note-taking in history or English, and I'm clueless about math — and I have a major math exam coming up!
A. There’s a lot of that going around. The cure is TLC (what we call The Learning Centers): three professionally-staffed centers that provide guidance and instruction to students who need help in specific subjects or who just want to get some really effective studying techniques. All three centers are connected to Western’s mainframe computer (with Internet capability) and are equipped with IBM and/or Apple computers for your use.

The centers are on the first floor of Midtown’s Berkshire Hall and are open weekdays, selected evenings and, when possible, weekends. Students work one-on-one with staff or student tutors in a friendly, supportive atmosphere. You can also choose to work independently on computers or form small study groups. Call or come by the centers to find out how they work!

The Math Clinic (105 Berkshire Hall; (203) 837-9244) is run by the mathematics department. The Math Clinic works on a first-come, first-served, walk-in basis. Appointments cannot be made. The tutors in the clinic are there to support the needs of students taking 100- and 200-level mathematics courses. Occasionally tutors will try to help students with general math questions in non-mathematics classes, but this is not their primary purpose or expertise. In general, the tutors will be helping groups of students in a variety of courses. There is no extended one-on-one tutoring in the Math Clinic; students interested in extended one-on-one tutoring are directed to the Tutoring Resource Center. Note that tutors will not help with take-home exams, ALEKS assessments and other forms of assessments that must be completed by the individual student.

The Tutoring Resource Center (TRC) provides assistance to students who need one-on-one tutoring, free of charge, in any academic discipline taught on both WCSU campuses. Students also may participate in the TRC sponsored workshops, which cover concepts such as note-taking, test-taking, time management, research and other relevant topics. Students may choose to work one-on-one with WCSU professor-recommended student tutors in a friendly, supportive atmosphere, or they may choose to work independently on the TRC computers or to form small study groups. This center is an important hub for students to maintain their academic success. Details of current TRC activity are on the website at wcsu.edu/trc.

In the Writing Lab (106 Berkshire Hall; (203) 837-8728) students get free tutor-
The Lab’s writing consultants, mostly graduate students, offer guidance in all aspects of writing, from development and organization to editing and proofreading. An interested student should make an appointment for a tutorial session at least a week before the deadline on the writing assignment. The writing consultant may recommend a follow-up appointment. Undergraduates may use WCSU’s online Writing Lab at eTutoring.org. All services are free to registered students.

**Withdrawing from a Course**

Q. *How do I withdraw from a course? Just quit going to class?*

A. Absolutely NOT. You must withdraw formally or you will receive an “F” for the course. First, check with the registrar to see if it’s not too late to do it, then submit the necessary documentation. Tell your instructor you are withdrawing — and, if you haven’t consulted your adviser yet, it would be smart to let him/her know, too. Never just quit going to class!
AccessAbility Services

Q. What must I do to register for services and/or accommodations?
A. Visit AccessAbility Services (AAS) in Higgins Annex room 017 to obtain an Accommodation Intake Form. Complete this form and submit your disability documentation to AAS. You can then schedule an Intake Meeting by calling AAS at (203) 837-8225 or by sending an email to obere@wcsu.edu. The Accommodation Intake Form is also available on the web at wcsu.edu/accessability.

Q. If I want accommodations, do I have to tell my professors what my disability is?
A. The AccessAbility Services Office will give you accommodation letters to give to your professors. The letters list the accommodations, i.e. extended time on exams, but they do not disclose your disability. Please remember once you are approved for accommodations you must request your accommodation letters each semester.

Q. When should I register with AccessAbility Services?
A. You may register with the AccessAbility Services Office at any time, ideally, before the semester begins, or in the case of a new disability, as soon as you are diagnosed.

Cashier’s Office

Q. I have private health insurance; why is there a charge on my bill?
A. All full-time domestic students must be covered by health insurance and are automatically enrolled and billed for health insurance. If you have insurance coverage through a private policy, you may waive the insurance charge on your bill by submitting an insurance waiver. Insurance waivers may be submitted online at wcsu.edu/insurance. If you submit an insurance waiver, you may deduct the health insurance charge from your balance due.

Q. When will I receive a bill?
A. For the fall semester, bills are posted online in June and payment is due July 15. For the spring semester, bills are posted online in mid-November and are due December 15. Bills are no longer mailed to your house.

Q. What are my payment options?
A. Online: With EZpay you can securely pay your bill online using your debit or credit card (MasterCard or Discover) or by electronic check using your checking or savings account. Credit card payments will be subject to a 2.5% convenience fee. Login to EZpay at westconnduit.wcsu.edu.

Mail: You can mail in a check or money order to the Cashier’s Office at 181 White Street, Danbury, CT 06810. Make checks payable to Western Connecticut State University and include your student ID number on the payment. Checks returned for insufficient funds or stop payment will result in a $20 fee and you will be subject to late payment penalties.

In person: Payments by cash, check or money order can be made at the Cashier’s Office, located in Old Main, Room 106. The Cashier’s Office is open
Monday through Friday from 8 a.m. to 4:30 p.m. Payments are not accepted over the phone. No mailed, faxed or in-person credit card transactions will be accepted.

**CHOICES Office**

Q. *What can I do if I am concerned about myself or someone else’s drinking behavior?*
A. The CHOICES office can provide support, education and counseling services for individuals who are worried about their own or others’ drinking or drugging behavior. Counselors are available for evaluation, consultation and on-going sessions.

Q. *Will this information remain private?*
A. All sessions at the CHOICES office are private and confidential. The only exception to this rule is: if a student is seen for policy violations and sessions are mandated. In this situation there may be some communication with the judicial department to confirm student obligations have been met. Only pertinent and necessary information will be shared and discussed with students first.

Q. *How do I make an appointment with a counselor?*
A. You can call the office at (203) 837-8899 or stop by Litchfield Hall, Room 101.

**Claims**

Q. *What do I do if I have been injured or my property has been damaged while I was on Western property?*
A. As Western Connecticut State University is an agency of the State of Connecticut, claims by individuals against the university for alleged losses and damages are barred by the Doctrine of Sovereign Immunity. A person claiming to be injured or damaged as a result of state action must pursue a claim through the State of Connecticut’s Office of the Claims Commissioner. For further information, please visit that office’s website at claims.state.ct.us/.

**Clubs and Organizations**

Q. *A few of my friends and I would like to form a new student organization. What do we have to do?*
A. Go to the Center for Student Involvement (CSI) in SC 207 and pick up a New Student Organization Creation Packet. In there you will find the “Procedures for Establishing a Recognized Organization.” Once your organization has been approved by the SGA, the organization’s officers need to complete training with the Student Life/Student Activities office before being fully recognized.

**Commuter Students**

Q. *I am a commuter student. How do I get involved?*
A. Here are a few things you should do and need to be aware of in order to stay connected:

1. If you are new to Western, attend the commuter orientation session and actively take part in everything else. You are just as much a part of Western as the residential students.
2. Attend Clubs Carnival. Every semester the current clubs hold a carnival early in the semester to recruit new members. Find out about them and sign up.

3. Make sure you sign up for your Western email account and check it regularly. The Commuter Student Organization (CSO) will probably send an e-newsletter to that address (as will some of the faculty regarding your classes).

4. Consider joining the CSO. Just send an email to Daryle Dennis, the CSO adviser, at dennisd@wcsu.edu or call him at (203) 837-8549.

5. Check out what events are happening on campus and make it a point to attend. Check the Events Calendar on the home page, go to Banner and check out the announcements in WestConnduit, or set pages such as the “What’s On?” (wcsu.edu/stuaffairs/WhatsOn.asp) or “Coffeehouse” (wcsu.edu/stuaffairs/coffeehouse.asp) websites as your favorites.

6. Find out what clubs are active on campus by going to wcsu.edu/studentcenter/studentorg/ and let them know you are interested in joining. You can also check out the Recreation webpage for information on club sports at wcsu.edu/recreation/. Stop by the Center for Student Involvement (CSI) in SC 207 to ask questions or to start your own club.

7. Look for fliers all around campus. Clubs are always using fliers to advertise their events, many of which are free and open to all students. Also, the Student Affairs office regularly posts fliers with events for commuter students.

8. Talk to other students. Go to the commuter lounge and hang out, strike up conversations. Western is full of commuter students, so it shouldn’t be hard to find someone who feels just like you do.

9. Ask questions. Can’t find anything you are looking for? Not sure what’s out there? Check with the info desk or call the Student Affairs office at (203) 837-9700.

10. Most of all — make sure being a student at Western is the best experience it can be. We are here to help you.

Confidentiality (FERPA)

Q. **What is the Student Consent Form and when/why should I fill one out?**
A. As a general rule, staff at the university will not discuss your grades, attendance record, financial aid information, etc. with your parents/guardians unless we have your permission to do so (certain exceptions apply). While we prefer that students handle all of their affairs relating to their life at the university themselves, there may be certain instances when you may want university staff to be able to talk to your parents (i.e. if you fall ill or study abroad). If you want to give the university permission to talk to your parents/guardians, you need to fill out the Student Consent Form which can be found online at wcsu.edu/stuaffairs/Forms.asp or in the Student Affairs Office, Old Main 306.

Counseling Center

Q. **How can I find out more about your services or make an appointment?**
A. Just give us a call at (203) 837-8690 or visit the Counseling Center in Student Center 222.

Q. **My friend has been seriously depressed lately. How can he/she get help?**
A. Your friend can call the Counseling Center or come in to make an appointment.
If he/she is unwilling to do so, you can let us know about the problem, and we will work with the Division of Student Affairs to get assistance for your friend.

Q. My group is interested in a presentation about a mental health-related topic. Can the Counseling Center provide one or help us to put one together?

A. Give us a call or come in for a consultation. The Counseling Center staff is available for presentations to classes, student organizations and residence groups. Our therapists provide presentations and facilitate discussions about stress management, gender issues, suicide prevention, sexual assault, counseling careers, conflict resolution, cultural diversity, substance abuse, eating disorders and many other topics.

Event Promotion

Q. Our student organization is going to hold an event on campus. How do we promote it?

A. The first stop for promoting your event should be the Center for Student Involvement (CSI) in SC 207. They can help you with the creation and distribution of flyers. For all promotions, a publicity request form must be completed at least two to three weeks in advance of the event. You may request that your announcement gets

- Placed in WestConnduit
- Announced on WXCI
- Advertised in The Echo
- Placed in the university events calendar
- Played on the campus shuttle/WCSU Campus Informational Channel
- Released to and by local media

Be aware that all SGA-funded student organizations must state on any publicity, both printed and oral: “Funded by the SGA.”

All general use bulletin boards on campus are available for student organization use (glass and walls are not appropriate posting locations). Be respectful of others’ flyers. You may remove those that have expired but do not cover up or remove those that are still current. Preferably use four thumb tacks to prevent your flyers from curling up.

For campus shuttle flyers, please submit an electronic flyer to the CSI or directly to Birte Selvaraj at selvarajb@wcsu.edu in Student Affairs at least two weeks prior to the event. (DVDs are created on Thursday and placed on the shuttle the following Monday). Flyers should be in landscape format with large font explaining the what, when and where of the event.

Information regarding events that are open to the entire campus community and/or the public should be sent to the Office of University Relations to be posted on the events calendar. Please contact Sherri Hill at hills@wcsu.edu if you need an event posted or for help promoting an event. Press releases to local media outlets also need to be authorized through the Office of University Relations. For student-only events, send the announcement to Birte Selvaraj at selvarajb@wcsu.edu in Student Affairs, and she will place an announcement in WestConnduit. Email announcements are discouraged.
Webpages are another great way not only to publicize your events but also to showcase your organization. All webpages must be in accordance with CSU and WCSU computer-use policy, and University Computing will require an agreement signed by the webmaster (student responsible for the webpage) and the adviser. Forms are available at the CSI.

Remember: for any advertising a publicity request form must be completed and can be found on the forms webpage at wcsu.edu/studentlife.

Financial Aid

Q. I’m going to need to apply for a student loan. What’s involved?
A. Complete the FAFSA online at fafsa.ed.gov. Western Connecticut State University’s code, 001380, is required. Once the FAFSA is received at the university, the Office of Student Financial Services will notify you about your eligibility for student loans.

That’s just the first step. In order to maintain eligibility, keep these things in mind:
1. You must remain a matriculated student.
2. You must be registered for six credits or more per semester.
3. You must familiarize yourself with the Satisfactory Academic Progress policy. (For a detailed description please visit wcsu.edu/finaid/progress.asp)
4. Failed or audited courses don’t count as part of those credits.
5. If you don’t fulfill the requirements, you will not be eligible for financial aid the following year.

Also, you must re-apply for your financial aid every year. Be sure to get the correct information on deadlines for re-applying. For a complete listing of financial aid information, see the current undergraduate catalog (available at University Admissions in Old Main) or visit our website.

Food & Dining

Q. Where can I eat on campus?
A. The Midtown Student Center offers an endless variety of options for resident dining. The downstairs Food Court has retail stations including the Colonial Grill, Stacks Deli featuring Thuman’s products and a soup and salad station, along with grab-n-go offerings for all tastes.

The Westside Campus Center offers both resident and retail dining with Jump Asia, Sandella’s, Grill 155, Ella’s Pizza and Pasta, a soup and salad bar and grab-n-go offerings. For evening food and drink needs, stop by The Daily Grind in the Westside Campus Center for coffee, tea, smoothies, snacks and so much more.

Q. What meal plans are available and who can get them?
A. Meal Plan options have been designed to accommodate all students, ranging from the Ultimate Dining program required for all Midtown residents, Platinum for Centennial Hall students and the Blue 75 and Gold 125 plans required for all Pinney and Grasso Hall students. These plans are also perfect to ensure that our part-time and commuter students don’t go hungry. All plans are available to all students depending on their food service needs.
Health Service

Q. **What happens if I have a medical emergency and the Health Service office is closed?**

A. Call 911 immediately for any medical emergency. The closest hospital to WCSU is Danbury Hospital on Hospital Avenue. It is approximately 0.5 miles from the Midtown campus. The main number is (203) 739-7000. Health Service also refers seriously ill students to Danbury Hospital for evaluation, treatment and/or hospitalization.

Q. **What happens if I am experiencing a mental health emergency?**

A. You can call the WCSU Counseling Center at (203) 837-8690, Monday-Friday during regular business hours. For after hours, the Western CT Mental Health Network has a 24-hr crisis hotline at (888) 447-3339. In the event of a true psychiatric emergency, please call 911 immediately.

Q. **Where can I go if I don’t have an emergency but I need to see a doctor and the Health Service office is closed?**

A. There are several walk-in and urgent-care clinics in the area.

- **Doctors Express**, 2 Main Street, Danbury, CT, 203-826-2140
- **Urgent Care of Brookfield** – open 365 days a year, no appointment needed 31 Old Route 7, Brookfield, CT, (203) 885-0808, ucofbrookfield.com.
- **OrthoPROMPT** - treats acute orthopedic injuries, no appointment necessary. 33 Hospital Avenue, Danbury, (203) 731-2300
- **Urgent Care of Southbury**, 900 Main Street, Building 2, Southbury, (203) 262-1911
- **Immediate Medical Care of Monroe**, 388 Main Street, Monroe, (203) 268-2801

Please remember to bring your insurance and ID card to any medical appointment. This is not an endorsement of local businesses or practices.

Q. **I have been out sick for so long that I don’t think I can successfully complete my classes. What do I do now?**

A. Contact your academic adviser to let him or her know what’s going on and to find out about your options. You might get permission from your instructor for an incomplete grade in an individual class that would allow you extra time to make up the work missed, or you may get permission from the instructor to withdraw from a course if the withdrawal deadline has passed. If you cannot catch up in any of your classes, you may want to complete a ‘Leave of Absence’ form (LOA) to get all ‘W’ grades rather than failing grades. Filing the LOA form would allow you to return to Western after a break of one or two semesters. If you do not plan to return to Western, you would complete a ‘Withdrawal’ form. All forms (accept for the “Incomplete” form) can be found online and should be dropped off at the Registrar’s office. Health Service does not need to sign or authorize this process. Students who withdraw from some or all of their classes (even for medical reasons) need to be aware that this may influence their Satisfactory Academic Progress (SAP) which is important for financial aid and housing. Please familiarize yourself with the requirements and consider filling out a SAP waiver form found at wcsu.edu/currentstudents/SAP_Waiver.pdf. If you participate in any intercollegiate sport, please contact the Athletic Department to see if this will affect your continuing eligibility.
Q. I have a sore throat and fever. What do I do?
A. Call Health Service at (203) 837-8594 for an appointment. The medical staff will triage your symptoms and try to accommodate you with a same-day appointment. Health Service is open Monday through Friday during regular business hours.

Housing & Residence Life
Q. What if I just don’t like my roommate — no matter how hard I’ve tried? We just have different personalities and values … but I don’t want it brought up in a group discussion or with an RA. What do I do?
A. Everybody has issues. It’s normal, but if you and your roommate have not been able to resolve — or even discuss — your differences, see your Resident Assistant (RA). Each RA is prepared to hear it all, to respect your opinion and your privacy and to make sure you know your options.

Q. Am I guaranteed housing?
A. If you pay your housing deposit by the published due date and fully participate in the housing selection process, we will commit to you. New students to the university must pay their housing deposit, complete an application, provide proof of having had a meningitis vaccine and be registered for and maintain 12 credits.

Q. What happens if I turn in my housing deposit late?
A. If you turn in your housing deposit late, you will be assigned to housing as space becomes available. Housing is not guaranteed.

Q. Are the residence halls co-ed?
A. At WCSU, all of our residence halls are co-ed. Our Midtown halls are co-ed by floor and our Westside halls are co-ed by apartment. On the Midtown campus, this means that floors alternate between male and female while on our Westside campus, this means the apartment/suite could alternate between male and female. Double rooms are occupied by two students of the same gender (sex). Co-ed floors have female-designated and male-designated bathrooms.

Q. Will I be placed with a first-year student?
A. In general, first year students are assigned to the Midtown campus with other first-year students, and transfers are assigned to the Westside campus in a room with other transfers or with returning students.

Q. What comes with my room?
A. Provided in your room are a bed, mattress (33” x 80”), dresser, desk, chair, closet and window blinds.

Q. Do the rooms have cable TV?
A. Every residence hall room is equipped with one cable TV outlet and the ability to connect to Western’s wired and wireless residence hall networks. Because these services are included as part of the room charge, no extra charges are accessed. TVs, cable cords and Ethernet cords are not provided in the residence hall rooms.
Missing Classes Due to Illness or Accident
Q. What do I do when I know I will be out sick for more than a couple of days due to an illness or because I have been in an accident?
A. Send an email to your professors explaining your situation and find out what you need to do to stay on track with your course work. If you cannot contact your professors, call the Office of Student Affairs at (203) 837-9700 to explain your situation. A confidential email will be sent to your professors on your behalf, informing them of the amount of time you will be absent. If you are out for more than five days, it is your responsibility to submit a doctor’s note to Health Service, which will follow up the initial, unofficial email with an official notification. If you are going to miss too many classes, it might be hard for you to catch up with your work. In that case, you should find out whether it is possible to get an incomplete grade for the course or if you can withdraw from one or more course and continue with others. You could also consider taking a medical leave of absence for the semester which needs to be completed before the start of finals. Leave of Absence forms are available online and should be submitted to the Registrar’s Office.

Parking
Q. When and how do I get a parking permit?
A. Student parking permits will be issued for the fall semester starting July 1. You must fill out the student vehicle registration form (available online or in the parking office) and provide a copy of your CURRENT vehicle registration. Students are only allowed to register ONE vehicle. If a second permit is issued, the first permit issued will be deactivated. Violation of this policy may result in towing and/or loss of parking privileges. If you need to drive a different vehicle for one week or less, you must call the parking office during business hours with the vehicle information. If you will be driving a different vehicle for one to two weeks, you need to go to the parking office with the vehicle registration and get a temporary permit.

Q. Is it true there is a new expiration for student permits?
A. Commuter permits for full-time students will be issued based on class year. For example, a freshman would be issued a four-year permit, sophomore three years and so on. Part-time and graduate students will be issued permits based on their expected date of completion. Midtown resident students will be issued one-year permits and Westside residents will be given two-year permits. If your housing status changes during the year, you must come to the parking office and update your permit.

Sexual Assault
Q. What do I do if I or someone I know has been sexually assaulted?
A. Please refer to the “Interpersonal Violence Protocol” policy in Section VI.

Stamps
Q. Where can I buy stamps?
A. The closest place to buy domestic stamps is the WCSU Bookstore. For international stamps you could go to the Danbury Post Office with locations
on Main Street (downtown), Backus Avenue (near the mall) or the Route 6 Mail Room at 60 Newtown Road, Danbury.

Transportation
Q. I need a ride! What are my options?
A. To get between campuses, use the Campus Shuttle. The shuttle is free of charge for the use of Western students traveling between Midtown and Westside campuses. Check the schedules (allow three to four minutes leeway) and leave the driving to them! Departure locations are firm, and no unauthorized stops can be made anywhere along the way. However, upon request, the shuttle will stop at the Danbury train station, Brookside Commons and the HART Bus pulse point in downtown Danbury.

The City of Danbury also offers the HART bus service and the trolley you see making its way across town. Of course, there’s always the option of a taxicab. Below are some numbers to keep on hand.

<table>
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<th>Service</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>HART/Housatonic Area Regional Transit</td>
<td>(203) 748-2034</td>
</tr>
<tr>
<td>Maffei’s Taxi Service</td>
<td>(203) 792-0029</td>
</tr>
<tr>
<td>Connecticut Limousine (to airports)</td>
<td>(800) 472-5466</td>
</tr>
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Q. How do I know which HART bus to take?
A. HART bus schedules are available in the Student and Campus Centers. You can also check out the HART Web page at www.hartransit.com or refer to the Danbury Surrounding Area Map available in the Student Affairs office.

Q. Can I get to the mall or AMC Loews Movie Theatre using the HART bus?
A. Yes. Call (203) 748-2034 for details.

Q. What’s the best way to get to New York City (short of driving)?
A. The Metropolitan Transportation Authority (MTA) railroad line has a train departing from Danbury train station to Grand Central, but the ride is fairly long. MTA’s Brewster and Southeast stations (just over the border in New York, exits 20 and 19 off Interstate 84 West) are better options if you can get a ride to either station. For information for the MTA, call (212) 532-4900, or visit http://mta.info. There is also bus and limousine service to the city. Call below for more details on other long-distance travel:

Peter Pan/Bonanza Bus: 1-800-343-9999 or www.peterpanbus.com
Greyhound Bus Lines: 1-800-231-2222 or www.greyhound.com
Coach Tours: 1-800-822-6224 or www.coachtours.com

Also, check out the “How to get to” webpage at wcsu.edu/orientation/helpfulhints.asp
Academic Honesty Policy
wcsu.edu/catalogs/undergraduate

As stated in the university catalog, “A student has an obligation to demonstrate honesty in carrying out his/her academic assignments.” Students are responsible for maintaining the academic integrity of the university by following the Academic Honesty Policy. Students are responsible for doing their own work and avoiding all forms of academic dishonesty. For more information please refer to the entire policy found in the current undergraduate catalog on the web at the address above.

Alcoholic Beverage Policy
Guide to Housing and Residence Life
wcsu.edu/housing/policies.html or wcsu.edu/hr/policies/alcohol.asp

Western Connecticut State University is concerned about the health and welfare of its academic community. We recognize our responsibility in establishing policies and setting guidelines that foster a safe and healthy environment where our students and employees can learn and work to their fullest potential. The university also recognizes that the misuse of alcohol represents a serious threat to the physical, intellectual, spiritual and emotional well being of our students, employees and society as a whole. The health and risks associated with abuse include: alcohol poisoning, severe intoxication, injury, assault, sexual assault, unsafe sex practices, academic problems, lowered self-esteem, drunken driving, blackouts, vandalism, property damage, problems with authority and lowered grades and attendance. Our common goal is to foster a university community where the intellectual development of our students and job satisfaction of our employees are free from the harmful effects of alcohol misuse. For more information please refer to the entire policy found on the web at the addresses above.

The information below is a summary of the Residence Halls section of the WCSU Alcohol Policy. Every student is encouraged to read the WCSU comprehensive, campus-wide alcohol policy at wcsu.edu/housing/policies or wcsu.edu/hr/policies/alcohol.asp.

- Possession or consumption of alcoholic beverages by persons under the legal drinking age is prohibited. Sale, purchase or possession of alcohol without liquid (alcohol vaporization) machines is prohibited. (Section 30-116)
- The manufacturing of alcoholic beverages is prohibited.
- Students of legal drinking age may not have alcohol in their room/apartment at any time if any of the students residing in the room/apartment are under the legal drinking age. No alcohol will be visible or consumed while anyone under the legal drinking age is in the room or apartment.
- It is never permitted to possess an open container of alcohol or consume alcohol in public areas in or around the residence halls. This includes but is not limited to hallways, practice or study rooms, computer rooms, lounges, bathrooms, and lawns or parking areas adjacent to the residence halls (including parking garages).
• Common source alcohol containers (such as, but not limited to, kegs, beer balls, punch bowls and wine boxes) are prohibited.
• Alcohol containers, full or empty, may not be used for decorative purposes. Paraphernalia associated with drinking or alcohol related games (such as, but not limited to, funnels, beer bongs, shot glasses and taps) are not permitted in the residence halls. Possession of such implements or containers is a violation of University policy.
• The storing, displaying or collecting of empty alcohol containers in a room or apartment is prohibited. Failure to remove empty containers or storing empty containers can lead to health and safety violations.
• Any student, athletic, faculty or administrative event at which alcohol will be served must comply with the procedures and complete the paperwork as outlined in the University Alcohol Policy.

For a full explanation of the policy, please follow the links listed above. If you have any questions, call Housing and Residence Life (203) 837-8531 or the Substance Abuse Prevention Program at (203) 837-8899.

Course Repeat Policy (Undergraduate)
Undergraduate Catalog
wcsu.edu/catalogs/undergraduate/aca_svcs.asp

Students may repeat any course during their tenure at Western Connecticut State University. The total number of credits that students may repeat is limited to 17 credits, and no course may be repeated without approval of the chair of the department offering the course and the dean of the respective school. The most recent course grade and credit will be applied to the GPA and degree requirements. The original grade will not count. All grades will appear on the student’s transcript. This policy applies to undergraduate students and only to courses repeated at WCSU beginning with the Fall 2008 academic semester. Repeated courses will be indicated with an E on the transcript. Any course designated as X98 (Faculty Developed Study) or X99 (Student Independent Study) are excluded from this policy.

Note: Repeating courses taken in a previous semester may affect certain federal and state benefits, various financial aid programs, loans, scholarships, and social security benefits, in addition to athletic eligibility and veteran’s benefits. Satisfactory Academic Progress (SAP) requirements must be met for continued financial aid eligibility. See the Office of Student Financial Services section of the catalog for the Satisfactory Academic Progress Policy.

Note: Education majors and post baccalaureate certification students should refer to the Education Department for information regarding the repeating of courses.
CSU Computer Use Policy
Undergraduate Catalog
wcsu.edu/uc/csunetpol.asp
wcsu.edu/technology/computerusepolicy.asp

University computer systems and networks are provided for student use as a part of the university academic program. Students are encouraged to become proficient in the use of computers as a means of enhancing their educational experience. However, widespread student use also necessitates certain rules of computer conduct. Computer misconduct can result in restrictions on or revocation of computer access privileges. Please familiarize yourself with the CSU Computer Policy in the undergraduate catalog on the web.

Grade Appeal Policy
Undergraduate Catalog
wcsu.edu/catalogs/undergraduate/aca_svcs.asp

The university recognizes that in rare instances there may be “palpable injustice(s)” in the determination of a final grade. Students may use the appeal process when they believe there is evidence to show that 1) a final grade was determined by methods and criteria different from those used for determining final grades for others in the same class or 2) the evaluation was made as the result of bias or caprice. For additional information on how to appeal a final grade, please refer to the entire Grade Appeal Policy in the undergraduate catalog on the web at the address above.

Nondiscrimination Policy/Affirmative Action, Multiculturalism
Undergraduate Catalog
wcsu.edu/catalogs/undergraduate/policy.asp

Western Connecticut State University is an affirmative action/equal opportunity educator and employer, fully committed to the goal of providing equal opportunity and full participation in its educational programs, activities and employment without discrimination because of race, color, religious beliefs or association, sex, age, national origin, marital status, sexual orientation, physical disability, including but not limited to blindness, learning disability, or mental retardation, past or present history of mental disorder, or prior conviction of a crime, in accordance with state and federal laws. For more information, please refer to the entire policy in the undergraduate catalog on the web at the address above.

Policy on Parental Notification
Guide to Housing and Residence Life
wcsu.edu/stuaffairs/parentalnotification.asp

The 1998 Higher Education Amendment to FERPA (Family Education Right to Privacy Act) permits colleges and universities to notify parents of dependent students under the age of 21 when those students are found responsible for alcohol and other drug-related offenses. Western Connecticut State University endorses
this policy while encouraging students to take responsibility for their actions. This policy is enforced for all second-time alcohol/drug policy violations as well as all first-time violations resulting in a medical transport to the hospital.

Public Forums, Demonstrations, Marches and Protests
wcsu.edu/stuaffairs/policies.asp

Western Connecticut State University is committed to maintaining an environment where the free expression of ideas and open, vigorous debate and speech can occur. Every member of the campus community has an obligation to promote and respect free expression in the university. No member shall prevent such expression. As a member of this academic community, your rights as a citizen are neither increased nor lessened by your status as a member of the university community. However, you do have added responsibilities. These added responsibilities include the exercise of civility and honesty and a respect for the dignity, diversity, equality and freedom of others. For more information, please refer to the entire policy.

Sexual Assault: Guidelines and Procedures for Students Dealing with Issues Related to Sexual Assault
wcsu.edu/stuaffairs/policies.asp

Western Connecticut State University (WCSU) asserts that all students have the right to be free from interpersonal violence such as sexual assault, sexual harassment, stalking, and dating or domestic violence. WCSU prohibits any student from infringing upon these rights within our campus community. A set of guidelines and procedures has been designed to provide students important information regarding the systems that are in place at WCSU to support any student whose rights have been violated. The university will take prompt action based on violations of the Student Code of Conduct while simultaneously assisting students who also wish to pursue legal action for crimes that may have been committed. These guidelines and procedures have been developed to comply with recent legislation approved by the CT State Legislature (HB 5031), effective July 1, 2012. This legislation requires universities to adopt and disclose policies related to sexual assault on campuses.

An array of counseling, medical, police, disciplinary, and administrative services is immediately available to WCSU students reporting instances of interpersonal violence on campus. WCSU is committed to supporting informed choice among these services and protecting anonymity within the confines of legal requirements to report instances of violence on campus. If confidentiality is a concern, you are encouraged to inquire about your rights. For the entire policy, please go to wcsu.edu/stuaffairs/policies.asp.

Sexual Harassment Policy
Undergraduate Catalog
wcsu.edu/hr/policies/sexualharassment.asp

It is the policy of Western Connecticut State University, in keeping with efforts to
establish an environment in which the dignity and worth of all members of the institutional community are respected, that sexual harassment of students and employees at Western Connecticut State University is unacceptable conduct and will not be tolerated. Sexual harassment may involve the behavior of a person of either sex against a person of the opposite or same sex when that behavior falls within the definition outlined. For additional information, please refer to the entire policy in the undergraduate catalog on the web at the address above.

Smoking Policy

Guide to Housing and Residence Life
wcsu.edu/hr/policies/smoking_policy_1007.asp

Western Connecticut State University is a public university authorized under state statutes. In accordance with current statutes applicable to buildings owned and/or operated by the State of Connecticut and residence halls in public institutions of higher education, smoking is prohibited inside all buildings. In addition, the university has established the policy that smoking is prohibited within a 15-foot distance of all building entrances, exits and open windows in order to reduce the infiltration of second-hand smoke into occupied spaces.

Approved on September 19, 2007 by the University Senate – Resolution R-07-09-04
Approved on October 26, 2007 by Dr. James Schmotter, University President

Student Confidentiality (FERPA)

Undergraduate Catalog
wcsu.edu/registrar/policies.asp#ferpa

The Family Educational Rights and Privacy Act (FERPA) is a federal law that protects the privacy of student education records. Education records belong to students unless students agree in writing to allow third parties to see this information. Similarly, the release of health and mental health records also require a student’s written permission. In certain cases, such as a legal subpoena, the university may be required to share the information but in these cases students would be notified that the records were being released. Western can disclose, without consent, “Directory” information, such as name, address, telephone number, dates of attendance, full- or part-time status, awards and honors, major field of study, school or college, degrees, graduation date, participation in officially recognized activities and sports, weight and height of members of athletic teams, and photos and videos of athletes. Students may withhold directory information by notifying the Office of the Dean of Students, in writing, prior to the start of the academic year. Such a request would be honored until such time students requested in writing that their directory information again be made public.

For a full description of student rights under FERPA and other confidentiality issues please refer to the web address above.
I. Student Code of Conduct

Preamble
Academic institutions exist for the transmission of knowledge, the pursuit of truth, the development of students and the general well-being of society. In line with this purpose, the university has the duty to protect the freedoms of inquiry and expression and furthermore has the responsibility to encourage all of its members to develop the capacity for critical judgment in their sustained and independent search for truth.

The Connecticut State University System has certain self-defined institutional values. Principal among these values is respect for the dignity, rights and individuality of each member of the university community. The opportunity to live, study and work in an institution that values diverse intellectual and cultural perspectives and encourages discussion and debate about competing ideas in an atmosphere of civility is a basic component of quality higher education.

All members of the university community must at all times govern their social and academic interactions with tolerance and mutual respect so that the men and women who pass through the university’s doors are enriched by these experiences and are prepared for full and enlightened participation in a multi-cultural society. Because of the university’s commitment to principles of pluralism, mutual respect, and civility, certain activities are not acceptable on the university’s campus. Acts of intolerance, hatred or violence based on race, religion, sexual orientation, disability, gender, age or ethnic background are antithetical to the university’s fundamental principles and values. It is the university’s responsibility to secure the student’s right to learn by establishing an environment of civility.

The disciplinary process is intended to be part of the educational mission of the CSU System. Student disciplinary proceedings are not criminal proceedings and are not subject to court rules of procedure and evidence.

Introduction
This Student Code of Conduct (hereinafter the “Student Code”) is intended to present a clear statement of student rights and responsibilities established by the Connecticut State University System (“CSUS”) Board of Trustees. The Board has charged the Chancellor with developing procedures to protect those rights and to address the abdication of those responsibilities in collaboration with the four Universities. The Student Code describes the types of acts that are not acceptable in an academic community.

Students must be aware that, as citizens, they are subject to all federal and state laws in addition to all university regulations governing student conduct and respon-
Western Connecticut State University                 Student Handbook 2013-14

sibilities. Students do not relinquish their rights or shed their responsibilities as citi-
zens by becoming members of the Connecticut State University community.

Disclaimer: This code is neither a contract nor an offer of a contract between the university and any student. The provisions of this code are subject to revision at any time.

Part A: Definitions
The following list of defined terms utilized throughout this Student Code is provided in an effort to facilitate a more thorough understanding of the Code. This list is not intended to be a complete list of all the terms referenced in the Student Code that might require interpretation or clarification. The Vice President for Student Affairs or his or her designee shall make the final determination of the definition of any term found in the Student Code. For purposes of interpretation and application of the Student Code only, the following terms shall have the following meanings:

1. “Accused Student” means any student accused of violating this Student Code.

2. “Appellate Body” means any person or persons authorized by the Vice President for Student Affairs or his or her designee to consider an appeal from a determination by a Hearing Body that a student has violated the Student Code.

3. “Disciplinary Officer” or “Conduct Administrator” means a university official who is authorized to determine the appropriate resolution of an alleged violation of the Code and/or to impose sanctions or affect other remedies as appropriate. Subject to the provisions of this Code, a disciplinary officer or conduct administrator is vested with the authority to, among other duties: investigate a complaint of an alleged violation of the Code; decline to pursue a complaint; refer identified disputants to mediation or other appropriate avenues of resolution; establish charges against a student; enter into an administrative agreement developed with an Accused Student in accordance with Section II-B-3 of this Code; advise a Hearing Body; and present the case against the Accused Student as the Complainant before the Hearing Body.

4. “Hearing Body” means any person or persons authorized by the Vice President for Student Affairs to determine whether a student has violated the Code and to impose sanctions as warranted, including a hearing officer, hearing board or hearing panel.

5. “Instructor” means any faculty member, teaching assistant or any other person authorized by the university to provide educational services, including, but not limited to, teaching, research and academic advising.

6. “Member of the University Community” means any person who is a student, a university official, or any other person who works for the university, either directly or indirectly (e.g., for a private enterprise doing business on the university’s campus).

7. “Policy” means the written regulations, standards and student conduct expectations adopted by the university and found in, but not limited to, the Student
Handbook, the Residence Life Handbook, the housing contract, the graduate and undergraduate catalogs and other publicized University notices.

8. “Prohibited Conduct” means the conduct prohibited by this code, as more particularly described in Part I-D of this code.

9. “Reporting Party” means any person who submits a charge alleging that a student has violated this code.

10. “Student” means any person admitted, registered, enrolled or attending any university course or university-conducted program, whether full time or part time, and whether pursuing undergraduate, graduate or professional studies. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the University are considered “students” for purposes of application of this code.


12. “Student Organization” means an association or group of persons that has complied with the formal requirements for university recognition.

13. “Support Person” means a person who accompanies an Accused Student, a Reporter, a witness or a victim to a hearing for the limited purpose of providing support and guidance. A support person may not directly address the Hearing Body, question witnesses or otherwise actively participate in the hearing process.

14. “University” means the CSU System University where the alleged violation of the code occurred.

15. “University Affiliates” means individuals and/or entities with whom or with which the university has a contractual relationship.

16. “University Calendar Days” means the weekdays (Mondays through Fridays) when the university is open.

17. “University Official” means any person employed by the university to perform assigned administrative, instructional or professional responsibilities.

18. “University Premises” means all land, buildings, facilities and other property in the possession of, or owned, used, and/or controlled by the university either solely or in conjunction with another entity.

19. “Shall” and “will” are used in the imperative sense.

20. “May” is used in the permissive sense.
Part B: Application, Distribution and Administration of the Student Code of Conduct

1. Application of the Student Code: The Student Code shall apply to the four Connecticut State Universities: Central Connecticut State University, Eastern Connecticut State University, Southern Connecticut State University and Western Connecticut State University. An alleged violation of the Student Code shall be addressed in accordance with the procedures agreed to by the universities, even if the accused Student has withdrawn from the university prior to the completion of the disciplinary procedures.

The Student Code shall apply to Students and to Student Organizations. The term “student” shall generally apply to the student as an individual and to a student organization as a single entity. The officers or leaders of a particular student organization usually will be expected to represent the organization during the disciplinary process. Nothing in this student code shall preclude holding certain members of a Student Organization accountable for their individual acts committed in the context of or in association with the organization’s alleged violation of this code.

2. Distribution of the Student Code of Conduct: The Student Code shall be made available electronically and/or in a printed publication to students, faculty and staff. The Office of Student Affairs will distribute and make available to students, faculty and staff, electronically and/or in a printed publication, any revisions to the code.

3. Administration of the Student Code: The Vice President for Academic Affairs shall be the person designated by the University President to be responsible for the administration of the Academic Misconduct portion of the Student Code. The Vice President for Student Affairs shall be the person designated by the University President to be responsible for the administration of the Non-Academic Misconduct portion of the Student Code.

Part C: Scope of Disciplinary Authority

A Student who is found responsible for engaging in conduct that violates the Student Code on any Connecticut State University System campus or on property controlled by the university or by any university affiliate shall be subject to the sanctions described in this code. Students who attempt to engage in conduct that violates this code, who knowingly encourage, aid or assist another person in engaging in such conduct, or who agree with another person, explicitly or otherwise, to engage in such conduct, may also be subject to disciplinary action.

Off-campus misconduct may be subject to the jurisdiction of the university and addressed through its disciplinary procedures if one of the following conditions is met: (i) a student engages in prohibited conduct at an official university event, at a university-sanctioned event, or at an event sponsored by a recognized student organization; or (ii) a student engages in prohibited conduct under such circumstances that reasonable grounds exist for believing that the Accused Student poses a threat to the life, health or safety of any member of the university community or to the property of the university.
Part D: Prohibited Conduct
The following list of behaviors is intended to represent the types of acts that constitute violations of this Code. Behaviors that are prohibited by this Code may be categorized into four areas: violations involving personal integrity, violations involving the rights of other individuals, violations involving health and safety of the university community and violations involving the ongoing activities and/or processes of the university. Although the list is extensive, it should not be regarded as all-inclusive.

Violations Involving Personal Integrity
1. Academic misconduct, which includes, but is not limited to, plagiarism and all forms of cheating.

Plagiarism may be defined as occurring when “a writer … uses someone else’s language, ideas or other original (not common knowledge) material without acknowledging its source.” (Council of Writing Program Administrators, 2003.) It includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

Cheating includes, but is not limited to: (i) use of any unauthorized assistance in taking quizzes, tests or examinations; (ii) use of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems or carrying out other assignments; (iii) the acquisition, without permission, of tests or other academic material belonging to a member of the university faculty or staff; and (iv) engaging in any other such behavior specifically prohibited by a faculty member in the course syllabus.

2. Acts of dishonesty, including but not limited to the following:
   a. Misuse of university documents, including, but not limited to, forging, transferring, altering or otherwise misusing a student fee card, student payroll card, identification card or other university identification document, course registration document, schedule card, transcript or any other university-issued document or record.
   b. Knowingly furnishing false information to any university official, faculty member or office.

3. Theft of property or services, or damage to, defacement or destruction of, or tampering with real or personal property owned by the State of Connecticut, the university or any member of the university community.

Violations Involving Other Individuals
4. Actual or threatened physical assault or abuse, threatening behavior, intimidation or coercion.
5. Sexual assault; sexual misconduct, which is defined as any unwanted or unwelcome physical contact of a sexual nature; or sexual harassment, which is defined as any unsolicited, unwelcome, and unwanted sexual advance or other conduct of a sexual nature which has the effect of interfering with an individual's performance or creating an intimidating, hostile, or offensive environment. Sexual assault or misconduct may include a sexual act directed against another person when that person is not capable of giving consent, which shall mean the voluntary agreement by a person in the possession and exercise of sufficient mental capacity to make a deliberate choice to do something proposed by another. A person who initially consents to sexual activity shall be deemed not to have consented to any such activity which occurs after that consent is withdrawn. Consent cannot be assumed because there is no physical resistance or other negative response. A lack of consent may result from mental incapacity (e.g., ingestion of alcohol or drugs that significantly impairs awareness or judgment) or physical incapacity (e.g., the person is unconscious or otherwise unable to communicate consent).

6. Violations of privacy, including, but not limited to, voyeurism and the use of web-based, electronic or other devices to make a photographic, audio or video record of any person without his or her prior knowledge, and without his or her consent, when such a recording is intended or likely to cause injury or distress. This includes, but is not limited to: (i) surreptitiously taking pictures or videos of another person in spaces such as sleeping areas, bathrooms, gymnasiums, locker rooms and changing areas; and (ii) sexually exploiting another person by electronically recording, or permitting others to view or electronically record, consensual sexual activity without a partner's knowledge or permitting others to view or listen to such video or audio tapes without a partner's knowledge and consent. Publicizing or threatening to publicize such records will also be considered a violation of this code.

7. Hazing, which is defined as an act that endangers the mental or physical health or safety of a student, or which destroys, damages or removes public or private property for the purpose of initiation or admission into, affiliation with, or as a condition for continued membership in, a group or organization. The express or implied consent of the victim will not be a defense to an allegation of hazing. Consenting to the activity by remaining silent or not objecting in the presence of hazing is not a neutral act and is also a violation of this Student Code.

8. Stalking, which is defined as repeatedly contacting another person when:
   a. The contacting person knows or should know that the contact is unwanted by the other person; and
   b. The contact causes the other person reasonable apprehension of imminent physical harm or the contacting person knows or should know that the contact causes substantial impairment of the other person’s ability to perform the activities of daily life.

As used in this definition, the term “contacting” includes, but is not limited to, communicating with (including Internet communication via email, instant message, online community or any other Internet communication) or remaining in the physical presence of the other person.
9. Harassment, which is defined as conduct that is abusive or that interferes with a person’s pursuit of his or her customary or usual affairs, including, but not limited to, such conduct when directed toward an individual or group because of race, ethnicity, ancestry, national origin, religion, gender, sexual orientation, age, physical attribute or physical or mental disability or disorder, including learning disabilities and mental retardation.

10. Conduct that is disorderly, lewd or indecent (including, but not limited to, public nudity and sexual activity in areas generally open to members of the campus community); breach of peace; or aiding, abetting or procuring another person to breach the peace on university premises or at functions sponsored by, or participated in by, the university or members of the university community.

11. Behavior or activity that endangers the health, safety or well-being of oneself or others.

Violations Involving Health and Safety of the University Community

12. Unauthorized possession, duplication or use of keys to any university premises, or forcible and/or unauthorized entry into and/or unauthorized presence in university premises.

13. Starting fires, causing explosions, falsely reporting the presence of fire, bombs, incendiary or explosive devices or falsely reporting an emergency.

14. Unauthorized or improper possession, use, removal, tampering or disabling of fire and/or safety equipment and warning devices, failure to follow standard fire and/or emergency safety procedures or interference with firefighting or emergency response equipment or personnel.

15. Use, possession, purchase, sale or distribution of alcoholic beverages, except as expressly permitted by law and university regulations. Alcoholic beverages may not, under any circumstances, be used by, possessed by, or distributed to any person under 21 years of age.

16. Use, possession, purchase, sale, distribution or manufacturing of narcotics, controlled substances and/or drugs, including, but not limited to, marijuana and heroin, or drug paraphernalia, except as expressly permitted by law.

17. Use, possession or distribution of firearms, ammunition for firearms, other weapons or dangerous instruments, facsimiles of weapons or firearms, fireworks, explosives or dangerous chemicals. A dangerous instrument is any instrument, article or substance that, under the circumstances in which it is being utilized, is capable of causing death or serious physical injury. The possession of a deadly weapon or dangerous instrument on campus is strictly prohibited, even if such item is legally owned.

18. Gambling, including, but not limited to, promoting, wagering, receiving monies for wagering or gambling for money or property, on university premises.
19. Disruption or obstruction of any university function, activity or event, whether it occurs on or off the campus or of any non-university function, activity or event that is authorized by the university to occur on its premises.

Violations Involving the Ongoing Activities and/or Processes of the University

20. Intentional obstruction of the flow of pedestrian or vehicular traffic on university premises or at university-sponsored or supervised functions or interference with entry into or exit from university premises or with the free movement of any person.

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

22. Conduct that violates published university policies, rules and regulations, including, but not limited to, residence hall rules and regulations.

23. Conduct prohibited by any federal, state and/or local law, regulation or ordinance.

24. Unauthorized use of university property or the property of members of the university community or of university affiliates.

25. Theft, unauthorized use or abuse of university computers and/or peripheral systems and networks, including, but not limited to:
   a. Unauthorized access to university computer programs or files;
   b. Unauthorized alteration, transfer or duplication of university computer programs or files;
   c. Unauthorized use of another individual's identification and/or password;
   d. Deliberate disruption of the operation of university computer systems and networks;
   e. Use of university computing facilities and resources in violation of copyright laws (including unauthorized peer-to-peer file sharing of copyrighted material, including, but not limited to, copyrighted music, movies, and software);
   f. Use of computing facilities and resources to send obscene messages (which are defined as messages that appeal mainly to a prurient, shameful or morbid interest in nudity, sex, excretion, sadism or masochism, go well beyond customary limits of candor in describing or representing such matters, and are utterly without redeeming social value); and
   g. Violation of the Connecticut State University System Policy Statement on Student Use of University Computer Systems and Networks and/or any applicable university computer use policy.

26. Abuse of the university disciplinary system, including but not limited to:
   a. Failure to obey the notice from a Hearing Body or University Official to appear for a meeting or hearing as part of the Student Conduct system;
b. Falsification, distortion, or intentional misrepresentation of information to a Disciplinary Officer or Conduct Administrator or before a hearing body;
c. Institution of a disciplinary proceeding knowingly without cause;
d. Disruption or interference with the orderly conduct of a disciplinary proceeding;
e. Attempting to discourage an individual's proper participation in, or use of, the disciplinary system;
f. Attempting to influence the impartiality of a Disciplinary Officer, Conduct Administrator or member of a hearing body prior to, and/or during the course of, the disciplinary proceeding;
g. Harassment (verbal or physical) and/or intimidation of a Disciplinary Officer, Conduct Administrator, or member of a hearing body prior to, and/or during the course of, the disciplinary proceeding;
h. Failure to comply with the sanction(s) imposed under the Student Code; and
i. Influencing or attempting to influence another person to commit an abuse of the disciplinary system.

II. Procedures for Addressing Allegations of Misconduct

Part A: Procedures for Addressing Allegations of Academic Misconduct

Procedures for addressing allegations and sanctions regarding academic misconduct (as defined in Section I.D.1 above) shall be established by the universities. Below are a set of principles to which such procedures shall adhere.

1. Instructor’s Role: When the instructor of record or his or her designee believes that an act of academic misconduct has occurred, he or she shall notify the student of the allegation and save any evidence of such misconduct in its original form. (Copies of the accused student’s work will be provided to the student upon request.) In addition, the instructor shall not transmit a final grade to the registrar until such time as the allegation(s) of academic misconduct are finally determined.

2. Information from a person other than student’s instructor: Any member of the university community may provide information that might lead to a complaint against a student alleging academic misconduct.

3. The Academic Misconduct Hearing Board: There shall be an academic misconduct hearing board convened by the university’s Disciplinary Officer to consider allegations of academic misconduct lodged against a student. The university’s disciplinary officer shall be a non-voting member of the board and act as convener.

4. Hearing Process: The accused student shall be afforded adequate notice of the allegation, an opportunity to discuss the allegation with the instructor and adequate time to request and prepare for a hearing. All parties shall have an opportunity to be heard and a record of the proceedings shall be made. The decision of a hearing board shall be communicated in writing.
5. Sanctions: If the academic misconduct hearing board determines that the accused student is “Not Responsible,” the board shall not impose sanctions. The board shall so advise the student's instructor and the instructor shall reevaluate the student's course grade in light of the Board's determination. If the academic misconduct hearing board determines that the accused student is “Responsible,” the academic sanction set forth in the instructor's course syllabus shall be imposed.

The academic misconduct hearing board may make a recommendation to change the academic sanction imposed by the instructor on the basis of its hearing of the evidence of academic misconduct. Upon consideration of the accused student's record of misconduct and/or the nature of the offense, the academic misconduct hearing board may impose additional non-academic sanctions in proportion to the severity of the misconduct. These sanctions may include the following: warning, written reprimand, discretionary sanctions, suspension and/or expulsion, as described in II.D of this Student Code of Conduct.

6. Appeals: The decision rendered by the academic misconduct hearing board may be appealed to the Provost/Academic Vice President, who shall review the record of the hearing, including any and all documents presented to the academic misconduct hearing board. An appeal shall be in writing and shall be delivered to the Provost/Academic Vice President within three (3) university calendar days of receipt of the academic misconduct hearing board’s written decision.

An appeal may be brought on any of four grounds: (a) a claim that an error in the hearing procedure substantially affected the decision; (b) a claim that new evidence or information material to the case was not known at the time of the hearing; (c) a claim that the non-academic sanction(s) imposed was not appropriate for the violation of the code for which the accused student was found responsible; and/or (d) a claim that the academic sanction imposed has resulted in a palpable injustice. The Provost/Academic Vice President shall have the right to deny an appeal not brought on any of the foregoing grounds. The decision rendered by the Provost/Academic Vice President shall be final and there shall be no further right of appeal.

Part B: Procedures for Addressing Allegations of Nonacademic Misconduct

The following procedures shall be followed in addressing allegations of non-academic misconduct.

1. Providing Information Leading to a Complaint: Any member of the university community may provide information leading to the filing of a complaint against a student or a student organization alleging a violation of the Student Code. A complaint must be made in writing and submitted to the university's Disciplinary Officer or Conduct Administrator.

2. Disciplinary Proceedings Against a Student Charged with a Violation of Law and a Violation of the Code: University proceedings may be instituted against an accused student who has been charged with a violation of state or federal law for conduct that also constitutes a potential violation of this Code (that is, if both possible violations result from the same factual situation) without regard to the penden-
cy of civil or criminal litigation in court or criminal arrest and prosecution. Proceedings under this Student Code may be carried out prior to, simultaneously with or follow-
ing the institution of civil or criminal court proceedings against the accused student. Determinations made or sanctions imposed under this Student Code shall not be subject to change because criminal charges arising out of the same facts giving rise to violation of university rules were dismissed, reduced or resolved in favor of or against the criminal law defendant.

3. Pre-Hearing Investigation and Administrative Disposition: The Disciplinary Officer or Conduct Administrator may conduct an investigation to determine if the charges have merit and/or if they can be disposed of administratively by mutual consent of the Accused Student and the Disciplinary Officer or Conduct Administrator. Such dis-
position shall be final and there shall be no subsequent proceedings. If the charges are not admitted and/or cannot be disposed of by mutual consent, the Disciplinary Officer or Conduct Administrator may also present the case for the university at any subsequent hearing, but if he or she does, he or she shall not serve as a member of the hearing body.

4. Hearing Bodies: A student accused of misconduct has the right to be heard by an impartial hearing body. Any dispute surrounding the impartiality of the hearing body or any member thereof will be referred to the Vice President for Student Affairs or his or her designee, who will review the matter and make a determination.

5. Hearing Procedures:

a. Notice of Hearing: Normally, a hearing will be conducted within ten (10) university calendar days of the accused student being notified of the charges. Notice may be provided to the accused student by in-hand delivery, by registered mail, by university email, with delivery receipt attached, or by certified mail, return receipt requested, or by overnight delivery, with signature of recipient required. Notice shall be sent or deliv-
ered to the accused student at his or her campus email address, campus address, if any, or at his or her home address on file with the university, whichever is appropriate. Should the accused student refuse to accept in-hand delivery, a written statement of the attempted delivery of the notice signed by the person attempting to make such delivery shall constitute notice. Should the accused student refuse to sign for registered or certified mail, the postal document indicating such refusal shall consti-
tute notice. Delivery of notice via university email shall constitute notice regardless of whether the accused student has opened and read the email itself.

The notice shall advise the accused student of each section of the Student Code alleged to have been violated and, with respect to each such section, a statement of the acts or omissions which are alleged to constitute a violation of the Code, includ-
ing the approximate time when and the place where such acts or omissions allegedly occurred.

The accused student shall be afforded a reasonable period of time to prepare for the hearing, which period of time shall not be less than three (3) university calendar days. The accused student, the reporting party and/or any alleged victim may request a
delay of the hearing due to extenuating circumstances. Any decision to postpone the hearing shall be made by the Disciplinary Officer, Conduct Administrator, the hearing body or the designee of the Vice President for Student Affairs.

b. **Hearing:** Hearings shall be closed, but the hearing body may, in its discretion, admit any person into the hearing room. The hearing body shall have the authority to discharge or to remove any person whose presence is deemed unnecessary or obstructive to the proceedings.

The accused student, the reporting party and any alleged victim shall have the right to be present at all stages of the hearing process except during the private deliberations of the hearing body and the presentation of sanctions. In hearings involving more than one accused student, the hearing body may determine that, in the interest of fairness, separate hearings should be convened.

c. **Record of Hearing:** When expulsion or suspension from the university or residence hall separation is a possibility, the university shall make a recording of the hearing. The recording shall be the property of the university. No other recordings shall be made by any person during the hearing. Upon request, the accused student may review the recording in a designated university office in order to prepare for an appeal of the decision rendered by the hearing body. Further disclosure of the recording shall be governed by applicable state and federal law.

d. **Opportunity to Present a Defense:** The accused student shall have the full opportunity to present a defense and information, including the testimony of witnesses, in his or her behalf. The reporting party and the accused student may question the statements of any person who testifies in a manner deemed appropriate by the hearing body. The reporting party and the accused student may make concluding statements regarding the charges made and the information presented during the hearing. The hearing body may question the accused student and the reporting party, any witness presented by the accused student or the reporting party, and any other witness(es) the hearing body may choose to call to testify.

e. **Accused Student Can Choose Whether or Not to Testify in His or Her Own Defense:** The accused student who is present at the hearing shall be advised by the hearing body that he or she is not required to testify, to answer questions, or to make any statement regarding the complaint or the allegations set forth in the complaint. Refusal to do so shall not be considered by the hearing body to constitute evidence of responsibility.

f. **Non-Appearance of Accused Student at Disciplinary Hearing:** If an accused student does not appear at a disciplinary hearing, the hearing body shall enter a plea of “not responsible” on behalf of such student and the hearing shall proceed in the normal manner of hearing evidence, weighing facts and rendering judgment. The failure of an accused student to appear at the disciplinary hearing shall not be considered by the hearing body to constitute evidence of responsibility.
g. **Support Persons:** The reporting party, any alleged victim and the accused student shall each have the right to be accompanied by a support person. The support person should be someone whose schedule allows attendance at the scheduled date and time for the disciplinary hearing because delays will not normally be allowed due to the scheduling conflicts of a support person.

h. **Presentation of Evidence:** Only evidence introduced at the hearing itself may be considered by the hearing body.

i. **Evidence of Prior Convictions or Disciplinary Actions:** Evidence of prior criminal convictions or university disciplinary actions may be presented to the hearing body only after a determination of responsibility has been made and only for consideration in connection with determining the sanction.

j. **Accommodation of Witnesses:** The hearing body may accommodate concerns for the personal safety, well-being, and/or fears of confrontation of the reporting party, the accused student, and/or other witnesses during the hearing by providing separate facilities, by using a visual screen, and/or by permitting participation by telephone, videophone, closed circuit television, video conferencing, videotape, audio tape, written statement or other means, where and as determined in the sole judgment of the hearing body to be appropriate.

k. **Written Notice of Decision:** The accused student shall receive written notice of the decision of the hearing body that shall set forth the decision rendered, including a finding of “responsible” or “not responsible,” and the sanctions imposed, if any. The decision of the hearing body, as well as the sanction(s) imposed, if any, generally will not be released to third parties without the prior written consent of the accused student. However, certain information may be released if and to the extent authorized by state or federal law.

6. Appeals: The decision of the hearing body may be appealed by the accused student to the Vice President for Student Affairs or his or her designee. A request for review must be made in writing to the Vice President for Student Affairs or his or her designee within three (3) university calendar days of the accused student’s receipt of the written notice of decision. For good cause shown, the Vice President for Student Affairs may extend the three-university calendar day limitation on filing appeals. An accused student may request only one review of each decision rendered by the hearing body. A decision reached as a result of an Administrative Disposition may not be appealed.

a. **Grounds for Appeal:** The accused student has the right to appeal the decision of the hearing body on the grounds that: (i) the procedures set forth in this Code were not followed and, as a result, the decision was substantially affected; (ii) the sanction(s) imposed were not appropriate for the violation of the code for which the accused student was found responsible; and/or (iii) new information, sufficient to alter the decision, or other relevant facts were not brought out in the original hearing because such information and/or facts were not known to the accused student at the time of the original hearing. The appeal shall be limited to a review of the record except as required to explain the basis of new information.
b. **Appeal Procedures:** In order to prepare for the appeal, the accused student may review the recording of the original hearing in a designated university office but will not be permitted to remove the recording from that office or make copies. The appeal will not be heard by anyone involved in the initial hearing. The appeal shall be considered and a decision rendered within ten (10) university calendar days of the filing of the appeal.

If an appeal is upheld, the matter shall be referred to the original hearing body for reconsideration of its original determination or to a newly constituted hearing body for a new hearing, or the sanction imposed may be reduced, as appropriate. If an appeal is not upheld, the matter shall be considered final and binding upon all involved.

c. **Status of Student Pending Appeal:** All sanctions imposed by the hearing body shall be and continue in effect pending the outcome of an appeal. Any request to delay the commencement of sanctions pending an appeal must be made by the accused student, in writing, to the Vice President for Student Affairs or his or her designee.

**Part C: Interim Suspensions and Residence Hall Separations**

In certain circumstances, the Vice President for Student Affairs, or his or her designee, may impose an interim suspension or residence hall separation on an accused student prior to the hearing before the hearing body.

**Basis for Imposition of Interim Suspension or Residence Hall Separation:** An interim suspension may be imposed upon an accused student only: (i) to ensure the safety and well-being of members of the university community or preservation of university property; (ii) to ensure the student’s own physical or emotional safety and well-being; or (iii) if the student poses an ongoing threat of disruption of, or interference with, the normal operations of the university.

A residence hall separation may be imposed if a student’s continued presence will disrupt the academic and social well-being of the residential community. Residence hall separation is the removal of a student from the university residence hall in which he or she resides. Such separation may include a restriction of access to all or designate university residence halls. During the period of the separation, the removed student shall not be permitted to enter the designated hall(s) as a guest of another resident.

An interim suspension or residence hall separation is not a sanction and will continue in effect only until such time as a hearing on the alleged violation has been completed.

2. **Effect of Interim Suspension or Residence Hall Separation:** During the interim suspension or residence hall separation, the removed student shall be denied access to the residence halls and/or to the campus (including classes) and/or all other university activities or privileges for which the student might otherwise be eligible, as the Vice President for Student Affairs, or his or her designee, may determine to be appropriate.
3. Procedure: The accused student shall be notified, either orally or in writing, of the pending imposition of an interim suspension or residence hall separation. Whenever possible, prior to the imposition of the interim suspension or separation, the affected student will be afforded an opportunity to meet with the Vice President for Student Affairs, or his or her designee. Otherwise, the meeting will be held on the first university calendar day that the student is available.

At that meeting, the accused student will be advised of the misconduct charges made against him or her and the information upon which the determination that the student has engaged in conduct warranting an interim suspension or residence hall separation was based. If the student denies the charges, he or she will be advised of the nature of the evidence supporting the charges. At that meeting, the accused student will be given the opportunity to challenge the reliability of the information concerning his or her conduct, present his or her version of the events giving rise to the charges and challenge the determination that he or she has engaged in conduct warranting an interim suspension or residence hall separation.

Any student placed on an interim suspension or residence hall separation will be given an opportunity to appear at a formal hearing on the misconduct charges lodged against him or her in accordance with II.B.5 of this Code within ten (10) university calendar days of being placed on such suspension or separation, or as soon as practical after the accused student is prepared to participate in such a hearing.

Part D: Disciplinary Sanctions
Sanctions which may be imposed for violations of the Student Code are listed below. In determining appropriate sanctions, the hearing body may take into consideration any and all prior violations of the Code for which the accused student was determined to be responsible. The hearing body shall have the authority to defer the imposition of any sanction when deemed appropriate. The university may withhold awarding a degree otherwise earned until the completion of the process set forth in this Student Code, including the completion of all sanctions imposed, if any.

1. Sanctions Which May Be Imposed for Violations of the Code: The following sanctions may be imposed, individually or in various combinations, on any student found to have violated the Student Code, and will be entered into the student’s disciplinary records. Notation of disciplinary sanctions shall be on file only in the appropriate office in the Division of Student Affairs and shall not be released without the written consent of the student except to appropriate university enforcement personnel, university police, staff and administrators, or as required by law.
   a. Warning: A disciplinary warning is a written notice to a student advising him or her that specific behavior or activity constitutes a violation of the Code and that the repetition of such behavior will likely result in the commencement of more serious disciplinary action by the university.
   b. Written Reprimand: A written reprimand for a violation of the Code.
   c. Probation: Disciplinary probation is a designated period of time during which a student is given the opportunity to modify unacceptable behavior and/or to complete specific assignments in an effort to regain full student privileges within university community. Disciplinary probation may involve the imposition of certain restrictions and/or conditions upon the student...
including, but not limited to, financial restitution, community service, fines, referral for professional services such as counseling, participation in educational programs, parental notification under limited circumstances, and ineligibility to participate in university activities or events. Periodic contact with a designated member of the university community or non-college professional may be required. If the student fully complies with the terms and conditions imposed in connection with the disciplinary probation, full student privileges will be restored to the student upon termination of the probationary period. Failure to comply with the terms and conditions of the probation constitutes prohibited conduct that is separate from and in addition to the conduct for which the probation was imposed. A student accused of violation of probation will be given due notice of the alleged violation and the procedures set forth in this Code shall be followed.

d. **Loss of Privileges:** Denial of specified privileges for a designated period.

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

f. **Discretionary Sanctions:** Work assignments, essays, service to the university, or other related discretionary assignments, referral for professional services such as counseling, participation in educational programs, parental notification under limited circumstances, and ineligibility to participate in university activities or events. Periodic contact with a designated member of the university community or non-college professional may be required.

g. **Residence Hall Warning:** A written notice to a student advising him or her that specific behavior or activity constitutes a violation of the Code and that the repetition of such behavior will likely result in more serious disciplinary action by the university.

h. **Residence Hall Probation:** Residence hall probation is a designated period during which an accused student is given the opportunity to modify unacceptable behavior and/or to complete specific assignments in an effort to regain full student privileges within the residence hall in which the student resides. Residence hall probation may include restrictions and/or conditions on the exercise of residence hall activities and privileges. Periodic contact with a designated member of the residence hall staff or professional may be required. If the accused student fully complies with the terms and conditions imposed in connection with the residence hall probation, full residence hall privileges will be restored to the student upon termination of the probationary period. Failure to comply with the terms and conditions of the probation constitutes prohibited conduct that is separate from and in addition to the conduct for which the probation was imposed. A student accused of violation of probation will be given due notice and the procedures set forth in this Code shall be followed.

i. **Residence Hall Suspension:** Separation of the student from the residence halls for a definite period of time, after which the student is eligible to return. Conditions for readmission may be specified.
j. **Residence Hall Expulsion:** Permanent separation of the student from the residence halls.

k. **Suspension:** Suspension is temporary disciplinary separation from all universities within the Connecticut State University System and the denial of all student privileges. Suspension shall be effective on the date that notice of the suspension is provided to the accused student, or later, if so stated in the notice, and shall prescribe the date and conditions upon which the student may petition for readmission to the university. A student separated from all universities within the CSU System by suspension may under the terms of the suspension be excluded from the premises of all CSUS universities when in the judgment of the suspending authority the student’s continued presence would constitute a danger to persons or property or a threat to the academic process. Notwithstanding the foregoing, the suspending authority of the suspended student’s home university or his or her designee may authorize a suspended student who has been excluded from all university premises to enter the premises of the student’s home university for designated purposes.

l. **Expulsion:** Expulsion is permanent disciplinary separation from all universities within the Connecticut State University System and the denial of all student privileges. Expulsion shall be effective on the date that notice of expulsion is provided to the accused student, or later, if so stated in the notice. A student separated from all universities of the CSU System by expulsion may under the terms of the expulsion be excluded from the premises of all CSUS universities when in the judgment of the expelling authority the student’s presence would constitute a danger to persons or property or a threat to the academic process.

2. Revocation of Admission and/or Degree: Upon the recommendation of the hearing body, admission to or a degree awarded from the university may be revoked by the university, acting through its President (or his or her designee) for fraud, misrepresentation or other violation of university standards in obtaining admission or the degree.

3. Consequences of Failure to Comply with a Duly Assigned Sanction: Failure to comply with sanctions which have been assigned through a formal judicial process may lead to one or more of the following consequences:
   a. Denial of access to certain university services, including, but not limited to housing and parking;
   b. Denial of access to administrative processes, including, but not limited to, course add/drop, pre-registration, registration and room selection; and/or
   c. Withholding of the privilege of participation in university sponsored activities and/or public ceremonies, or formal disciplinary charges under II.B hereof.

4. Sanctions Which May Be Imposed on Student Organizations.
   a. Sanctions: Those sanctions listed in subsections 1.a through f of Section II.D.
b. Loss of recognition: Loss of recognition for a specified period of time results in the loss of privileges, such as the use of university space, access to student activity fee funding and/or the privilege of functioning as a student organization. Loss of recognition for more than two (2) semesters shall require that an organization reapply for university recognition. Conditions for future recognition may be imposed by the hearing body.

Part E: Disciplinary Records
A student’s disciplinary record shall be maintained separately from any other academic or official file maintained by the university. Disciplinary records will be maintained for a period of five (5) years from the date of the incident, except that the sanction of expulsion shall be noted permanently. Information contained in the disciplinary record will be released only in accordance with applicable federal and state laws and regulations.

Part F: Interpretation and Revision
Vice President for Student Affairs or his or her designee, in the case of non-academic misconduct, or the Vice President for Academic Affairs or his or her designee in the case of academic misconduct, for final determination. The interpretation accorded by the Vice President for Academic or Student Affairs or his or her designee shall be binding.

The Disciplinary Procedures (Part II of this document) outlined herein shall be reviewed and revised, if and as necessary, by the universities’ Vice Presidents for Academic and Student Affairs, every two (2) years, as directed by the Chancellor of the Connecticut State University System.
Best of Danbury: 
Great Things to Do In and Around Danbury

Parks
- Candlewood Town Park on Hayestown Road, Danbury
- Hatters Community Park, East Hayestown Road, Danbury
- Kenosia Park, Christopher Columbus Avenue, Danbury (near Westside campus)
- Kent Falls State Park, Kent (north of New Milford)
- Meckauer Park, Shelter Rock Road, Bethel
- Richter Park, Aunt Hack Road, Danbury
- Roger’s Park, Memorial Drive, Danbury
- Tarrywile Park, Southern Boulevard, Danbury (hiking, skiing)

Movies
- AMC Loews Movie Theatre, International Drive, Danbury (off Federal Road)
- Bank Street Theater, New Milford (bankstreettheater.com, $5 Tuesdays)
- Bethel Cinema, Greenwood Avenue, Bethel (foreign films, independent studio films, special offers, bethelcinema.com)
- Edmond Town Hall, Main Street, Newtown

Coffee Houses
- Community Coffeehouse, Madison Avenue, Danbury (Christian musicians featured once a month on Saturday night)
- Molten Java Café, Greenwood Avenue, Bethel (live music on Friday and Saturday nights; seasonal outdoor seating, Internet)

Museums
- Danbury Museum & Historical Society (danbrymuseum.org)
- Danbury Railway Museum (danbury.org/DRM)
- Military Museum, Danbury (usmilitarymuseum.org)

Ice Cream
- Cold Stone Creamery, near the mall, Backus Avenue, Danbury
- Dr. Mike’s Ice Cream Parlor, Greenwood Avenue, Bethel
- Dubl-Twister (across from White Hall), White Street, Danbury
- Il Bacio’s, Germantown Road, Danbury
Local Restaurants
. Bangkok Restaurant (Thai), Old Newtown Road, Danbury
. El Sabor Ecuatoriano (Ecuadorian), Ives Street, Danbury
. JK’s Texas Hot Wieners (American), South Street, Danbury
. Galapagos (Ecuadorian), Ives Street, Danbury
. Los Andes (Ecuadorian), Main Street, Danbury
. Minas Carne (Brazilian), Osborne Street, Danbury
. Pancho’s Tacos (Mexican), White Street, Danbury
. Sycamore Drive-in (American), Greenwood Avenue, Bethel
. Terra Brasilis Restaurant (Brazilian), Main Street, Danbury
. TK’s (Sports Bar), White Street, Danbury
. Two Steps Downtown Grille (Southwest), Ives Street, Danbury

Recreational
. Brookfield Lanes Bowling Alley, Brookfield (just north of the 4 corners)
. Danbury Ice Rink, Danbury
. Fun Station, Mill Plain Road, Danbury
. Golf at Richter Park, Danbury
. Golf Quest, Brookfield (mini-golf and indoor driving range)
. Lore’s Lanes Bowling, New Milford
. Skiing in Woodbury or Patterson, N.Y.
. WCSU Westside Nature Preserve (start by the softball field and follow signs)

Other
. City Center Trolley (FREE), Fridays and Saturdays, July – October, Main Street, Danbury
. Danbury Fair, Danbury
. Danbury Public Library, Danbury
. Elephant Trunk Flea Market, Route 7, New Milford (Sundays only)
. HART bus to Brewster, N.Y. (to catch the Metro North train to Grand Central station in NYC), call (203) 748-2034 for locations
. Stew Leonard’s Dairy Store, Federal Road, Danbury

Music/Theatre
. Danbury Concert Association Series, Ives Concert Hall, White Hall, Midtown campus (four weekend classical music concerts)
. Ives Concert Park, Danbury (ivesconcertpark.com)
. Ridgefield Playhouse, Ridgefield (ridgefieldplayhouse.org)

Bookstore/Café
. Barnes & Noble, Danbury Square, Danbury
. Paperback Exchange, Brookfield
. Byrd’s Books, Bethel (above Molten Java Café)
. Rainy Day Paperback, Bethel
. The Relay Bookhouse LLC, Bethel
Connecticut Fairs and Festivals 2013-14

Haddam Neck State Fair
haddamneckfair.com/
Friday, Aug. 30, 6 to 10 p.m.; Saturday & Sunday, Aug. 31 & Sept. 1, 9 a.m. to 10 p.m; Monday, Sept. 2, 8 a.m. to 4 p.m.

Goshen Fair
goshenfair.org/
Saturday, Aug. 31, 8 a.m. to 8 p.m.; Sunday, Sept. 1, 8 a.m. to 8 p.m.; Monday, Sept. 2, 8 a.m. to 6 p.m.

Hebron Harvest Fair
hebronharvestfair.org
Thursday, Sept. 5, 4 to 10 p.m.; Friday, Sept. 6, noon to 11 p.m.; Saturday, Sept. 9, 9 a.m. to 11 p.m.; Sunday, Sept. 10, 9 a.m. to 8 p.m.

36th Annual Norwalk Seaport Oyster Festival
seaport.org
Friday, Sept. 6, 6 to 11 p.m.; Saturday, Sept. 7, 11 a.m. to 11 p.m.; Sunday, Sept. 8, 11 a.m. to 8 p.m.

The Bethlehem Fair
bethlehemfair.com
Friday, Sept. 6, 5 to 11 p.m.; Saturday, Sept. 7, 8 a.m. to 11 p.m.; Sunday, Sept. 8, 7:30 a.m. to 5:30 p.m.

71st North Haven Fair
northhaven-fair.com/
Thursday, Sept. 5, 5 to 10 p.m.; Friday, Sept. 6, 3 to 11 p.m.; Saturday, Sept. 7, 10 a.m. to 11 p.m.; Sunday, Sept. 8, 10 a.m. to 7 p.m.

A Taste of Greater Danbury
citycenterdanbury.com/arts-and-ent/taste.htm
Saturday, Sept. 14, 8 p.m.; Sunday, Sept. 15, 2 p.m.

Guilford Fair
guilfordfair.org
Friday, Sept. 20, 1 to 11 p.m.; Saturday, Sept. 21, 9 a.m. to 11 p.m.; Sunday, Sept. 22, 9 a.m. to 7 p.m.

48th Annual Seymour Pumpkin Festival
pumpkin-festival.org
Sunday, Sept. 22, 10 a.m. to 5 p.m.

Durham Fair
durhamfair.com/
Thursday, Sept. 26, 4 to 10 p.m.; Friday, Sept. 27, 9 a.m. to 10 p.m.; Saturday, Sept. 28, 9 a.m. to 11 p.m. Sunday, Sept. 29, 9 a.m. to 7 p.m.
45th Annual Southington Apple Harvest Festival
southington.org/content/2028/default.aspx
Friday, Oct. 4, 5 to 9 p.m., Saturday, Oct. 5, 9 a.m. to 9 p.m., Sunday, Oct. 6, noon to 7 p.m.; Friday, Oct. 11, 5 to 9 p.m., Saturday, Oct. 12, 9 a.m. to 9 p.m., and Sunday, Oct. 13, noon to 5 p.m.

Connecticut Renaissance Faire (Hebron)
ctfaire.com
Sept. 21, 22, 28 and 29, Oct. 5, 6, 12, 13, 18, 19, and 20, 10:30 a.m. to 6 p.m.

65th Annual Berlin Fair
http://ctberlinfair.com/wp/
Friday, Oct. 4, 11 a.m. to 10 p.m.; Saturday, Oct. 5, 9 a.m. to 10 p.m.; Sunday, Oct. 6, 9 a.m. to 7 p.m.

8th Annual Garlic & Harvest Festival (Bethlehem)
garlicfestct.com
Saturday, Oct. 12, 10 a.m. to 5 p.m.; Sunday, Oct. 13, 10 a.m. to 5 p.m.

WCSU Websites to Bookmark

Colonials (WCSU Athletics)
wcsu.edu/sports/
Find all the teams’ schedules and statistics. Just pick the varsity sport on the left and take it from there.

Current Students
wcsu.edu/currentstudents/
Go to the Current Students page to find many more valuable links to all kinds of departments and other services offered to our students. Familiarize yourself with the different pages and if you can’t find what you are looking for, type your query in the “search” field.

Events Calendar
wcsu.edu/newsevents/events.asp
Check out the events calendar on a regular basis and plan which concerts, lectures, movies, games or plays to attend.

Helpful Hints
wcsu.edu/orientation/helpfulhints.asp
It says these helpful hints are for incoming students, but really, they never get old. Find out where to go for shopping or local restaurants or how to get to the movie theater. Read about what a professor looks for in his students, how to be a better student, and where to go for help. Don’t wait until it is too late to admit you may be behind. Get a free tutor early and make an appointment with the Writing Lab or Math Clinic.
International Student Exchange Program (ISEP)
wcsu.edu/isep
Want to learn more about how you can study a summer, a semester or even a full year abroad? Check out this website. It is much more affordable than you might think and it will be the experience of a lifetime.

Library
library.wcsu.edu
You’ll have to use the library and its website a lot over the years to order books and articles, get help from a librarian, or even borrow DVDs and CDs. Find out what it has to offer and get familiar with the hours, rules and regulations.

Recreation, Intramural and Club Sports
wcsu.edu/recreation/
Check out this website if you want to be physically active but are not a member of a team.

Sodexo Food Services
wcsucampusdining.com/
Want to know more about what Sodexo has to offer? Check out its website for locations, hours and menus.

Student Affairs
wcsu.edu/stuaffairs/
Bookmark this website to find quick links to all kinds of important information such as the Student Handbook, the Student Code of Conduct, the Student Leadership Recognition Banquet, weekly updated information on the Coffeehouse and What’s On at Western.

Student Clubs and Organizations
wcsu.edu/studentcenter/studentorg/
Want to join a student organization but don’t know what’s out there? Check this listing of current clubs and organizations. Click on a club to find out contact information and meeting times.

Weather Alert
alert.wcsu.edu
Wondering if classes are canceled due to bad weather conditions? Check the Weather Alert webpage for announcements regarding cancellations or delays. Never assume Western will be closed.
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WCSU
then
Science lab in the 1940s

and

now

Fairfield dorm room

Ruth A. Haas Library, 1970s

For more images and a history of Western, visit the archives in Haas Library or pick up a copy of “A People’s University,” written in 2003 by Dr. Herb Janick.
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