

# Table of Contents

---



# **2022-2023 Student Handbook**

**Goodwin University**

**A Student-Centered Baccalaureate Institution of Higher Education**

One Riverside Drive, East Hartford, CT 06118

(860) 528.4111

(800) 889.3282

The Board of Governors for Higher Education of the State of Connecticut

and

The New England Commission of Higher Education

**2021 - 2022**

# Welcome Letter from the Vice President for Student Affairs and Dean of Students

---

Greetings, and welcome to all new and returning students to Goodwin University for the 2021-22 academic year. I am sure many of you are filled with all types of emotions; probably a little anxious to get started and maybe feeling really charged to meet your professors and new classmates. All in all, your enrolling at Goodwin was and is the first step in actively pursuing your career, as well as establishing yourself as a lifelong learner. For that, I truly applaud you.

As the Vice President for Student Affairs and Dean of Students, I provide oversight and leadership for various areas providing absolutely exceptional services to our students. I encourage you to take full advantage of the resources and support they are prepared to offer. Our mission is to enrich the overall student experience while at Goodwin University. Our overarching goal is to foster student involvement in areas ranging from residential life to student engagement. Additionally, the Division for Student Affairs (DSA) seeks to aid students in making meaningful connections between the material learned in the classroom and the various leadership opportunities afforded to you throughout your time at Goodwin. Through 14 different offices, DSA strives to meet the basic needs for college life and create a positively impactful campus environment.

Our resources are offered by the following offices: Academic Advising, Accessibility Services, Career Services, Case Management Services, Community and Educational Services Learning, Early College Programs, Counseling Services, Educational Opportunity Program (E.O.P.), Hoffman Family Library, Residential Life and Housing, Retention and Athletics, Student Engagement,

Student Conduct, and Veterans Affairs.

Always remember Goodwin is prepared to provide you an extraordinary educational experience with meaningful and thought-provoking conversations, projects, and let us not forget, memorable assessments. We believe in preparing students for a promising future filled with success and monumental accomplishments. And rest in knowing that you will not be alone on this journey. You will be supported by highly credentialed faculty, great academic advising, and extremely attentive staff who will become your family over time.

I would encourage you to familiarize yourself with this Handbook as it will introduce you to the culture of our college. As a student you are responsible for your interactions with the college, and this Handbook will definitely serve as a guide to these interactions. I would encourage you to become very familiar with the information in it especially our codes of conduct. At any point during your experience, feel free to reach out to any person within the Student Affairs staff; we are readily available to answer any and all questions. Our Student Affairs team is located at One Riverside Drive, Suite 217.

Again, welcome to Goodwin, and congratulations on taking one more step towards achieving your career goals.

Sincerely,

Tyrone C. Black, Ed.D.

# Disclaimer Statement

---

Every effort has been made to ensure the accuracy of the information in this publication as of August 1, 2021. Students are advised, however, that such information is subject to change. Therefore, they should consult the appropriate academic department, administrative offices, or website for current information. The provisions of this publication are subject to change without notice and do not constitute an irrevocable contract between any student or applicant for admission and Goodwin University. The University is not responsible for any misrepresentation of its requirements or provisions that might arise as a result of errors in the preparation of this publication.

Goodwin University reserves the right to add, amend, or repeal any of its regulations and rules in whole or in part, at such times as it may choose. None shall be construed as an abridgement or limitation of any rights, powers, or privileges of the Board of Trustees.



# Cancellation of Classes Due to Inclement Weather or Other Emergencies

---

The administration carefully considers student safety, weather reports, and the ability to clear campus parking when deciding on inclement weather closings. Every effort is made to post closings by 7 a.m. for day classes and 3 p.m. for evening classes, but allowances must be made for changing weather and road conditions.

In the event of snow or inclement weather, information about plans for the day will be communicated via:

- Goodwin University homepage: [www.goodwin.edu](http://www.goodwin.edu)
- Facebook: <https://www.facebook.com/GoodwinUniversity>
- Instagram: <https://www.instagram.com/goodwinuniversity/>
- Twitter: <https://twitter.com/goodwinuniv>
- Listings on local television news stations
- Campus emergency notification system

When classes are canceled, individual faculty members may opt to conduct class online or hold a scheduled make-up session. Students are responsible for checking Canvas and their Goodwin email regularly, particularly on days when classes are canceled, to learn of any alternate arrangements. If a canceled class is rescheduled, a student who is unable to attend will not be penalized for non-attendance but is still responsible for the work missed.

# Vacations and Holidays

---

The University observes several federal holidays and closes for vacation three times during the calendar year. Goodwin is closed on the following holidays: New Year's Day, Martin Luther King Day, Memorial Day, Independence Day, Labor Day, Thanksgiving Day, Day following Thanksgiving, and Christmas Day.

There are no classes during the weeks between each semester and faculty members are not present on campus during that first week following the end of each semester. For details, please see the full academic calendar at the following link: <https://www.goodwin.edu/academics/calendar>.



# Frequently Called Numbers

---

A complete employee directory is located on the University website.

Toll Free Telephone:	1-800-889-3282
Direct Fax:	(860) 291-9550
General Information:	(860) 528-4111
Directions to Campus:	(860) 528-4111
Academics/Registrar:	(860) 727-6708
Bookstore:	(860) 727-6722
Business Office:	(860) 727-6784
Financial Aid:	(860) 727-6723
Library:	(860) 913-2042
Repayment Solutions:	(860) 913-2125
Student Affairs:	(860) 913-2043

## Academic Departments:

School Business, Technology, and Advanced Manufacturing:	(860) 913- 2038
School of Applied Liberal Arts and Social Sciences:	(860) 913- 2079
School of Nursing and Health Sciences	
Nursing:	(860) 727- 6981
Health Professions:	(860) 727- 6781

# Ceremonies and Traditions

---

Each year the Goodwin Community comes together for a variety of ceremonies. All members are encouraged to participate in these special events.

## **Grad Expo:**

Grad Expo is an enjoyable, memorable, and important pre-graduation event. On this day, we celebrate students' accomplishments, verify that every student is clear to graduate, and distribute caps and gowns.

## **Graduation:**

Graduation is the final ceremony of the university experience. Every June, students, by the approval of the President of the University and Board of Trustees, move from student status to alumni status.

## **Nursing Pinning Ceremony:**

At the conclusion of each semester, the Nursing Department celebrates those students who have completed the associate degree in Nursing. Students are "pinned" with a pin representing the University by the program director. Additionally, students who have a cumulative GPA of 3.0 and have attained a "B" or better in each of the 5 nursing courses are inducted into the Alpha Delta Nu Nursing Honor Society. The program concludes with a candlelight service during which the graduates recite the nursing pledge.

## **Awards Ceremony:**

The Awards Ceremony celebrates the achievements of students at the end of each Spring semester. In addition to the recognition of students for their academic achievements through the presentation of programmatic awards and installation of new honors society members, there are also several major awards presented to students and one University employee.

## **Honors Societies:**

The University is home to several honor societies, including:

### Tau Upsilon Alpha National Organization for Human Services Honor Society:

Alpha Sigma is the Goodwin University Chapter of the Tau Upsilon Alpha National Organization for Human Services Honor Society. The purpose of Tau Upsilon Alpha is to honor academic excellence; to foster lifelong learning, leadership, and development; and to promote excellence in service to humanity. The three Greek

letters are an expression of the ideals of Human Services. The Tau meaning life, Upsilon meaning foundation for everything that comes, and Alpha meaning first. Together, these symbols indicate the desire for excellence in the profession of Human Services.

### Alpha Sigma Lambda National Honor Society:

The Kappa Mu Chi chapter of Alpha Sigma Lambda at Goodwin University is the school's first and only honor society exclusively for baccalaureate students. Nationally, ASL began in 1946 at Northwestern University and has now grown to over 300 chartered chapters throughout the U.S. Alpha Sigma Lambda is the oldest and largest chapter-based honor society for full- and part-time students and remains dedicated to adult students who achieve high academic standards while balancing professional and personal responsibilities.

### Lambda Beta Honor Society for Respiratory Care:

Lambda Beta is the National Honor Society for the profession of respiratory care. Lambda Beta was formed in 1986 to promote, recognize, and honor scholarship, scholarly achievements, service, and character of students, graduates, and faculty members of the profession.

### Phi Theta Kappa National Honor Society:

Phi Theta Kappa is a national honor society that recognizes students for outstanding academic excellence. The purpose of Beta Rho Delta Chapter of Phi Theta Kappa at Goodwin University is the promotion of scholarship, the development of leadership and service, and the cultivation of fellowship among qualified students of the University.

# Parking Information

---

Parking and Transportation Services at Goodwin University are provided free of charge. Faculty, staff, students and visitors all share the limited spaces available on campus. The parking system is designed to allow the freedom to come and go as one pleases, so long as everyone follows the rules. A parking permit (window decal) is issued, free of charge, to all students, faculty and staff members. All Students are eligible for a student parking permit, at no cost.

All incoming students, must register their vehicle within the first week of classes. Your parking decal is to be placed on the passenger side of your vehicle in the bottom corner of the windshield. Please see Public Safety at the Welcome Desk in the main lobby to obtain your parking decal and register your vehicle on campus.

**There are no assigned parking spaces and no one is guaranteed a parking space on campus.**

# Campus Policies and Procedures

---

The Board of Trustees and the administration of Goodwin University are committed to providing educational opportunities to all who seek and can benefit from them. They recognize that an important part of providing opportunity is creating a welcoming environment in which all people are able to work and study together, regardless of their differences.

Goodwin University recognizes that it has an obligation to provide programs which promote pluralism and diversity and encourage the University community to respect and appreciate the value and dignity of every person and his/her right to an atmosphere not only free of harassment, hostility, and violence, but supportive of individual academic, personal, social, and professional growth.

## Policy Disclaimer

---

The policies in the catalog are not an exhaustive list of all Goodwin University policies and procedures nor is the full record of the policy and procedure always iterated in the Student Handbook. Please refer to the Catalog and the Goodwin University policy website for more detailed information.

## Academic Integrity

---

At Goodwin University, we value integrity as an essential component in our interactions with each other. We believe that one of the purposes of a college education is for students to learn to think critically and to express their own opinions using their own ideas. Academic honesty in all intellectual pursuits is a value that is fundamental to academic life and scholarly practice. Students at Goodwin University are obligated to uphold high standards of academic honesty in their scholarship and learning. As an institution, it is expected that students take a personal responsibility for their work and to acknowledge the ideas of others. Academic honesty means doing one's own work and giving proper credit to others whose ideas and work they are utilizing. It is the responsibility of each student to become familiar with what constitutes academic dishonesty and plagiarism and to avoid all forms of cheating and plagiarism.

[Click here for the full Academic Integrity Policy.](#)

## Academic Support Space Use Policy

---

The Academic Success Center, the Math Lab, and the Testing Center, are for the use of the students receiving

instruction only. Due to limited space and the necessity of maintaining a quiet learning environment, students not receiving instruction as well as outside guests are not permitted in these academic spaces.

## Anti-Violence Policy

---

Violence is not tolerated at Goodwin University. All University employees and students share a responsibility, and should therefore strive, to create and maintain an environment that is free from violence.

Violence includes assaults, threats, bullying, stalking, intimidation, and other disruptive behaviors. It can involve oral, written, or electronic statements, gestures, or expressions that communicate a direct or indirect threat of harm.

All members of the Goodwin community have a duty to report actual or potential violence on University property, or during a University-approved activity. All reports shall be taken seriously and investigated. No reprisals will be taken against any individual who makes a report, unless it is found to be of a vexatious or retaliatory nature.

Any person who finds him/herself in imminent danger while on University property or engaged in any University-approved activity should immediately contact the East Hartford Police Department and Campus Security when reasonably possible. The primary consideration is to ensure the safety of that person(s) as well as any other person in the immediate vicinity who might be at risk.

Campus Security may contact the East Hartford Police Department in non-emergency situations depending on the circumstances or at the victim's request.

Nothing in this policy shall prevent any member of the Goodwin community from directly contacting a police service or other appropriate emergency response agency.

Any individual who commits or plans a violent act on University premises may be banned from all campuses and/or subject to disciplinary actions, criminal charges, or both.

In addition to the processes described above, the University is committed to providing support services to victims of violence. Members of the University community who are victims of violence will have access to the Counseling Services, which may be contacted at (860) 913-2159 or (860) 913-2021. Additional information about the Counseling Services can be found on the website.

## Appeals

---

When questions or concerns arise which must be discussed and resolved, it is important to know the person with whom to speak and the procedure for obtaining resolution of issues.

Goodwin University treats its programs as a form of on-the-job training for its students. For that reason, any complaint or suggestion regarding a class should be discussed first with the instructor. If a student is unable to satisfactorily address the problem, (s)he should make an appointment with the appropriate Dean. After that, appeals may be made, in writing, to Goodwin University's Appeals Board (GUAB). All appeals should be sent to Madison Yates, Executive Assistant to Dr. Melissa Quinlan. Decisions will be rendered in writing within two (2) weeks.

The GCAB will also hear appeals on financial aid and conduct issues after the student has sought a remedy through the appropriate channels. As with academic issues, appeals may be made, in writing, to the Goodwin University Appeals Board (GUAB). All appeals should be sent to Madison Yates, Executive Assistant to Dr. Melissa Quinlan. Decisions will be rendered in writing within two (2) weeks.

If you are still aggrieved after speaking to all of these people, you may call or write the Connecticut Office of Higher Education at 450 Columbus Boulevard, Suite 707; Hartford, CT 06103-1841. The phone number is (860) 947-1800. Students wishing further clarification may direct concerns, in writing, to the New England Commission of Higher Education; 3 Burlington Woods, STE 100; Burlington, MA 01803-4514. Their phone number is 781-425-7785.

## Campus Visitor Policy

---

Goodwin University is committed to providing a safe environment that is conducive to cultivating educational opportunities. Therefore, visitors are welcome at Goodwin University. However, persons who do not have legitimate reasons for being on the campus are not allowed to use the campus facilities, including parking lots and commons areas. Legitimate reasons include, but are not limited to, an orientation by an escort to learn about the campus and university programs, attending an official university program or event, visiting the bookstore, using the library, visiting the optical training store, using the dental clinic, visiting the Alex Haley Collection, buying food from the cafe, making deliveries of goods and/or services ordered by Goodwin University, or attending announced public meetings, functions, or seminars.

## Children on Campus Policy

---

To protect the safety of young visitors and to avoid disruptive behavior, children accompanying employees, students, or visitors of Goodwin University must be under the constant supervision of a responsible adult while on University property or on the site of any approved off-campus class or other University event. Employees of the University have assigned duties and cannot take supervisory responsibility for any unattended children of employees, students, or visitors. Children should not be unattended in any University facility at any time. Furthermore, children may not be brought with students to class sessions, labs, internships, fieldwork placements, or clinical placements. A violation of this policy may result in appropriate disciplinary action.

The University assumes no responsibility or liability for children, or for any accidents or injuries to children. For the purposes of this policy, a child is defined as any youth under the age of 16 who is not officially registered in a Goodwin University class.

If an unattended child is observed on campus, Campus Security should be alerted immediately. Security will attempt to locate the child's (children's) parents or legal guardians or caregiver to remedy the situation. If the parents, guardians, or caregiver cannot be found in a reasonable amount of time, Security may refer the situation to the Department of Social Services or other appropriate agency.

## Credit Card Solicitation

---

Goodwin University adheres to the Credit CARD (Card Accountability, Responsibility, and Disclosure) Act of 2009, which is intended to protect consumers and students from high interest rates and fees. In keeping with this law, credit card companies may not solicit on our campus.

## Copyright Information

---

The Higher Education Opportunity Act (HEOA) was signed into law on August 14, 2008, and regulations for implementing the law were issued by the Department of Education on October 29, 2009. Several sections of the HEOA are designed to reduce the illegal distribution of copyrighted works, including the unauthorized uploading and downloading of copyrighted works through peer-to-peer (P2P) file sharing on campus networks. These provisions require all U.S. colleges and universities to:

- Provide an annual disclosure to current and prospective students describing copyright law and campus policies related to copyright infringement,

including penalties and liabilities for unauthorized peer-to-peer file sharing.

- Create a plan to effectively combat the unauthorized distribution of copyrighted materials by users of its network, including the use of one or more technology-based deterrents.
- Offer alternatives to illegal downloading, to the extent practicable.
- Identify procedures for periodically reviewing the effectiveness of the plan to combat the unauthorized distribution of copyrighted material.

### **Copyrights**

Users shall not use Goodwin University's computers or network to copy, download, modify, or distribute copyrighted materials. This includes but is not limited to the following:

1. Music
2. Movies
3. Literature
4. Photographs
5. Software

### **Abuse and Enforcement of policy**

1. Any abuse of this policy should be immediately reported to the Vice President for Physical Facilities and Information Technology.
2. Abuse of this policy may result in disciplinary action by the University, local law enforcement, and/or federal law enforcement.
3. If there is a violation of this policy, the Director of Information Technology is authorized to take actions to implement and enforce the network usage policy and provide system integrity and security.
4. The Director of Information Technology is authorized to suspend any user's access rights if the administrator has reason to believe that said user has violated the network usage policy.

Goodwin University ("the University") complies with the HEOA by the following:

**Annual Disclosure.** At the beginning of each Fall term, the following statement ("P2P Policy") will be incorporated into the Student Handbook for all students and sent to all students in a stand-alone email:

Institutional policies and sanctions related to the unauthorized distribution of copyrighted material: The University takes copyright infringement seriously. All students must abide by federal and state copyright laws when using the University computing or network resources. The unauthorized publishing or use of copyrighted material on the University computer network is strictly prohibited and users are personally liable for the

consequences of such unauthorized use. This specifically applies to P2P file-sharing of copyrighted music and movies. Students should be aware that by engaging in unauthorized sharing of copyrighted material, they not only violate University policy, but they may also be held criminally and civilly liable by federal and/or state authorities.

### **Summary of Civil and Criminal Penalties for Violation of Federal Copyright Laws**

Copyright infringement is the act of exercising, without permission or legal authority, one or more of the exclusive rights granted to the copyright owner under Section 106 of the Copyright Act (Title 17 of the United States Code). These rights include the right to reproduce or distribute a copyrighted work. In the file-sharing context, downloading or uploading substantial parts of a copyrighted work without authority constitutes an infringement.

Penalties for copyright infringement include civil and criminal penalties. In general, anyone found liable for civil copyright infringement may be ordered to pay either actual damages or "statutory" damages affixed at not less than \$750 and not more than \$30,000 per work infringed. For "willful" infringement, a court may award up to \$150,000 per work infringed. A court can, in its discretion, also assess costs and attorneys' fees. For details, see Title 17, United States Code, Sections 504, 505.

Willful copyright infringement can also result in criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.

For more information, please see the Website of the U.S. Copyright Office, especially their FAQ's.

The University will subject students who violate this policy to discipline as appropriate. Repeated infringement is subject to disciplinary action, up to and including expulsion from the University.

### **Fair Use**

A provision for fair use is found in the Copyright Act at Section 107. Under the fair use provision, a reproduction of someone else's copyright-protected work is likely to be considered fair if it is used for one of the following purposes: criticism, comment, news reporting, teaching, scholarship, or research. If the reproduction is for one of these purposes, a determination as to whether the reproduction is fair use must be made based upon four factors:

- The purpose and character of use (principally, whether for commercial or nonprofit educational use);
- The nature of the copyright-protected work;

- The amount and substantiality of the portion used; and
- The effect of the use as it affects the value of the copyright-protected work.

The law does not state exactly what uses of a copyright-protected work will be considered fair uses under the law and may therefore be used without obtaining permission. As such, individuals who are not lawyers may often need to be interpreters of the law in everyday circumstances, and answers as to how much reproduction may be considered fair use often remain unclear. Fair use requires a very circumstance-specific analysis as to whether a particular use or reuse of a work may indeed be considered fair use.

To avoid confusion and minimize the risk of copyright infringement, the University interprets the following situations as fair use:

- Quotation of short passages in a scholarly or technical work for illustration or clarification of the author's observations;
- Reproduction of material for classroom use where the reproduction is unexpected and spontaneous – for example, where an article in the morning's paper is directly relevant to that day's class topic. This would generally cover one-time use in only one semester;
- Use in a parody of short portions of the work itself; and
- A summary of an address or article, which may include quotations of short passages of the copyright-protected work.

If your use does not meet the above criteria and the work is protected by copyright, you probably need to obtain permission to use the work from the copyright holder or its agent.

### **Types of Use**

**Classroom handouts.** Based on XYZ's fair use analysis, classroom handouts fall into two categories: one that requires permission and one that does not. If the handout is a new work for which you could not reasonably be expected to obtain permission in a timely manner and the decision to use the work was spontaneous, you may use that work without obtaining permission. However, if the handout is planned in advance, repeated from semester to semester, or involves works that have existed long enough that one could reasonably be expected to obtain copyright permission in advance, you must obtain copyright permission to use the work.

**Reserves.** If the Goodwin library owns a copy of a publication, the library may place that copy on reserve without obtaining copyright permission. If the library wishes to reproduce additional copies of a work and

place them on reserve for students to review, in either paper or electronic format, the library must obtain copyright permission.

**Photocopying in the library.** It is permissible to photocopy copyright-protected works in the Goodwin library without obtaining permission from the copyright owner under the following circumstances:

- **Library user requests for articles and short excerpts.** At the request of a library user or another library on behalf of a library user, the library may make one reproduction of an article from a periodical or a small part of any other work. The reproduction must become the property of the library user, and the library must have no reason to believe that the reproduction will be used for purposes other than private study, scholarship, and research.
- **Archival reproductions of unpublished works.** Up to three reproductions of any unpublished work may be made for preservation or security or for deposit for research use in another library or archive. This may be a photocopy or digital reproduction. If it is a digital reproduction, the reproduction may not be made available to the public outside the library or archive premises.
- **Replacement of lost, damaged, or obsolete copies.** The library may make up to three reproductions, including digital reproductions, of a published work that is lost, stolen, damaged, deteriorating, or stored in an obsolete format. Any digital reproductions must be kept within the confines of the library.
- **Library user requests for entire works.** One reproduction of an entire book or periodical may be made by your library at a library user's request or by another library on behalf of a library user upon certain conditions being met. These conditions include the library determining, after reasonable investigation, that an authorized reproduction cannot be obtained at a reasonable price. Once made, the reproduction must become the property of the library user. The library must have no reason to believe that the reproduction will be used by the user for purposes other than private study, scholarship, and research, and the library must display the register's notice at the place library users make their reproduction requests to the library.

### **Online Use**

Instructors may post their own authored materials, such as lecture notes, tests, exercises, problem sets, and PowerPoint presentations. If material they wrote was published, they may have transferred the copyright to the publisher. In that case, it will be necessary to obtain permission from the publisher to post the material.

Materials from Goodwin-licensed collections may be included in electronic reserves and course websites without any further permission by linking to a persistent URL. Material not protected by the Copyright Act may be made available on electronic reserves or on course websites without the permission of the copyright owner, such as works in the public domain, works of the U.S. government, and links to websites.

## **Warning**

Compliance with copyright law is the responsibility of the individual. This is only a short introduction to copyright issues affecting students and faculty. Please see the copyright book in the library, *Copyright Clarity* by Renee Hobbs, Ed.D., for further discussion of fair use supporting digital learning. Dr. Hobbs is a leading authority on media literacy education and copyright law.

## **Disclosure of Information**

---

### *Press and Other Media*

The Office of Marketing and Communications approves all matters concerning the press and other media. It is the policy of Goodwin University that any employee or student at the University who is contacted by the press or other media refers the inquiry to the Office of Marketing and Communications. Any student or employee appearing in the press or other media as a representative of Goodwin University must receive the prior approval of the Director of Marketing and Communications (or in his absence, the President). Violations to this policy by faculty, students, or staff will be referred to the appropriate area for possible disciplinary action.

### *Releasing Data*

It is the policy of Goodwin University that data concerning the University cannot be released to any person or agency outside of the University without the prior approval of the Vice President for Enrollment, Marketing and Communications.

The following Goodwin University technology policies are intended to provide a framework for all members of our University community regarding the use of technology resources in ways that are consistent with the mission and educational goals of the University, as well as in conformity with all local, state, and federal laws.

### *Emergency Notification*

Goodwin University is committed to providing a safe and quality environment for our students. Part of our overall commitment is to assure that in times of emergency we can provide accurate and timely information. When you enroll at Goodwin University, emergency contact

information is collected. Emergency cell phone information will be placed into our notification system, EverBridge. When urgent or timely information needs to be sent to students, the emergency point of contact will receive a text message giving vital updates. The University will also send emergency notices to student e-mail accounts and post information on the University website.

\*This system is not used for unexpected delays, early dismissals, or closures.

### *Handling of Sensitive Data Policy*

As required by CT Public Act 08-167, An Act Concerning the Confidentiality of Social Security Numbers, this policy serves as the University's official notice to faculty and staff.

Employees, students, and volunteers are required to hold in strict confidence and not disclose information obtained in the course of employment and/or work study to any person or entity that does not require this information in his/her official capacity. Confidential and other sensitive information includes but is not limited to: social security numbers, driver's license number, state identification card number(s), account numbers, credit or debit card numbers, passport numbers, alien registration numbers, health insurance identification numbers, current or former student or employment records, financial records, business planning documents, alumni records, donor lists, and contribution records and other confidential or sensitive information relating to the affairs of the University.

Employees, students, and volunteers will not disclose to or permit non-authorized persons or casual onlookers to view or access confidential or sensitive information. System IDs and passwords are intended for the exclusive use of the authorized individual. Passwords are not to be shared with anyone including family and friends. Records may be printed and/or copied only when necessary for purposes related to the institution. All printed or copied records must be kept in files that are locked when not in use. Employees and students will use the University's administrative systems (SonisWeb, SharePoint, Blackboard, TutorTrac, etc.) and University records only for the purposes for which they are intended and only to the extent authorized to do so.

Any personal information that is printed or stored electronically shall be destroyed, erased, or made unreadable prior to disposal.

Upon leaving the University, employees, students, and volunteers shall not take with them any materials belonging to, or relating to the affairs of the University. Prior to leaving the University and notwithstanding the circumstance surrounding their departure, employees, students, and volunteers will inform the University of the location of data and materials in their possession, or



under their control, belonging to or relating to the affairs of the University and ensure that such data and materials are accessible to the University.

## **Disruptive Classroom Behavior**

---

In order to ensure an optimal learning environment, Goodwin University does not permit disruptive behavior in the classroom.

Disruptive classroom behavior is any behavior that seriously interferes with other students' ability to engage in learning and/or the faculty or staff member's ability to provide instruction or service.

Following are some examples of behavior that may be defined as disruptive if they are persistent and/or pervasive:

- Eating and/or drinking in class (if not permitted)
- Performing a distracting repetitive act such as tapping fingers, chewing gum, or talking
- Disrespectful engagement of course content and/or unsolicited conversation
- Monopolizing classroom discussions
- Failing to respect the rights of other students to express their viewpoints
- Carrying on distracting side conversations
- Constant questions or interruptions which interfere with the instructor's presentation
- Overt inattentiveness (e.g., sleeping, reading the paper, using laptops for non-class-related activities)
- Creating excessive noise with papers, book bags, etc.
- Entering class late or leaving early
- Use of cell phones in the classroom
- Inordinate or inappropriate demands for time and attention
- Poor personal hygiene (e.g., noticeably offensive body odor)

Faculty and staff are expected to address disruptive behavior as it occurs. Ignoring the disruption will only allow the behavior to flourish. Keeping quiet sends as powerful a message as does addressing the behavior directly.

For behavior that may be threatening or violent, remove oneself and students from the situation and contact either Campus Security at 555 or dial 911.

## **Dress Code**

---

All students must wear upper and lower garments and shoes or sandals at all times in all campus buildings.

Please see academic department dress code regulations for specific program requirements.

Appropriate attire is required for formal convocations, formal receptions, and other formal occasions of a ceremonial nature.

Any student whose dress disrupts the educational process may be subject to the Student Code of Conduct and asked to leave campus in the interim.

### **Halloween Costume Policy**

As Halloween is a time when individuals express themselves through the pomp of masquerade, the University would like to remind students to maintain a safe environment, be sensitive to other cultures and think before they don their costumes. That said, here are a few guidelines that should help in maintaining proper decorum.

The following costumes/accessories are not permitted:

- Masks or other full face coverings
- Items resembling guns or weapons
- Costumes which promote harmful stereotypes, including those on the basis of race, creed (religion), color, national origin, age, gender, disability, sexual orientation, or gender identity
- Costumes that are revealing in nature and would not be considered acceptable in a professional environment
- Costumes that inhibit the view of others in a classroom setting

Additionally, costumes are prohibited in science laboratories and clinicals.

## **Drug and Alcohol Policy**

---

### **DRUG AND ALCOHOL POLICY/ DRUG-FREE SCHOOLS AND COMMUNITIES ACT**

Goodwin University is dedicated to providing quality educational services to its students and a quality work environment for its employees. In keeping with this commitment, Goodwin University maintains a campus free from drug and alcohol abuse. Any violation of this policy will warrant disciplinary actions up to and including dismissal or termination and may result in local, state, and/or federal criminal charges.

The Drug Free Schools and Communities Act Amendment of 1989 (Public Law 101-226) requires that all institutions of higher education implement a program that prevents the use of illegal drugs and the abuse of alcohol by students and employees. Goodwin University's abuse prevention policy is as follows:

## Standards of Conduct

All students and employees are prohibited from the unlawful possession, manufacture, use, or distribution of illegal drugs and alcohol on Goodwin University's campus and parking lots, or as part of any of the school's activities, including field trips and any other off-campus activities sponsored by Goodwin University. Students and employees are also prohibited from being under the influence of illegal drugs or alcohol while on Goodwin University's campus, parking lots, or as part of any school-sponsored activities.

For information regarding the college's drug testing policy and procedure for employees please see the Human Resources Department.

### *Statement on Medical Marijuana*

Goodwin University receives federal funding through Title IV. As a condition of accepting this money, Goodwin is required to certify that it complies with the Drug-Free Schools and Communities Act. The federal government regulates drugs through the Controlled Substances Act, which does not recognize the difference between medical and recreational use of marijuana. Thus, to comply with the Federal Drug Free School and Communities Act and avoid losing federal funding, Goodwin University prohibits all marijuana use, including medical marijuana, and students and employees may be sanctioned for its use. Therefore, marijuana prescribed for medical purposes is prohibited at Goodwin University even though Connecticut's state law permits its use.

## Legal Sanctions

Students and employees are subject to disciplinary sanctions under Goodwin University's policies on drug and alcohol use, and subject to criminal penalties under both state and federal law.

All drugs are controlled by Federal Law. (Most drug offenses are prosecuted under state law, which may be more severe.)

### I. FEDERAL LAWS

#### A. DRUGS

##### FEDERAL PENALTIES AND SANCTIONS FOR ILLEGAL POSSESSION OF A CONTROLLED SUBSTANCE

#### 1. Penalty for Simple Possession (see 21 U.S.C. 844[A])

- **FIRST CONVICTION:** Up to one year imprisonment and fined at least \$1,000 but not more than \$100,000 or both.
- **AFTER 1 PRIOR DRUG CONVICTION:** At least 15 days in prison, not to exceed two years, and fined at least \$2,500 but not more than \$250,000 or both.
- **AFTER 2 OR MORE PRIOR DRUG CONVICTIONS:** At least 90 days in prison, not to exceed three years and

fined at least \$5,000 but not more than \$250,000 or both.

• **SPECIAL SENTENCING PROVISIONS FOR POSSESSION OF CRACK COCAINE:** Mandatory at least five years in prison, not to exceed 20 years and fined up to \$250,000 or both, if:

- a. First conviction and the amount of crack possessed exceeds five grams;
- b. Second crack conviction and the amount of crack possessed exceeds three grams;
- c. Third or subsequent crack conviction and the amount of crack possessed exceeds one gram.

#### 2. Criminal Forfeitures (see 21 U.S.C. 853[a][2] and 881[a][7]).

Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than one-year imprisonment. (See special sentencing provisions regarding crack.)

**3. Forfeitures (see 21 U.S.C. 881[a][4])** Forfeiture of vehicles, boats, aircraft, or any other conveyance used to transport or conceal a controlled substance.

**4. Civil Penalties for Possession of Small Amounts of Certain Controlled Substances (see 21 U.S.C. 844a)** Civil fine up to \$10,000 (pending adoption of final regulations).

**5. Denial of Federal Benefits to Drug Traffickers and Possessors (see 21 U.S.C. 853a)** Denial of federal benefits, such as student loans, grants, contracts, and professional and commercial licenses up to one year for first offense, up to five years for second and subsequent offenses.

**6. Firearm Forfeiture (see 18 U.S.C. 922[g])** Ineligible to receive or purchase a firearm.

**7. Miscellaneous Revocation of Certain Federal Licenses and Benefits, e.g., pilot licenses, public housing tenancy, etc.,** are vested within the authorities of individual federal agencies.

#### 8. Federal Trafficking Penalties.

Please visit [dea.gov](http://dea.gov) for additional information.

### II. STATE LAWS

#### A. DRUGS

##### 1. Penalties for Illegal Manufacture, Distribution, Sale, Prescription, or Dispensing of Controlled Substances

- a. Hallucinogenic or narcotic substances other than marijuana. First offense: Prison sentence not to exceed 15 years and/or fine not to exceed \$50,000. Second offense: Prison sentence not to exceed 30 years and/or fine not to exceed \$100,000.

Each subsequent offense: Prison sentence not to exceed 30 years and/or fine not to exceed \$250,000 (see Connecticut General Statutes 21-277).

b. Other controlled substances excluding marijuana. First offense: Prison sentence not to exceed seven (7) years and/or fine not to exceed \$25,000. Each subsequent offense: Prison sentence not to exceed 15 years and/or fine not to exceed \$100,000 (see Connecticut General Statutes 21-277).

c. Examples of such substances include, but are not limited to, mescaline, peyote, morphine, LSD, cocaine (including "crack"), opium, amphetamines, and heroin. For a complete definition of controlled, hallucinogenic, and narcotic substances, see Connecticut General Statutes 21a-240.

## **2. Penalties for Illegal Manufacture, Distribution, Sale, Prescription or Administration by Nondrug-Dependent Person**

a. Minimum prison term of not less than five years and maximum term of life imprisonment for the manufacture, distribution, sale, or possession or transportation with the intent to sell of one ounce or more of heroin, methadone, or cocaine (including "crack"), or one-half gram more of cocaine in a freebase form, or five milligrams or more of LSD (see Connecticut General Statutes 21a-278).

b. Minimum prison term of not less than five years for first offense, and for subsequent offenses, minimum prison term of not less than 10 years, for the manufacture, distribution, sale, or transportation or possession with the intent to sell any narcotic, hallucinogenic or amphetamine-type substance, or one kilogram or more of a cannabis-type substance (which includes marijuana) (see Connecticut General Statutes 21a-278).

## **3. Penalties for Illegal Manufacture, Distribution, Sale, Prescription, or Administration Involving Minors (see Connecticut General Statutes 21a-278a)**

a. Mandatory two-year prison term for the distribution, sale, dispensing, offering, or giving of any controlled substance to another person who is under 18 years of age and who is at least two years younger than the person violating the statute.

b. Mandatory three-year prison term for the manufacture, distribution, dispensing, sale, transportation or possession with intent to sell, offering or gift of any controlled substance on or within fifteen hundred feet of the real property comprising a public or private elementary school.

## **4. Penalties for Possession (see Connecticut General Statutes 21a-279)**

a. Any person who possesses or has under his control any quantity of any narcotic substance, including marijuana, for a first offense may be imprisoned not more than seven years and/or fined not more than \$50,000, and for a second offense, may be imprisoned not more than 15 years and/or fined not more than \$100,000.

b. Any person who possesses or has under his control any quantity of a hallucinogenic substance other than marijuana or four ounces or more of a cannabis-type substance for a first offense, may be imprisoned not more than five years or be fined not more than two thousand dollars or be both fined and imprisoned, and for a subsequent offense may be imprisoned not more than ten years or be fined not more than five thousand dollars or be both fined and imprisoned.

c. Any person who possesses or has under his control any quantity of any controlled substance other than a narcotic substance, or a hallucinogenic substance other than marijuana or who possesses or has under his control one-half ounce or more but less than four ounces of a cannabis-type substance, for a first offense, may be fined not more than one thousand dollars or be imprisoned not more than one year, or be both fined and imprisoned; and for a subsequent offense, may be fined not more than three thousand dollars or be imprisoned not more than five years, or be both fined and imprisoned.

d. A variety of sentences are available under this statute depending on the substance possessed, its quantity, and the background of the offender.

## **B. ALCOHOL**

### **1. Sale of Alcohol to Minors and Intoxicated Persons (see Connecticut General Statutes 30-86)**

a. Any permittee who sells or delivers alcoholic liquor to any minor, or to any intoxicated person, or to any habitual drunkard shall be fined not more than \$1,000 and/or imprisoned not more than one (1) year.

b. Any person who delivers or gives alcoholic liquor to any minor, except on the order of a practicing physician, shall be fined not more than \$1,500 and/or imprisoned not more than 18 months.

### **2. Inducing Minors to Procure Liquor (see Connecticut General Statutes 30-87)**

a. Any person who induces any minor to procure alcoholic liquor from any person permitted to sell the same shall be fined not more than \$1,000 and/or imprisoned not more than one year.

### **3. Misrepresentation of Age (see Connecticut General Statutes 30-88a)**

a. Any person who misrepresents his age or uses or exhibits for the purpose of procuring alcoholic liquor an

operator's license belonging to any other person shall be fined not less than \$200 nor more than \$500 and/or imprisoned for not more than 30 days.

**4. Procuring Liquor by Persons Forbidden and Public Possession of Liquor by Minors (see Connecticut General Statutes 30-89)**

a. Any person to whom the sale of alcoholic liquor is by law forbidden who purchases or attempts to purchase such liquor or who makes any false statement for the purpose of procuring such liquor shall be fined not less than \$200 nor more than \$500.

b. Any minor who possesses any alcoholic liquor on any street or highway or in any public place or place open to the public, including a club that is open to the public, shall be fined not less than \$200 nor more than \$500.

**5. Dram Shop Act (see Connecticut General Statutes 30-102)**

a. If any person, by himself or his agent, sells any alcoholic liquor to any intoxicated person, and such purchaser, in consequence of such intoxication, thereafter injures the person or property of another, such seller shall pay just damages to the person injured, up to the amount of \$20,000, or to persons injured in consequence of such intoxication up to an aggregate amount of \$50,000.

**6. Operating a Motor Vehicle While Under the Influence of Liquor or Drug or While Impaired by Liquor (see Connecticut General Statutes 14-227a)**

a. Any person who operates a motor vehicle while under the influence of intoxicating liquor or drug or both or who operates a motor vehicle while his ability to operate is impaired by the consumption of intoxicating liquor shall, for conviction of a first violation, be fined not less than \$500 and be imprisoned for not more than six months, and shall have his operator's license suspended for one year.

b. This statute provides for greater penalties for subsequent offenses.

**III. LOCAL LAWS**

**A. ALCOHOL**

**1. Possession and Consumption of Alcoholic Liquor In, Within and Upon Public Areas, Public Highways, and Parking Areas (see Town of East Hartford Code of Ordinances Sec. 13-6.)**

a. No person shall consume any alcoholic liquor, or have in his possession any open container of alcoholic liquor, while upon or within the limits of any public highway, public area or parking area within the Town of East Hartford. The possession of an open container of alcoholic liquor or consumption therefrom by any person while in a motor vehicle parked within or upon parking

areas of a public highway or sidewalk, or within or upon a public area, shall also be a violation hereof.

b. Any person violating this ordinance will receive a written warning for first offenses and then a pay fine for future offenses. Pay fines are \$99 for any violation of Town Ordinances.

Any questions concerning the legal sanctions under state law for unlawful use or distribution of illegal drugs or alcohol should be directed to the State's Attorney's Office, 80 Washington Street, Hartford, CT 06106, 860-566-3190. Any questions concerning the legal sanctions under federal law for unlawful use or distribution of illegal drugs or alcohol should be directed to U.S. Attorney's Office, 450 Main Street, Hartford, CT 06103, 860-947-1101.

**Health Risks**

*Description of Health Risks*

Serious health and personal risks are associated with the use of illegal drugs and abuse of alcohol. They may include temporary or permanent physical or mental impairment, injury, or death. Use and abuse of such substances may also give rise to conduct which causes injury, death, or damage to the user/abuser or to the person or property of others, resulting in criminal or civil prosecution and liability. Use and abuse of such substances may also lead to unsafe and/or nonconsensual sex, unwanted pregnancy, and may cause defects, injury, or death in unborn children. Consequences also include temporary or permanent loss of educational or employment opportunities.

*Drugs and the Body*

**Narcotics (Heroin):**

- Initial euphoria followed by drowsiness and nausea
- Constricted pupils, watery eyes, dazed look
- Overdose may produce slow, shallow breathing, clammy skin, loss of appetite and weight, and possible death

**Depressants (Barbiturates, Tranquilizers):**

- Relaxed muscles, calmness, drowsiness
- Confusion, disorientation, slurred speech
- Overdose may produce shallow breathing, clammy skin, weak and rapid pulse, coma, and possible death

**Stimulants (Cocaine, Methamphetamine):**

- Increased heart and respiratory rate, elevated blood pressure, decreased appetite
- Blurred vision, dizziness, insomnia, anxiety
- High doses can cause physical collapse, irregular heartbeat, stroke, and possible death

Hallucinogens (LSD, PCP, Mushrooms):

- Illusions and hallucinations
- Confusion, panic, anxiety, depression, and poor perception of time and distance
- Respiratory failure, death due to careless behavior

Cannabis (Marijuana, Hashish):

- Increased heart rate, bloodshot eyes, dry mouth and throat, and increased appetite
- Interferes with memory, speech, coordination, and perception of time
- Increases risk of lung cancer, weakened immune system, and affects reproductive system

*Alcohol and the Body*

Impairment of brain function, judgment, alertness, coordination, and reflexes

- Attitude and/or behavioral changes, such as uncharacteristic hostility, or increased risk taking, such as driving recklessly
- Alcohol taken with other drugs can intensify the effects of the drug, alter the desired effect of the drug, cause nausea, sweating, severe headaches, and convulsions
- Addiction or chemical dependency
- Memory blackouts
- Uncharacteristic family, school, work, or legal problems
- Health problems such as cirrhosis of the liver
- If used during pregnancy, birth defects and mental retardation in users' unborn children may occur

Materials further describing the health risks associated with the use of illegal drugs and the abuse of alcohol are available in the campus Counseling Office.

### **Drug and Alcohol Programs**

Students seeking drug or alcohol counseling, treatment, or rehabilitation should speak to the on-campus counselor for confidential services. Goodwin University's Counselor is located at One Riverside Drive, East Hartford, CT 06118. Appointment times can be arranged to meet the needs of students by calling 860-913-2395.

Employees seeking drug or alcohol counseling, treatment, or rehabilitation should speak to the Human Resources Department, where they will be connected to confidential services through the Employee Assistance Program (EAP). For further information, contact Terry Antoine, Director of Human Resources, Room 144-G, One Riverside Drive, East Hartford, CT 06118, 860-727-6938.

Each state has a single agency for the various drug abuse prevention, treatment, and rehabilitation

programs. In Connecticut, this is the Department of Mental Health and Addiction Services, 410 Capitol Avenue, PO Box 341431, Hartford, CT 06134, 860-418-7000.

For additional treatment resources in Connecticut please see the following: <https://www.treatment-centers.net/directory/connecticut.html>

Awareness and prevention education related to drug and alcohol abuse occurs throughout the year as provided by the Student Services Department and the Counseling Office.

### **Disciplinary Sanctions for Violation of the Standards of Conduct**

Students found to have violated the Drug and Alcohol Policy Standards of Conduct are subject to disciplinary sanctions. These include being warned, put on probation, suspended, or dismissed at the discretion of the General Conduct Board. Students are reminded that felony convictions may lead to a loss of eligibility to be hired in their chosen field.

Employees found to have violated the Drug and Alcohol Policy Standards of Conduct are subject to disciplinary sanctions. These include being subject to a disciplinary letter, suspension from work, and/or enrollment in a rehabilitation program, or termination of employment.

If a student is convicted locally or within the state for the use, possession, manufacture, or distribution of illegal drugs or alcohol, he/she will be terminated from Goodwin University and will be held liable for his/her financial obligations to the school.

If an employee is found guilty by a local or state enforcement agency, employment will be terminated until such time the employee has completed the penalties and has indicated his/her commitment to be rehabilitated.

### **Policy Review**

Goodwin University will conduct a biennial review of the Drug and Alcohol Policy to assess its effectiveness and ensure that disciplinary sanctions are consistently enforced. Changes in the policy will be implemented as needed following each review.

### **Involuntary Leave of Absence**

As a community, the University's concern is always the health and well-being of each student. To help students achieve their full potential and participate successfully in University life, Goodwin provides students with a host of services, including the Counseling Center. The

Counseling Center provides a wide range of mental health care to Goodwin University students, including assessments, emergency services, crisis intervention, medication management, short-term individual counseling, and referral services. The Counseling Center also provides consultation to University officials who have concerns about the safety and well-being of a student. In addition, the Academic Success Center offers a wide-range of tutoring services that can assist students with reducing stress while fostering a student's academic success.

Sometimes, the observation of a student's behavior, conduct, actions, and statements may raise concerns about:

- the safety and well-being of the student or others;
- the significant disruption the behavior is causing to the functioning of an educational institution;
- the level of distraction to other students and how this distraction is interfering with their ability to pursue their studies.

Anyone aware of such circumstances should immediately contact the Vice President for Student Affairs/Dean of Students. In response, the Vice President for Student Affairs/Dean of Students (or their designee) will meet with the student to discuss the behavior and the student will be required to meet with the Counselor for an assessment. Based upon the information gathered, the Dean in consultation with the General Conduct Board will determine if it is in the best interest of the student and/or others, if the student:

- continues as a student as long as s/he adheres to specific conditions which will to be described to the student in writing;
- is required to take a leave of absence;
- if a leave of absence is recommended, the student, as a rule, will be given the opportunity to take the leave of absence voluntarily. The student will also be given the opportunity to contact a legal guardian or parents to assist him/her in this decision making. If a student chooses not to contact a legal guardian or parent, the University reserves the right to do so, especially if the College feels it is in the best interest of the student.
- if the student declines to take a voluntary leave of absence and/or the behavior is severely impeding the educational mission of the University, the Vice President for Student Affairs/Dean of Students (or his designee) has the authority to place the student on an immediate "Involuntary Leave of Absence."

Ultimately, the Vice President for Student Affairs/Dean of Students may require a student to take an involuntary leave of absence when it is determined: the student has engaged, or threatened to engage, in behavior which has or could cause significant property damage, or that has or could directly and substantially impede the rightful activities of others; based on the consultation

with the Counselor (or his or her designee) and review of all pertinent information, it has been determined the student is unable to function as a student and/or the student's continued presence on campus poses a substantial risk to the safety and well-being of the student and/or others.

When, in the judgment of the Vice President for Student Affairs/Dean of Students (or designee), a student's continued presence is likely to pose a substantial risk to the health, safety, and well-being of the student or to others, the student may be placed on an emergency interim leave before a final determination, as described above, is made. Every reasonable attempt will be made for the Vice President for Student Affairs/Dean of Students to meet with the student and to consider germane medical and other information provided by the student before deciding on an interim leave and the student will be informed of the interim leave in writing. The emergency interim leave will remain in effect until a final decision has been made or a determination has been made that the reasons for imposing the interim leave no longer exist.

When the Vice President for Student Affairs/Dean of Students decides that an involuntary leave of absence is appropriate, the decision and the conditions for resumption of studies will be communicated in writing. A student on an involuntary leave of absence no longer attends classes, participates in University programs, or uses University facilities, and if residing on campus, must vacate University housing.

A student placed on an involuntary leave of absence may request, within 10 business days of the date of the decision, a review of the decision from the Vice President for Student Affairs/Dean of Students along with the Provost. The student must submit the request for a review of the decision and any supporting materials in writing. The Vice President for Student Affairs/Dean of Students and Provost (or their designee) will review appropriate records and documentation, confer with the Counselor, and when feasible and appropriate, will meet with the student. The student may be required to sign a medical records release and to authorize direct communication between the Vice President for Student Affairs/Dean of Students and/or Provost (or their designee) and the Counselor (or their designee) regarding the circumstances, the student's medical information, and information obtained from the student's medical provider(s). The Vice President for Student Affairs/Dean of Students and/or Provost will communicate a final decision in writing within 10 business days. The involuntary leave of absence will remain in effect during the period that the Vice President for Student Affairs/Dean of Students and the Provost consider the student's request.

**NOTE:** Students placed on an involuntary leave of absence are still required to meet all loan repayment obligations as applicable. Students who are no longer registered at Goodwin University should contact the Financial Aid Office at (860) 913-2065 to discuss and understand the conditions of their enrollment status and loan repayment obligations.

#### *Notification of Others*

The Vice President for Student Affairs/Dean of Students (or his designee) may notify a student's parents, emergency contact, or others when, in the Dean of Student's judgment, the student is unable to make the notification or the student's behavior poses an imminent danger to the student or others, or requires an immediate disclosure of information to avert or diffuse serious threats to the safety or health of the student or others. A leave of absence does not preclude the application of the University disciplinary systems.

#### *Returning to Campus after an Involuntary Leave of Absence*

A student on an involuntary leave of absence will not be permitted to resume his or her studies until the Vice President for Student Affairs/Dean of Students and the Provost make a fact-specific assessment of the circumstances and conclude that the student no longer poses a significant disruption to the functioning of the University and/or no longer poses a significant risk to the health and safety of the student or others (that cannot be eliminated by a reasonable accommodation). In making this determination, usually the Vice President for Student Affairs/Dean of Students and Provost (or their designee) will require the student to authorize any and all treating professionals to contact the Counselor (depending on the issue) to discuss the student's clinical condition, whether the student continues to pose a direct threat to the safety and well-being of others, as well as the student's preparedness for (1) a return to the academic rigor of the University, (2) the ability to navigate self-sufficiently as a functioning, non-disruptive member of the Goodwin community, and (3) the capability for continuing appropriate treatment via the University or other resources, if necessary. If the student is to continue treatment while resuming studies, the Vice President for Student Affairs/Dean of Students will ask the student to sign a release that authorizes the treating professional to notify the Vice President for Student Affairs/Dean of Students if the student does not adhere to the treatment plan.

#### *Medical Transport Policy*

If a student requires a medical transport from the University, prior to his/her return to Goodwin, they must complete a medical records release form permitting either the Vice President for Student Affairs/Dean of Students and/or the Counselor (depending on the case)

to discuss the reason for the transport with the treating health professional.

Students may not return to campus until this information has been shared with the appropriate University personnel and it is determined that the student has the ability to return to the academic rigor of the University.

## **IT Support**

---

The mission of the Goodwin University Information Technology (IT) Department is to support the activities necessary to obtain and maintain connectivity to the Goodwin University network infrastructure, and to provide current and relevant technology to the students, faculty and staff by researching, procuring and supporting the appropriate IT related solutions, including educating them on the same, in facilitation of the mission, vision and goals of Goodwin University.

## **Infectious Disease Policy**

---

If a student has been identified as having contracted an infectious disease (either through self-disclosure or through another community member), s/he will be put on a temporary medical leave by the Vice President for Student Affairs/Dean of Students. S/he must complete a medical records release form which indicates that the student has been treated by a medical professional and has the ability to safely return to the academic rigor of the University.

If the temporary medical leave lasts longer than 10 school days, the student may be required to withdraw for the entire semester. Withdrawal may affect the student's financial aid and students are still required to meet all loan repayment obligations as applicable. Students who are no longer registered at Goodwin University should contact the Financial Aid Office at 860-913-2002 to discuss and understand the conditions of their enrollment status and loan repayment obligations.

## **Kid Care Program**

---

**Goodwin Kid Care Program is currently closed. For more information, please visit our website.**

Goodwin Kid Care is an on-campus drop-in child care service that provides supplemental child care assistance for Goodwin University students during class time. Students are encouraged to take advantage of this exceptional service and opportunity to keep your children engaged, happy, and safe while you are in class. Children will have opportunities to make new

friends and explore math, science, reading, and technology.

**All students must complete an application and an interview with the Kid Care Director or Kid Care Specialist prior to utilizing this service.**

## **Library Public Use Policy**

---

Recognizing that the primary mission of the Hoffman Family Library is to provide high-quality materials and services to Goodwin University students, faculty and staff, the library limits use by the public. Use of computers, printers or library physical space by members of the public is not allowed.

The Hoffman Family Library limits use by the public as follows:

- Members of the general public that need to use the Library's **print materials** are welcome to do so by *prior appointment only*; please contact the library staff at 860-913-2042 to make arrangements
- Researchers interested in working with the library's Special Collections, including the Haley and King collections, should email [SpecialCollections@goodwin.edu](mailto:SpecialCollections@goodwin.edu) for guidelines on requesting access. Please note: the library's Special Collections are not housed on site and are never available on a walk-in basis
- Guests of Goodwin University students, faculty and staff are welcome while accompanied by a University community member
- Family members of prospective students who are on campus are welcome after registering as "visitors" at the front desk

## **Missing Student Policy and Procedure**

---

It is the policy of Goodwin University to carefully investigate any report of a missing student who is enrolled and attending classes at Goodwin University. Missing student investigations will be completed with the cooperation of student affairs personnel and Campus Safety and Security.

This policy applies to all Goodwin University students, whether or not they reside in student housing.

- A student will be deemed missing when the student is reported absent from Goodwin University housing without any known reason.
- A student will be deemed missing when the student is reported absent from Goodwin University at any of its campuses or non-campus locations in a manner which is believed to be continual, uncharacteristic, or suspicious.

- In the event of statements made by a student indicating self-harm or suicidal ideations, that student shall be deemed as missing if the student is not in the company of a University official or family member.
- Pursuant to 20 U.S.C. § 1092(j) and 34 C.F.R. § 668.46(h), it is required that any missing student report must be referred immediately to the University Department of Campus Safety and Security at 860-913-2100, Vice-President for Student Affairs and Dean of Students.

The option for designating an emergency contact person is given and included in the student housing application process and will also be given as an option at the time of Student housing unit check-in.

Any contact information shared will be registered confidentially and be accessible only to authorized campus officials and then disclosed only to law enforcement personnel in the furtherance of a missing person investigation. Regardless of whether the student has identified a contact person, is above the age of 18, or is an emancipated minor, the local law enforcement agency will be informed within 24 hours that the student is missing.

## **Notification of Rights Under the Family Educational Rights and Privacy Act (FERPA)**

---

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA provides these rights:

1. Students have the right to inspect and review their education records within 45 days of the day Goodwin University receives a request for access.
2. Students have the right to request that a school correct records which they believe to be inaccurate. They should write to the Provost and Dean of Faculty, identify the part of the record they want changed, and specify why it is misleading.

If Goodwin University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his/her right to a hearing regarding the request for amendment.

Generally, universities must have written permission from the student in order to release any information from a student's education record. However, FERPA allows universities to disclose records, without consent,



to universities officials who have legitimate educational interest.

In addition, universities may disclose without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, major field of study, degrees earned, honors and awards, and dates of attendance. Students may request to restrict the release of directory information by filing a "Request to Restrict" form in the Registrar's Office. Students who wish to have information shared with parents, legal guardians, and/or significant others must file a "Permission to Release" form in the Registrar's Office. Goodwin University annually notifies students of their rights under FERPA.

Students have the right to file a complaint with the U.S. Department of Education concerning alleged failures by Goodwin University to comply with the requirements of FERPA.

The name and address of the office that administers FERPA is:

**Family Policy Compliance Office**  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, D.C. 20202-8520  
1-800-872-5327

## Persons with Disabilities Policy

Goodwin University is committed to the goal of achieving equal educational opportunity for individuals with disabilities and actively seeks to develop and maintain reasonable accommodations for all students. Persons with disabilities are encouraged to apply for admission. With appropriate documentation, students may request reasonable accommodations through the AccessAbility Services office at [accessabilityservices@goodwin.edu](mailto:accessabilityservices@goodwin.edu).

Goodwin University is accessible to people with disabilities. Accessible parking is located in the front of the school in designated areas. A ramp is located at the entrance of the University. All campus buildings have been built to handicapped specifications.

## Policy on Discrimination, Harassment, Sexual Misconduct, and Retaliation

Goodwin University (the "University") is committed to providing a workplace and educational environment, as well as other benefits, programs, and activities that are free from discrimination, harassment, and retaliation. Consistent with the University's commitment to equal opportunity and non-discrimination, and in compliance with federal and state civil rights laws and regulations, the University strictly prohibits discrimination and harassment. Prohibited conduct includes discrimination

and harassment based on race, color, sex, pregnancy, religion, creed, ethnicity, national origin, disability, age, sexual orientation, gender identity, veteran or military status, predisposing genetic characteristics, victim status<sup>1</sup> or any other protected category under applicable local, state or federal law. Prohibited conduct also includes retaliation against a person for the good faith reporting of these forms of conduct or participation in an investigation or proceeding under this Policy.

Any member of the campus community who acts to deny, deprive or limit the educational, employment, residential, or social access, benefits, or opportunities of any member of the campus community, including guests or visitors, based on their protected class, is subject to sanctions under this Policy. Upon notice, the University will appropriately address and remedy all allegations per the resolution procedures described herein. Vendors, guests, visitors, and other non-campus members who engage in discriminatory actions within Goodwin University programs, activities, or on Goodwin University property are not subject to the Grievance Processes under this Policy. However, they may be subject to actions that limit their access and involvement with Goodwin programs as the result of such misconduct.

The University is committed to stopping, preventing, and remedying discrimination, harassment, sexual misconduct, and retaliation and addressing any violations of this Policy. Accordingly, the University has created two grievance processes to accomplish this task; the **Title IX Grievance<sup>2</sup> Process** and the **Discrimination, Harassment, Sexual Misconduct, and Retaliation (DHSMR) Grievance Process**. The Title IX Grievance Process is designed to address conduct that falls under the Title IX Regulation's definition of sexual harassment. In contrast, the **DHSMR Grievance Process** provides a process for the resolution of all complaints of violations of this Policy that fall outside Title IX covered conduct. For more on the Grievance Processes, see below.

1. The University adopts these policies and procedures in furtherance of:
  - A. preventing, eliminating and addressing discrimination, harassment, sexual misconduct, retaliation, and other civil rights offenses;
1. fostering a climate where all individuals are well-informed and supported in preventing and reporting discrimination, harassment, sexual misconduct, retaliation, and other civil rights offenses; and
2. providing clear standards and a fair, prompt, and impartial process for all parties by which violations of this Policy will be addressed.

The University will take prompt and effective action to eliminate discrimination, harassment, sexual misconduct, retaliation, and other civil rights offenses; prevent their reoccurrence, and remedy their effects.

## **Postings for off-campus groups or individuals:**

---

Internship-related postings are handled through the Career Services office.

Off-campus organizations advertising lectures or workshops must receive prior approval through Student Affairs.

Please note that there are specific locations on campus for postings. See the Student Affairs office for a current listing.

Any advertisements found to be in violation of the posting policy will be removed.

Locations for events must be properly booked through the University's event planner. If proper event planning procedures have not been followed, flyers for such events will not be approved. Please see the Student Engagement office for information on planning events.

## **Posting Policy**

---

All Goodwin clubs and organizations that advertise an event, meeting or program, must get prior approval from the Vice President for Student Affairs/Dean of Students before posting. In order to receive approval, postings must include dates, times, locations, and cost as relevant to the activity/event. Postings containing any false information, inappropriate language, or material that is otherwise inconsistent with the mission and values of Goodwin University will not be approved. The Vice President for Student Affairs/Dean of Students reserves the right to deny approval of any publicity material deemed inappropriate.

## **Soliciting or Commercial Activity**

---

No soliciting or commercial activity by outside organizations or individuals is allowed on campus or in Goodwin University facilities (including online or network facilities, student housing, etc.) without specific written authorization from the Facilities Department. No soliciting or commercial activity by students is permitted on campus or in Goodwin University facilities (including online or network facilities, student housing, etc.) without the prior specific written authorization from the Facilities Department. The advertising, marketing, soliciting or merchandising of credit cards to students is specifically prohibited under the CARD Accountability, Responsibility and Disclosure Act of 2009.

## **Technology Policy**

---

This policy will outline the acceptable usage for all computers and peripherals, network resources, telephones and all other electronic devices owned and maintained by Goodwin University, including personal devices that access Goodwin University networks or resources.

Access to all computer systems, networks and electronic devices owned by Goodwin University imposes certain responsibilities and obligations to all faculty, staff and students (who will be referred to as "users" in this document). Users failing to adhere to this policy may face disciplinary actions by Goodwin University and/or local and federal law enforcement agencies.

## **Weapons Policy**

---

There is zero tolerance for actions that endanger or threaten to endanger any student and his/her right to have equal access to an education on a secure campus. Therefore, any weapon or anything that is determined to be a weapon by the Director of Campus Safety and Security is not allowed anywhere on campus. Any such weapon will be confiscated, and the violator will be subject to disciplinary action, including expulsion from the University.

**All students, faculty, and staff who have knowledge of weapons on campus must report that knowledge immediately to the police by calling 911.**

# Student Housing

---

## Information

---

### Door Access

A student is never permitted to duplicate or lend the student's room key or access/ID card to anyone. In addition, a student should never prop a door open or place an obstructing object in a residence hall door that will cause it to remain ajar.

Any student who copies or lends a key or a Goodwin University ID card to a non-resident, props a door open, admits an unauthorized guest, or tampers with an "Emergency Exit Only" door will be subject to the Student Disciplinary Conduct process.

The fee for a lost room key is \$125. The fee for a lost Goodwin ID card is \$10. There is one designated entrance and exit for each of the student housing units.

Residents are urged to keep room doors locked. Doors leading to the common stairwells are fire doors and must be kept closed and locked at all times.

Entrance through a student housing unit's window into the unit is prohibited. Students or guests found violating this policy may be held accountable for trespassing/breaking and entering.

### Keys

Each student will be issued a housing unit room key and a Goodwin University ID card. Residents should carry both items with them at all times. Your Goodwin ID card and keys should not be loaned out to anyone. The unauthorized duplication of any Goodwin University key is prohibited.

The replacement charge for lost room or building key will be posted by the Campus Realty Department. The replacement charge for a lost student ID card is \$10 which covers the cost of the card and activating the card. All lost keys and Goodwin University ID charges will be added to your student account. Students are required to return Building keys during school breaks.

### Decorating Housing Units

Residents may decorate their rooms, with the following exceptions:

- No wall hangings, tapestries, flags, or fabric are permitted over plugs, lights, ceilings or doorways
- Electrical sockets may not be overloaded
- Room doors may not be covered

- Products that leave adhesive damage or stains to paint, ceilings, walls, floors, doors, windows, or Goodwin University furniture may not be used
- Items may not be hung, displayed, or thrown from the housing unit windows
- No nails or screws are to be used in the walls, only tacks may be used
- All lights are to be UL approved
- Window blinds are provided by Goodwin University; Curtains or other window dressings are prohibited

### Guests and Visitors

A guest is someone not assigned to a particular student housing unit but is in the room at the invitation of an occupant. Guests must be 18 years of age or older and have the consent of you and your roommate(s). While a guest is in the building, the resident is responsible for their guest's conduct. If the guest is in violation of a policy or procedure, the housing unit resident will be held responsible. You and your roommate are responsible for guest/visitor(s) visiting your unit and room. The actions of your guest/visitor(s) can cause result in a loss of housing privileges.

Fire codes do not allow for large groups in housing units. No more than eight people should be in your unit at any time.

All alcohol/illegal drug related parties/activities are prohibited. You are responsible for your guest/visitor(s) and if their behavior is inappropriate. Should your guest refuse to leave at your request, contact Goodwin University Security or the East Hartford Police.

### Overnight guest/visitor(s) must get prior approval

No guest/visitor(s) residing outside of student housing will be allowed to stay in a resident's room without prior approval from the Resident Assistant on duty. Goodwin student housing is for student residents only. Guest/visitor(s) may not take up occupancy in a room. Relatives under the age of 18 will be permitted with proper supervision and with the advanced approval of the Dean of Students or Residential Life staff.

### Guests/Outside Visitors

In order for Goodwin staff and/or Campus Security staff to identify guest/visitor(s) appropriately, guest/visitor(s) must carry a form of identification at all times, and sign in when necessary.

In order for Goodwin staff and/or Campus Security staff to identify current students appropriately, students must carry their student ID with them at all times.

A resident may not entertain a guest in a housing unit over the objection of a roommate. In order for a resident to have a guest or visitor in a resident's room, the resident must have the approval from their roommate/suitemates prior to the guest/visitor(s) arrival.

The student host shall be considerate of other residents when entertaining guests/visitor(s). Failure on the resident student's behalf to properly follow these procedures will result in disciplinary action, and additional action can be taken against the guest/visitor(s) by the University.

**All guests/visitor(s) must follow the guest policies listed below:**

- Residents hosting an after-hours guest must fill out an after-hours guest slip with the RA on duty and have their roommate/suitemates sign the slip prior to their after-hours guest/visitor(s) arrival.
- The after-hours guest/visitor(s) is required to carry the copy of the after-hours guest slip, and must present it upon request
- After-hours guest/visitor(s) with a vehicle on campus must register the vehicle with the Goodwin University Security Department.
- All after-hours guest/visitor(s) must be over the age of 18.
- The completed slip must be submitted to the RA on duty 48 hours prior to the guest/visitor(s) arrival.

**Guest/Visitor(s) Hours:**

- There will be no guest/visitor(s) allowed in student housing units during the week days
- Residents may have guest/visitor(s) on the weekend, starting Friday 5:00 pm until Sunday 7:00 pm
- Residents are permitted only two after-hours guest/visitor(s) each weekend, per apartment.
- In order to have an overnight guest/victor(s) the after-hours guest slip must be completed 48 hours prior to the guest/visitor(s) arrival
- Each resident is allowed to host an after-hours guest/visitor(s) in the student housing units during the designated times a total of twice per month. The overnight guest/visitor(s) is not allowed more than two consecutive weekends in one month.

**Definitions of Guest/Visitor(s):**

**Guest:** An individual who is not a current Goodwin University residential student or current Goodwin University commuter student.

**Visitor:** A Goodwin University student entering a housing unit that they do not reside in or a current Goodwin University commuter student.

**After Hours Guests:** A guest that has prior approval to stay in the designated student housing unit accompanied by a Goodwin student housing resident.

**Public Common Spaces**

In compliance with fire regulations, hallways must be kept clear of personal or Goodwin University property. Articles left in hallways are subject to confiscation, including bicycles. Students are not allowed to place obstructions of any kind in the hallways of housing units. Hallway lighting may be adjusted according to energy conservation requirements within the limits of safety.

**Noise**

Quiet hours in housing units will be observed nightly beginning at 10 p.m. until 8 a.m. the following morning. Quiet hours mean that stereos, visiting persons, and any activity will be at a level low enough so as not to disturb others. Stereos and TV sets should be played softly so they do not disturb occupants of other rooms or neighbors. Speakers should not be placed in windows facing outside. Outside antennas are prohibited for safety reasons.

Excessive noise will not be permitted at any time. Violations may result in disciplinary action. If there is excessive noise, the privilege of using these items may be forfeited and, if necessary, instruments, stereos, or TV sets will be confiscated and stored by the Dean of Students. Any type of excessive noise may carry throughout the Housing unit and is also subject to the Town of East Hartford noise ordinances including city fines that would be directed to you.

**Damages and Fees Schedule**

<u>Item</u>	<u>Cost</u>
Bed Frame	\$150.00
Refrigerator	\$550.00
Bed Slats	\$30.00
Refrigerator Parts	\$50.00–150.00
Blinds	\$45.00
Screen Replacement	\$60.00

Cabinet Replacement	\$225.00	Shower Rod	\$30.00
Screen Rips	\$25.00	Dresser	\$350.00
Cabinet Doors	\$70.00	Toilet Paper Holder	\$15.00
Sink	\$150.00	Dresser Drawer	\$50.00
Cabinet Knobs	\$10.00	Toilet Tank/ Base	\$200.00
Shower Curtain	\$20.00	Thermostat Cover	\$165.00
Carpet (total replacement/room)	\$850.00	Toilet Seat	\$20.00
Lamps	\$50.00	Outlet Cover	\$10.00
Hallway/ Kitchen/ Bathroom Light	\$50.00	Towel Rack	\$20.00
Couch	\$800.00	Housekeeping Fee (per hour)	\$125.00
Countertop	\$250.00	Mirror	\$150.00
Love Seat	\$600.00	Mattress	\$150.00
Kitchen Table	\$300.00	Window	<i>Assessed before pricing is established</i>
Single Sofa Chair	\$400.00	Paint Peel	\$25.00
Kitchen Chair	\$75.00	Window Latch	\$20.00
End Table	\$175.00	Nightstand	\$50.00
Desk	\$250.00	Trash/Recyclables Fee	\$25.00
Coffee Table	\$150.00	Paint (per room)	\$450.00
Desk Chair	\$35.00	Wall Damage	
Stove	\$400.00		Damage measuring in the range of 0–5"
Doors/Frame	\$500.00		\$50.00
Switch Plates	\$5.00		Damage measuring in the range of 5.1–10"
Key Cylinder Replacement	\$75.00		\$100.00
			Damage measuring in the range of 10.1–20"
			\$200.00
			<i>Anything larger will have to be assessed before pricing can be established</i>

### **Electrical Appliances**

Heating, cooking, or air-conditioning equipment may not be used in the student housing units except as provided by Goodwin University. Keep in mind, if you choose to have electrical appliances they must be kept in the kitchen. For these appliances, you may need to use a UL approved surge protector and avoid plugging everything into one outlet. Overloading the outlets will cause a breaker to trip, and this is considered a fire hazard.

### **Furniture Misappropriation**

Students may not remove university equipment or furniture from its assigned room, suite, lounge, or other area within a building. Unauthorized removal of furniture within a building or from one building to another will be considered misappropriation, and a fine may be incurred.

### **Littering**

Dispose of all trash in the appropriate trash facilities. Any housing resident who litters may be subject to disciplinary action under the Student Code of Conduct.

### **Animals in Housing**

No animals, including pets, of any kind are permitted in student housing units, with the exception of one fish in a fishbowl that does not exceed 2 gallons. Your housing arrangements can be immediately revoked for having an animal. If accommodations for service or emotional support animals are required, contact the Coordinator of Accessibility Services at 860-727-6718.

### **Personal Property Loss or Damage**

The University is not responsible for any loss or damage to personal property of student housing residents for any reason that is lost, damaged or stolen (including damage caused by employees in the performance of their work). For the protection of your personal property, always keep the door to your room locked at all times.

Residents are strongly discouraged from keeping large sums of money, expensive jewelry, or highly valued articles on their person or in their room. ***It is also recommended that students should have homeowner's/renter's insurance.***

Although Goodwin University is not responsible for personal property, in such a case, immediately report it to the Dean of Students office and file an Incident Report with Campus Security. Students who have been victimized by theft should then also contact their homeowner's/renter's insurance company for possible restitution.

If a student violates any University policies or guidelines, this will result in University disciplinary action including, but not limited to, fines and/ or immediate removal from King Court student housing. The University is not responsible for any of the students' personal belongings left behind after the posted move out date. The University is not responsible for transporting students' personal belongings out of the student housing unit. If a student's account balance exceeds the posted limit by the Business and Financial Aid Office, the student will be subjected to an immediate removal from student housing.

### **Video Surveillance**

Video surveillance is in place for your protection and the protection of your property and Goodwin University property. Buildings and parking lots are under 24-hour video surveillance.

## **Housing Terms and Conditions of License**

---

### HOUSING TERMS AND CONDITIONS OF LICENSE

#### **The Resident Agrees:**

1. To remain enrolled as a full-time student while living on campus. In addition, students must remain in good standing with the University, including any violation of any provision in the Goodwin Student Handbook or the Goodwin University Student Housing Policies and Guidelines.
2. To conduct the student in a manner consistent with the mission of Goodwin University.
3. To abide by the rules and regulations contained in the Goodwin University Student Handbook and the Residential Life Policies and Guidelines, including all amendments and modifications in effect while the student is a resident, regardless of when the amendment and/or modification was made.
4. To abide by all Federal, State, and Local laws.
5. To reside in the assigned room with her/his assigned roommate and to vacate and remove all personal property from the room when directed by the University.
6. To abide by all regulations with regard to changing room assignments. Approved room changes occur on specific days during each semester. All other room changes are considered extraordinary and must be approved by the Dean of Students or designee.
7. To assume all responsibility for personal belongings and to hold the University harmless to any claims by the resident. The University assumes no responsibility for Resident's loss of belongings, regardless of cause.

8. To abide by the Guest and Visitation Policy and be accountable and responsible for the conduct of guests and visitors as detailed in the Goodwin University Student Housing Handbook.
  9. To keep the room clean and fit for habitation. The Resident will be responsible for all damages done to the furniture, appliances, plumbing, heating, and ventilation systems due to the Resident's neglect, regardless of whether the neglect was the committing of an act that caused the damage or the failure to do an act in order to prevent damage. Any damage is the responsibility of the Resident unless caused by the University.
    - a. As the Resident checks into the assigned room/apartment, the Resident and a Residential Life Staff member will conduct an inspection of the room/apartment. Any damages to or missing items in the room/apartment or the fixtures existing at the time will be listed on the Room Condition Report (RCR). The Resident agrees to accept responsibility for damages and items missing at the end of the semester. Damage to the halls or common living areas is the responsibility of the Resident when the identities of the party causing damage to that area cannot be determined the University will charge the residents residing in that area or building.
    - b. The Resident is required to report any maintenance needed in a timely fashion to her/his Resident Assistant or Resident Director.
  10. Not to engage in the use, possession, or sale of all narcotics and controlled substances, except as permitted by law.
  11. Possession or consumption of alcoholic beverages by individuals regardless of age is prohibited.
  12. Quiet hours are from 10 p.m. – 8 a.m., every day of the week.
  13. Not to allow any persons other than assigned roommates to live in the room.
  14. Not to misuse, abuse, or tamper with fire safety equipment, including extinguishers, smoke detectors, hoses, or pull boxes. Residents are required to vacate the building promptly in the case of all fire alarms.
  15. Not to smoke in rooms, hallways, bathrooms, common areas.
  16. Room keys may not be duplicated under any circumstances. Lost or stolen keys are to be reported immediately and will require a lock change, to be paid for by the Resident. Residents may not add or otherwise alter locks on any doors.
  17. Not to possess or use fireworks, dangerous chemicals, air horns, firearms (this includes paintball, airsoft or pellet/bb guns) or weapons at any time.
  18. To abide by the Student Housing Handbook regarding appliances.
  19. Not to remove or open window screens or to pass anything through the window, in either direction.
  20. Not to install waterbeds, build a loft with furniture, stack furniture or utilize cinder blocks under any furniture. NOTE: No bunking of beds.
  21. To pay all fees associated to housing including, but not limited to, room, meal and all related amenities fees.
  22. To remain enrolled as a full-time matriculated student.
- The University:**
1. Reserves the right to enter a room for inspection of facilities for health, safety, and maintenance; for damage to space or equipment; and to uphold University policy.
  2. Agrees to exercise every reasonable precaution to safeguard the health, safety, and property of each Resident and will make every good faith effort to repair properly reported defects or deficiencies in Student Housing, as instructed in the Student Housing Handbook.
  3. Shall not be liable for: failure or malfunction of water supply, electric current or heating/cooling system; presence of bugs, vermin, or insects; the loss, damage, injury to a Resident, his/her guest or the property of any of them.
  4. Reserves the right to take appropriate disciplinary action, including immediate removal from University Housing for conduct, which is found by the University, in its sole and absolute discretion, to be in violation of the University' rules, regulations
  5. Reserves the right to move a Resident from one room to another when the University determines, in its sole and absolute discretion that the move is in the Resident's best interest or those of her/his fellow students and/or the University's.
  6. Reserves the right, in its sole and absolute discretion, to remove a Resident from Housing for failure to meet financial obligations to the University; behavior not conducive to a living/learning environment; posing a threat to the health, safety and/or welfare of the Resident or others in the Housing or the University Community.
  7. All students requesting to live on campus must have up-to-date immunization history—including meningitis immunization—on file with the University. These forms must be on file no later than August 1<sup>st</sup> for the fall semester and January 5<sup>th</sup> for the spring semester. Students will not be permitted to pick up keys and move into the residence hall until these forms are on file with the Registrar's Office.

**Meningitis Immunization: All resident students are required to provide proof of immunizations prior to moving on campus.**

**The student who withdraws from the University, whose student status is suspended, or whose housing is terminated, is responsible for all financial obligations as stipulated in Student Housing Handbook and is required to vacate the room within 24 hours, or as otherwise stated in writing by the University.**

Please return the signed copy of this form to:

Goodwin University      Phone: (860)913-2043  
Student Affairs

Fax: (860)913-2386

One Riverside Drive

East Hartford, CT 06118



# Student Code of Conduct

---

Goodwin University's Student Code of Conduct reflects the Goodwin's mission statement by reinforcing those deeply-held beliefs that represent the University's highest priorities and fundamental driving forces. The promotion of respect for diversity and the right to a safe educational environment are the centerpieces of the Goodwin's mission. The General Code of Conduct promotes a safe, secure, and productive learning environment for the Goodwin University community.

As such, Goodwin is committed to providing reasonable accommodations and support to students, employees, or others with disabilities to ensure equal access to the University's student conduct process.

Any student with a disability wishing to request accommodations should contact the Coordinator of AccessAbility Services who will review the request and will determine which accommodations are reasonable for full participation in the process.

## Student-Rights-and-Responsibilities

---

### Student Rights

- Each student has the right to participate in a free exchange of ideas. No University rule, regulation, or administrative policy should reduce the rights of freedom of speech, expression, petition, and peaceful assembly as set forth in the United States Constitution. Except as permitted by law or University policy.
- Each student shall be treated on an equal basis, free from discrimination, including harassment, in all areas and activities of the University regardless of race, color, religion, gender identity, age, national origin, veteran status, sexual orientation, or disabilities.
- Each student has the right to personal privacy. Except as otherwise provided by law and University policy.
- Each student shall be free from disciplinary actions by University officials for violations of civil and criminal law off campus. Except when such a violation is determined to also be a violation of the Student Code of Conduct or University regulations.
- Students subject to disciplinary action as a result from violations of the University's Student Conduct Code shall be ensured due process.

### Student Responsibilities

- A student's behavior is a reflection of the individual and the entire University community.
- It is the student's responsibility to respect the rights and property of others, including other students, guests, faculty, and administrators.
- It is the responsibility of the student to be fully aware of the published student guidelines, rules, the current Student Code of Conduct, and to comply with the regulations and policies of the University.
- Students are responsible for becoming familiar with and following all safety policies and procedures.

## Jurisdiction

---

The student conduct code shall apply to conduct that occurs on University premises, at University sponsored or sanctioned activities, and to off-campus conduct that adversely affects (a) the peace/comfort/safety/security of others or the University community and (b) the integrity of the educational or developmental process. Students are responsible for their individual conduct and the conduct board shall decide whether the code will be applied to conduct occurring off-campus, on a case-by-case basis.

## Standards of Classroom Behavior

---

Primary responsibility for managing the classroom environment rests with the faculty. Students who engage in any inappropriate, prohibited, or unlawful acts that result in disruption of a class may be directed by the faculty member to leave the class for the remainder of the class period and may be referred to the University's Student Conduct Officer.

## Violations of Law and Convictions

---

Students may be held accountable both to civil authorities and to the University for acts that constitute violations of law and of this code. Disciplinary action by the University will normally be concurrent with civil or criminal proceedings despite the dismissal or reduction of the charges by civil authorities. The University may, at its discretion, postpone disciplinary proceedings pending the outcome of a civil or criminal action.

Students who are convicted of felony criminal charges while enrolled are required to inform the University. The University may bring disciplinary action against the student for the same incident if the alleged conduct is prohibited by the institution and/or if it is judged to be averse to the recognized mission of the institution. University conduct procedures are distinct and

independent of any and all criminal procedures. When necessary, temporary action may be taken in the form of summarily suspending, summarily restricting, or officially directing no contact between the alleged victim and assailant, as well as possible changes in course schedule.

## Amnesty Provision

---

The University community encourages the reporting of misconduct and crimes. Sometimes a student is hesitant to report to University officials or participate in the conduct processes because they fear that they themselves may be accused of certain policy violations.

It is in the best interests of this community that a person chooses to come forward to share what they know.

To encourage reporting, the University offers amnesty from certain policy violations that are related to the incident they are reporting.

Amnesty does not apply to more serious allegations and may not apply if the reporting party has participated in the misconduct or crime they are reporting.

Even in situations where Goodwin offers amnesty, Goodwin retains the right to refer conduct for educational follow-up.

## Conduct Rules

---

Goodwin University expects that its students will strive for high standards of honor and good citizenship, and that they will conduct themselves, both on- and off-campus, in a manner that reflects well on themselves and the University. The University further expects that students will convey these expectations to their guests. Any violations may result in a conduct hearing. The following, while not exhaustive, represents behavior subject to conduct action:

### Alcohol Possession

- AP1 Consumption or possession of alcoholic beverages by students or guests is prohibited on campus property, including university owned student housing.
- AP2 Consumption or possession of alcoholic beverages at any Goodwin University sponsored activity is prohibited.
- AP3 Any intoxicated individual who engages in

disruptive behavior is subject to disciplinary action.

- AP4 All alcoholic containers, alcohol advertisement displays, shot glasses and any material promoting alcohol is strictly prohibited on campus property, including university owned housing. All paraphernalia will be confiscated immediately.

### Drug Possession

- DP1 The un-prescribed use, possession, sale, purchase or distribution of any controlled substance to include, but not limited to, marijuana, cocaine, amphetamines, heroin, hallucinogens, barbiturates and paraphernalia, is prohibited and in most cases, considered a violation of the laws of the State of Connecticut and is therefore subject to disciplinary action and possible criminal prosecution. Please refer to the Drug and Alcohol policy.
- DP2 Smoking is restricted to designated areas only. (Including Vapes and E-cigarettes). Smoking is not permitted in university-owned student housing. All university-owned student housing units are smoke free by Connecticut State Law.
- DP3 The use of chewing tobacco and smokeless tobacco products is strictly prohibited from all community areas and corridors of the university, including those in university-owned student housing.
- DP4 The presence, possession and/or usage of the following items is prohibited: narcotics and/or illegal drugs, drug paraphernalia.
- DP5 Any room/apartment/person that emits the scent of any prohibited substance (i.e.: marijuana, alcohol etc.) is subject to being searched by Goodwin University staff and all parties present are subject to disciplinary action.

### Academic Misconduct

- AM1 Academic misconduct, including all forms of cheating and plagiarism is prohibited.(See Academic Integrity Policy).
- AM2 Misuse of Goodwin University documents, including, but not limited to, forging, transferring, altering or otherwise misusing a student payroll sheet, identification card or other university identification document, course registration document, schedule, transcript, or any other university-issued document or record is prohibited.
- AM3 Disruption or obstruction of teaching, research or other academic or administrative activities are

prohibited.

AM4 All students are required to follow all Goodwin University policies regarding computer and network usage and downloading of unauthorized or inappropriate material as found in the Student Handbook.

AM5 Forgery, unauthorized alteration, or unauthorized use of any university document or instrument of identification is prohibited.

### **Personal Conduct**

PC1 All students are responsible for the behavior of their guests. All guests are subject to all Goodwin University policies and regulations.

PC2 All students who are present during any violation of the policies herein are subject to disciplinary action as a result.

PC3 Insubordination or non-compliance with a Goodwin staff/faculty person who is performing his/her assigned duties is subject to disciplinary action.

PC4 Falsification, distortion, or intentional misrepresentation of information to a Goodwin University official is prohibited.

PC5 Students are prohibited from using video or voice recording devices on others without their written consent.

PC6 Inconsiderate, loud, or obscene behavior including excessive noise is prohibited.

PC7 Conduct which endangers the property or the health and safety of oneself or others, including Goodwin Community Members and guests, is prohibited.

PC8 Any damage to university property or the property of others is prohibited.

PC9 Vandalism and graffiti are strictly prohibited on the Goodwin University campus. If you are found to have defaced any University property, you will be prosecuted to the full extent of the law and will be charged for damages.

PC10 Students are required to carry their Goodwin University Identification Cards and room keys with them at all times.

PC11 Knowingly furnishing false information to any Goodwin University official is prohibited.

PC12 Actual or threatened physical assault or abuse, threatening, intimidation, coercion, and any other conduct which threatens or endangers the health or safety of any person are

prohibited. Please refer to the full Anti-Violence Policy in the Academic Catalog.

PC13 Sexual assault, sexual misconduct as defined by the Gender-Base and Sexual Harassment Policy is prohibited.

PC14 Hazing is prohibited. Hazing is defined as an act which endangers the mental or physical health or safety of a student, or which destroys 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 is prohibited.

PC15 Stalking is prohibited. Stalking is defined as repeatedly contacting another person when: 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 or remaining in the physical presence of the other person is prohibited.

PC16 Harassment is prohibited. Harassment is defined as conduct which is abusive or which 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 is prohibited.

PC17 Intentional interference with entry into or exit from any Goodwin University premises or with the free movement of any person is prohibited.

PC18 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 is prohibited. Violators will be subject to disciplinary action by the university, as well as possible criminal prosecution.

PC19 Conduct that is or could result in the violation of any federal, state, and/or local law, regulation or ordinance is prohibited.

PC20 Abuse of the University student conduct system, including but not limited to policies

- outlined in the Goodwin University student conduct process is prohibited.
- PC21 Failure to comply with any sanction(s), administrative and/or educational, imposed in accordance with the Code.
- PC22 Any violation of the guest policies is strictly prohibited.
- PC23 Failure to adhere to the van/shuttle policy is prohibited.
- PC24 Intentional interference with video surveillance equipment is strictly prohibited.
- PC25 Stealing from the Café is strictly prohibited and violators will be prosecuted to the full extent of the law as well as being sanctioned through the university's conduct process.
- PC26 Retaliation: Acts or attempts to retaliate or seek retribution against any complainant, respondent, individual or group of individuals otherwise involved in the complaint, investigation, and/or resolution of an allegation of a policy violation. Retaliation can be committed by any individual or group of individuals, not just a respondent or complainant. Retaliation can take many forms, including continued abuse, violence, or other forms of harm to others.
- PC27 Reckless, disorderly, or lewd conduct.
- PC28 Unauthorized entry or use of university facilities.  
This includes unauthorized possession, duplication, or use of keys or access cards to any university premises.
- PC29 Recklessly interfering with normal university or university-sponsored activities, including but not limited to studying, teaching, administration, or emergency services, such as fire and police.
- PC30 Unauthorized use of a Goodwin University ID card. Students are unable to give permission to other persons to use the ID card on their behalf. The only person permitted to use the ID card is the individual to whom the card is issued.
- PC31 Attempted or actual theft of university property or the property of others.
- PC32 Violations of other university regulations, rules, or policies.
- PC33 Violation of the university Drug and Alcohol Policy.

- PC34 Hosting non-official events or other activities that create a nuisance or endanger the safety of the community.
- PC35 Operation of any motor vehicle on university property in an unsafe manner or in a manner which is reasonably perceived as threatening the health or safety of another person. Or violation of motor vehicle policies established for the campus, including but not limited to parking rules and regulations.
- PC36 The use of chewing tobacco and smokeless tobacco products or vape products is strictly prohibited from all community areas and corridors of the university.
- PC37 When asked by Goodwin University Security or authorized personnel, you must properly identify yourself to the University representative. Your Goodwin University student identification number may be required as a part of this identification request.
- PC38 Stealing from the bookstore is strictly prohibited and violators will be prosecuted to the full extent of the law as well as being sanctioned through the university's conduct process.

### ***Housing Regulations***

- HR 1 Professional housing staff of Goodwin University may deem it necessary to call a mandatory meeting, within a 24-hour notice, to discuss issues and concerns as needed. It is a requirement of all students to attend these meetings.
- HR 2 Excessive litter or dirt caused by (a) resident(s) or their guest(s) must be cleaned by the responsible resident(s). Residents are responsible for the care and cleaning of their rooms. If a resident is unable to properly clean a specific mess and specialized cleaning is required for blood or other bodily fluids, a \$50.00 fine may be charged to (a) resident(s) found to be responsible for the mess. This applies to public, common, and personal space in university owned housing units. If the resident(s) responsible for the cause of the mess cannot be identified, then community billing will occur.
- HR 3 A resident may not install equipment, make alterations (including but not limited: painting, removal of furniture/screens, changing fixtures, un-bunking beds etc.) or make repairs.
- HR 4 Microwave, toaster ovens and other cooking or kitchen appliances are permitted in kitchens only.

- HR 5 Residents are prohibited from leaving any possessions in their room after it is vacated.
- HR 6 The lending or duplication of any key or allowing a non-resident unknown and/or unescorted by you into a university owned student housing unit is prohibited.
- HR 7 All residents must evacuate university owned student housing whenever a fire alarm sounds.
- HR 8 The presence, possession and/or usage of prohibited items (detailed list can be found in the Student Handbook) are considered a violation.
- HR 9 The presence, possession and/or usage of the following items are prohibited: air guns, paintball markers, firearms, fireworks, explosives, dangerous weapons, or any other incendiary devices.
- HR 10 The presence, possession and/or usage of official or public signs are prohibited.
- HR 11 Any acts of reckless endangerment such as fighting, hitting, throwing, or kicking of objects inside university owned student housing, or throwing of items out of, off, on to, or up to the units is prohibited.
- HR 12 No pets are allowed on Goodwin University campus with the exception of one fish per each resident in university owned student housing. Fish tanks must be 2 gallons or less.
- HR 13 Motorcycles, and mopeds are not allowed in university owned student housing units.
- HR 14 Students are not permitted to use their rooms or facilities in the university owned student housing units for any commercial or illegal purposes.
- HR 15 Violation of the guest policy is prohibited.
- HR 16 Tapping into any utility service in the university owned student housing units (electricity, water, etc.) is strictly forbidden, as is using any electrical equipment that requires more than normal amounts of current.
- HR 17 Violation of quiet/courtesy hours (10pm to 8am) is prohibited.
- HR 18 Smoking is prohibited in all university owned student housing. All university owned student housing units are smoke free by Connecticut State Law.
- HR 19 The use of chewing tobacco and smokeless tobacco products or vape products are strictly prohibited from all community areas and corridors of all university owned student housing units.
- HR 20 Gambling is not permitted in the university owned student housing units or any Goodwin University property or sponsored event unless sanctioned by University administration.
- HR 21 Babysitting children in university owned student housing is prohibited. Students employed as a childcare provider must provide these services off-campus.
- HR 22 The burning of candles, sage, and incense is strictly prohibited in university owned student housing. This includes any wax burners and wall plug-ins. Any time smoke is detected in public areas of a university owned student housing unit, it can result in a search of the surrounding rooms by the appropriate University staff to determine the origin of the smoke.
- HR 23 Goodwin University holds each student responsible for any damage to university property beyond normal usage. Residents will be charged for damage done to walls, ceilings, floors, doors and windows or Goodwin University furniture. If two students occupy a room or university owned housing unit in which damage occurs, everyone is liable for an equal amount of the damages unless responsibility is voluntarily assumed by one of the occupants. Students will be fined \$200.00 for any damage that requires a room to be repainted.

HR 24 Wall hangings, tapestries, flags, and fabric are prohibited over plugs, lights, ceilings, or doorways.

HR 25 Overloading electrical sockets is prohibited.

HR 26 Only UL approved surge protectors are allowed in university owned student housing.

HR 27 Doors to rooms must not be covered.

HR 28 Products that leave adhesive damage or stains to paint, ceilings, walls, floors, doors, windows, or Goodwin University furniture may not be used.

HR 29 Items may not be hung, displayed, or thrown from the university owned student housing unit windows.

HR 30 No nails or screws are to be used in the walls, only tacks may be used.

HR 31 Lights must be UL approved.

HR 32 Window blinds are provided by Goodwin University. Curtains or other window dressings are prohibited.

HR 33 A student is not permitted to prop a door open or place an obstructing object in a university owned student housing unit door that will cause it to remain ajar.

HR 34 Tampering with or disabling "Emergency Exit Only" doors and signs is prohibited.

HR 35 Entrance or exit through a window into a university owned residence is prohibited.

HR 36 Heating, cooking, and air-conditioning equipment may not be used in university owned student housing units except as provided by the University.

HR 37 Students may not remove university equipment or furniture from its assigned room, suite, lounge, or other area within a university-owned building.

HR 38 Fire codes do not allow for large groups in housing units. No more than 8 people should be in your unit at any time.

HR 39 A guest is someone not assigned to a particular university owned student housing unit but is in the room at the invitation of an occupant. Guests must be 18 years of age or older and have consent of you and your roommate(s) to visit your residence. (A) resident(s) may not entertain a guest in a university owned student housing unit over the objection of their roommate(s). The resident(s) is(are) directly responsible for the

guest's conduct. If the guest is in violation of a policy or procedure, the resident(s) will be held responsible.

HR 40 No guest will be allowed to stay in a resident's room without prior approval from the resident advisor on duty. Guests may not take up occupancy in a room.

HR 41 Relatives under the age of 18 will be permitted with proper supervision and with the advanced approval of the Dean of Students or designee.

HR 42 Incompliance with fire regulations, hallways must be kept clear of personal or Goodwin University property. Articles left in hallways are subject to confiscation, including bicycles. Students are not allowed to place obstructions of any kind in the hallways of university owned student housing units.

HR 43 Residents are required to dispose of all trash in the appropriate trash facilities. Failure to do so may result in discipline.

HR 44 King Court student resident parking is only allowed immediately adjacent to the student's respective housing unit. No parking, loading, or unloading is allowed on the sidewalks.

HR 45 No public assembly will be allowed between midnight and 6:00 a.m. Any group of 5 or more people gathered in the halls, lobbies or outside will be asked to disperse and may receive disciplinary action for a failure to do so.

# General Conduct Process for Students

---

## Formal Student Conduct Administrative Hearings are held when:

1. There has been a violation of the Student Code of Conduct.
2. The accused student faces possible suspension, loss of housing, expulsion or a combination of other sanctions.

## Formal Student Conduct Board Hearings are held when:

1. An administrative meeting is not sufficient to resolve the case.
2. An egregious violation of the Student Code of Conduct occurs.
1. The accused student faces possible suspension, loss of housing, or expulsion.

## Emergency Removal

---

The University can act to remove a student partially or entirely from its education program or activities on an emergency basis when an individualized safety and risk analysis has determined that removal is justified because the student poses an immediate threat to the physical health or safety of any student or other individual.

This risk analysis is performed by the student behavior response team, using its standard objective violence risk assessment procedures.

In all cases in which an emergency removal is imposed, the student will be given prompt notice of the action.

The Student Conduct Officer or Dean of Students has sole discretion under this policy to implement or stay an emergency removal and to determine the conditions and duration. Violation of an emergency removal will be grounds for discipline, which may include expulsion.

The University will implement the least restrictive emergency actions possible in light of the circumstances and safety concerns. These actions may include, but are not limited to: removing a student from student housing, restricting a student's access to or use of facilities or equipment, allowing a student to withdraw or take grades of incomplete without financial penalty, authorizing an administrative leave, and suspending a student's participation in extracurricular activities, student employment, student organizational leadership, or intercollegiate/intramural athletics.

At the discretion of the Student Conduct Officer or Dean of Students, alternative coursework options may be pursued to ensure as minimal an academic impact as possible on the student.

There is no appeal process for emergency removal decisions.

## Interim Suspension

---

The Student Conduct Board may suspend a student from the University for an interim period pending disciplinary or criminal proceedings or medical evaluation. An interim suspension shall become effective immediately and without prior notice if there is information available that the student's continued presence on campus poses a substantial and immediate threat to her/himself, others, and/or the performance of normal University functions. During interim suspension, a student shall be denied access to the campus and/or all other University activities or privileges for which the student might otherwise be eligible, including access to curriculum. The interim suspension does not delay or void the regular disciplinary process, which shall proceed on a normal schedule.

## Sanctions

---

1. **Verbal Warning:** Notice that continuation or repetition of prohibited conduct may be cause for additional disciplinary action.
2. **Written Warning:** Official notice, in writing, that continuation or repetition of prohibited conduct may be cause for additional disciplinary action.
3. **Disciplinary Probation:** Exclusion from participation in privileged activities for a specified period of time. Privileged activities may include, but are not limited to student activities, student government office, or some student employment. Additional restrictions or conditions may also be imposed. Violations of the terms of disciplinary probation or any other University policy violations may result in further disciplinary action.
4. **Mediation:** A student may be required to mediate a dispute with the aggrieved party with the oversight of a qualified mediator.
5. **Letter of Apology to the Aggrieved Party:** A student may be required to write a letter of apology to the aggrieved party. A draft copy of the letter must be

provided to the Student Conduct Board for prior approval.

6. **Restitution:** Repayment to the University or to an affected party for damages resulting from a violation of this Code. To enforce this sanction, the University reserves the right to withhold transcripts and degrees or to deny a student participation in graduation ceremonies and privileged events.
7. **Suspension:** Exclusion from University premises, attending classes, and other privileges or activities for a specified period of time, as set forth in the suspension notice. Conditions for readmission may be specified in the suspension notice.
8. **Dismissal:** Permanent termination of student status and exclusion from University premises, education programs, privileges, and activities.
9. **Revocation of Admission and/or Degree:** Admission to or a degree awarded by the University may be revoked for fraud, misrepresentation in obtaining the degree, or violation of University policies, the Code or for other serious violations committed by a student prior to enrollment or graduation.
10. **Expulsion:** The permanent separation of a student from the University. Expelled students are not allowed on University property, University sponsored events, or University operated vans or shuttle buses. Violation of expulsion may result in arrest for criminal trespassing.
11. **Withholding Degree:** The University may withhold awarding a degree otherwise earned until the completion of the process set forth in this Code, including the completion of all sanctions imposed, if any.
12. **Educational Program:** Whenever possible, the University encourages the student conduct process to be a learning experience to allow the student to grow as a responsible member of the community. Educational sanctions can take on a variety of forms and are typically related to the violation.
13. **Academic Notice:** Academic misconduct will be taken into consideration for grade grievances, incomplete requests, and academic appeals.
14. **Fine:** A monetary fine of varying amounts, depending on violation.
15. **Parental Notification:** Under FERPA, the University will notify parents of a violation of the alcohol/drug policy if the student is under 21 years old.
16. **Follow-Up Meeting:** If the conduct board cannot make a determination of responsibility/sanctions, a follow up meeting will be scheduled.
17. **Housing/University Probation:** Probation is assigned for a given amount of time, based on the discretion of Decision-maker in relation to the violation. The purpose is to put the student on notice that further violations may lead to tougher sanctioning and

possible separation/suspension. Housing/University probation may also include the right to revoke guest privileges if the Respondent is a residential student.

18. **Housing Separation:** Removal from residential facilities. The separation may be temporary or permanent depending on the conduct violation. For the duration of the separation, the student is subject to arrest for criminal trespassing as well as further sanctions if entering a residential area. No refund will be given for fees if student is separated from housing. Student may still attend classes.
19. **Immediate Termination:** Termination of student employment will ensue from gross misconduct, which includes (but is not limited to) timesheet fraud, violations of University information technology policies, or harassment. Gross misconduct may also result in referral to the Office of the Vice President of Student Affairs, loss of financial assistance, and/or expulsion from the University.
20. **Loss of Guest Privileges:** The University reserves the right to restrict guest privileges, deny access, or ban a guest completely.

## **Student Conduct Hearing Process (Non-Academic/Non-Title IX Misconduct)**

---

1. **Notification of Incident:** In most circumstances, a formal notification of alleged code violations will be given to the student within 3-5 business days of an incident stating that the student is in violation of the code of conduct and will need to be present for a hearing on day, time, location, and listed code violations.
2. **Hearing:** Depending on the severity of the case, The Manager of Student Conduct and Community Standards will determine whether the student will sit in front of the conduct board or a conduct administrator. The hearing board may be comprised of three or more, faculty, staff members or any combination.
3. **Opportunity to Present a Defense:** The accused will be afforded the right to present defense including the submission of evidence and the right to question the accuser in writing only.
4. **Non-Appearance of Accused Student:** Failure to appear for scheduled hearing will result in the meeting held in the student's absence. The University reserves the right to carry on the proceedings without the student, unless extenuating circumstances resulted in the student's absence. The Vice President of Student Affairs will have the final say as to whether or not a student's



circumstances warrant an excusable absence and reason for rescheduling the hearing.

5. Admission of Persons to Hearing: All hearings will be considered “closed” hearings. Only relevant persons including the accused, conduct board, security (as needed), advisors, attorney, parent/guardian and others deemed necessary by hearing board will be permitted. Hearing board officials in training will be permitted, as needed.
6. Right to an Advisor or Attorney: The accused student has the right to consult with the support person of their choice (Parent/Guardian, Attorney, Counselor, etc.) in preparation of their defense. The accused student also has the right to have the support person sit with them at the hearing and consult privately with the person, however the support person will not be permitted to speak or advocate during the hearing. The advisor cannot be a current student of the University.
7. Prior Disciplinary Sanctions/Outcomes: Any prior disciplinary record may be used to determine whether or not a student is responsible for the incident in question. The prior record may also be used to determine sanctioning.
8. Written Notice of Outcome: The student will be given a written notice of decision at the hearing, including sanctions (if any). A formal follow-up letter with the decision will be sent by email and US postal mail. The student will be asked to sign an acknowledgment. If the student refuses to sign or the student failed to show up, the members of the hearing board may sign instead. Under no circumstances will a student’s refusal to sign postpone or change the sanctioning outcome.
9. Appeals Process: The outcome may be appealed by the student. Appeals must be received in writing by the Chair of the Goodwin University Appeals Board within three (3) days of the outcome by the Student Conduct Board. All appeals will be considered based solely on the following grounds:
  - a. New Evidence: The existence of new evidence that was not reasonably available at the time of the hearing that could affect the outcome of the matter
  - b. Procedural Error: The occurrence of a procedural irregularity that affected the outcome of the matter;
  - c. Conflict of Interest or bias: The Title IX Coordinator, Investigator(s), or Decision-maker(s) had a conflict of interest or bias for or against alleged victims or perpetrators generally or the specifically that affected the outcome of the matter.
  - d. Inappropriate/Disproportionate Sanctioning: The Sanctions imposed were inappropriate or disproportionate based on the violation.

In the appeal, the student must identify one or more of the grounds listed above along with an explanation as to why the Goodwin University Appeals Board should consider this request. The Goodwin University Appeals Board will not process appeals that do not follow these instructions.

The GCAB will either accept or reject the request for an appeal and, if it is accepted, will decide whether to make a new determination itself or to send the matter back to the Student Conduct Board for further review.

Sanctions can be increased, decreased, or remain the same based on the outcome of the appeals process.



## **Index**

---

