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## Activate an Existing Club

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At the beginning of each academic year every club or organization must activate their club. Activating a club requires the completion of the following steps:

1. At the first meeting of each semester every club will review their Constitution and their Statement of Purpose.
2. Clubs must verify that there is a current electronic copy of their constitution on file in the Student Activities Office. If a current constitution is not on file one must be submitted immediately.
3. Officers must complete and submit an Authorized Signature Form, found on the Student Activities website.
4. All officers must attend a training session (see "Training").



Eastern defines hazing 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. Hazing in any form is a violation of the University's student code of conduct and is subject to conduct procedures as set forth in the University's student handbook. Hazing often involves more than one person, and frequently involves portions of athletic clubs. Any student club athlete or athletic club found in violation of the Hazing Policy will be:

- Subject to all University student conduct sanctions;
- Be subject to review by the Director of Student Activities or designee(s).
- May be subject to immediate suspension from the club/organization;
- Will have a written record placed in their file; and
- In cases involving an athletic club, could result in suspension of the program for a designated period of time.

## Bank Accounts

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Per the Connecticut State Accounting Manual for Activity and Welfare Funds, under no circumstances are clubs and organizations allowed to open bank accounts. All financial transactions must be processed through the University.

SABO functions as the business office for student organizations, clubs, SGA and its sub-committees. Although SABO keeps financial records on all transactions, the individual treasurers are responsible for keeping their own respective club's financial records. Club and organization treasurers should maintain a separate ledger for each account they have. Assistance with reconciling club accounts is available at SABO.

## Budget Accounts

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Each Club has been given a budget account for allocations received from BAM. Budgeted funds are allotted by SGA or sub committees of the SGA (i.e. BAM, CAB) and are committed for a specific purpose and classified as restricted. At the end of the fall semester, the unspent funds in the club budget accounts revert back to BAM for reallocation. On June 30th, all unexpended SGA budget balances will be returned to the SGA and to the fund balance in the SGAF, unless they are intended to carry over into the next fiscal year.

## Cash Advances

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A cash advance is a request for funds to purchase goods prior to an event. Once the check is requested, it must be picked up prior to the event or it will be voided. A copy of the minutes authorizing the cash advance must accompany the voucher. For students, cash advances will be limited to no more than \$300 per advance. An individual may only have one advance outstanding at a time and each club may only have one outstanding advance. All cash advances must be reconciled with original receipts totaling the amount of the advance or original receipts and cash totaling the advance. **If the cash advance is not reconciled with SABO, within 5 business days after the date of the event, a hold will be placed on your club account. This will prevent you from being able to receive cash advances, prepayments for planned events, or reimbursements for purchased items.**

## Cash Boxes

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Cash boxes are available for your use and can be signed out at the Cashiers Office. There is no cost for this service, however, should you lose the key or the cash box, you will be responsible to pay to have a new key made or for the replacement of a new box.

## Charge Accounts

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**Under no circumstance is a club authorized to initiate a charge account or use charge accounts** without the written permission of the VP of Student Affairs or the Director of Student Activities and the Controller. Any person making such charges or purchases without proper prior authorization is responsible and may be liable for the purchases or charges made. Credit purchases made should be initiated through the Purchase Order system.

## Club Council Meetings

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From time to time, the Budget and Management (BAM) Committee of the Student Government Association will hold Club Council Meetings in conjunction with the office of Student Activities. These meetings are conducted in order to pass along important information to all clubs/organizations and will afford members of the various clubs/organizations to pass along information of their upcoming events. Meeting times/dates will be sent to the club/organization e-mails. All clubs must have at least one member in attendance in order for the club to stay in good standing.



In an effort to streamline all community service programs being conducted throughout the University, the Center for Community Engagement on campus acts as a clearinghouse for these programs. Students can view available programs on the Center for Community Engagement website, [www.easternct.edu/cce](http://www.easternct.edu/cce), and can register for program on eWeb under Center for Community Engagement. Clubs and Organizations will register their events via the event registration form as they do for all programs. The Assistant to the Director of Student Center/Activities, Student Organization Assistant will review and approve for Student Activities. He/she will then forward the program to the Director of the Center for Community Engagement who will review the program. Should the event be in conflict with another community service event being sponsored by another University office or organization, the Center for Community Engagement will contact the club/organization in order to make suggestions and/or to coordinate similar efforts between groups on campus.

If a club/organization would like to contact the Center for Community Engagement for assistance in planning a program, they should send an e-mail to [cce@easternct.edu](mailto:cce@easternct.edu) or visit the CCE House at 333 Prospect Street.

**Important Note:** No member or group of members is empowered to enter into a contract, promise to pay or in any other way obligate their club, the SGAF, or the University without following proper procedures. All credit purchases, contracts, and other forms of purchase agreements must have the approval of the Student Activities Office and SABO.

\*\* All forms and guidelines related to the purchase of services can be found under the Personal Service Agreements and Honorariums link on the Purchasing web site at <http://www1.easternct.edu/fiscalaffairs/purchasing/> \*\*

◆ A **Personal Service Agreement (PSA)** is a binding contract between the club/organization and a person or group providing a service. A PSA is used if the amount to be paid is over \$3,000.00 and is not for an entertainer or lecturer. The Vice President of Student Affairs needs to sign all PSA's.

PSA's must be submitted 30 days prior to the event with the payee's signature. The Attorney General's review and signature is required, before payment will be made to the vendor or agent. You must use the State Comptroller's form, CO-802A. No photocopies of form will be accepted.

The PSA form is submitted along with the club minutes which must include the resolution authorizing the expense, the appropriate non-discrimination form, a W-9 for the person/company whose name is to appear on the check, and a corporate resolution, if dealing with a corporation. All of the documents should have the same name on them (the PSA, the non-discrimination form, the W-9, the corporate resolution and the club's minutes). Clubs submitting a PSA should plan to meet with a member of the Student Activities Staff to discuss their event. At the conclusion of the event, an e-mail needs to be sent to a member of the SABO office verifying that services were rendered so that a check can be mailed.

◆ An **Honorarium** is a binding contract between the club/organization and a person or group providing a service. An Honorarium is used when the amount to be paid for a vendor or performer is \$3,000.00 or less. However, if a service provider will be cumulatively paid more than \$3,000 in any rolling 12 month period, a Personal Services Agreement form C-802A must be prepared and approved in advance of the start of the services to be provided, even when the total value of such individual services being provided is for less than \$3,000.00. The Vice President of Student Affairs is required to sign all Honorariums.

The form (which can be found online) must be submitted at least 10 days prior to the event. Club minutes need to be submitted along with the Honorarium (with all required signatures), a non-discrimination form, a W-9 for the person whose name appears on the check, and a corporate resolution, if dealing with a corporation and the amount is over \$600.

**Under no circumstances are any services to be performed without prior approval, and event may be subject to cancellation if paperwork is not received within the stated time frames.**

If the vendor is a state employee a Dual Employment Form is required. The individual service provider will be paid through the University's Personnel/Payroll system. Payroll Office will apply the charges to the club account for the service including fringe benefits.

Sales of advertising and sponsorships by the Campus Lantern and radio station respectively, and lifeguard services for the pool, have already been determined that an employer/employee relationship exists and will be paid through the University's Personnel/Payroll System.

Student clubs and organizations may hire ECSU students using the PSA/Honorarium process, however, student employees already on the payroll may not be hired by a club or organization for any purpose, even if it is for a one time DJ, it is not allowed.

Out of State Entertainer Withholding Tax is withheld for out-of-state vendor contracts totaling \$1,000.00 or more. The vendor will receive a 1099 form at the end of the calendar year.

Due to IRS rules and penalties concerning the failure to secure social security or taxpayer identification numbers from service vendors (contractors), all PSA's or Honorariums cannot be considered "complete" until either a social security number or taxpayer identification number and a mailing address for the vendor appear. If a vendor returns a PSA or Honorarium with this block incomplete, no payment will be made. There are no exceptions to this policy as the IRS penalties are substantial. Under no circumstances will payment be made until we have this information and the contract is fully executed by the University.

Once the PSA/Honorarium is reviewed and finalized by the University, a copy is returned to the contractor (vendor) and to the agreement monitor of the club/organization.

After the engagement takes place, an authorized signature authority must verify that services have been rendered. To request the payment, a voucher must be completed and submitted to SABO for processing. If payment is required on or before an event, it must be noted. (NOTE: It is the responsibility of the requesting club or organization to notify SABO if the scheduled contract is not completed, and return the check if necessary).

Students should be extremely careful when verbally agreeing to the provision of services on behalf of their club. Students do not have the authority to enter into any agreement that might be binding on the organization, the SGA, or the University, only an authorized University administrator may do this. Students who enter into an agreement without going through these steps for approval could be held personally liable and possibly be sued for any debt and collection fees.

#### Co-Sponsored Events with Groups Outside the University

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Clubs **may not** co-sponsor events with off-campus organizations without permission from the Vice President for Student Affairs or designee. Requests for co-sponsorship must be sent in with the event registration form. Clubs are encouraged to co-sponsor events with other Eastern clubs and offices.

1. All student clubs and organizations must have an advisor present while using Shafer Auditorium as a reserved space. This includes but is not limited to practices, dress rehearsals, tech rehearsals and day of the event. If an advisor cannot be present, the reservation/event will be cancelled.
2. If a performance or recital is held, it should be staffed by the Executive Board, and the club advisor. Security presences is necessary if outside guests are invited to attend. The Executive Board is also responsible for the use of and condition of the space and clean up.
3. Practices can occur no more than twice per week except for the week of the main event. Each practice should not exceed 2 hours in duration and should commence by 11pm.
4. All dance groups must follow proper dance injury prevention when conducting stretching and dance techniques. All club members must sign a waiver with the Student Activities Office before participation in meetings or practices. New waivers must be completed each academic year.
5. To remain an active club, all dance groups must submit minutes at least once per month.
6. All articles of clothing, costumes and props purchased with University funding should be properly stored in the club closet and reviewed each year for re-use or donation.

## Deposits

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All cash/checks must be deposited with the Cashier's Office with a completed deposit slip. Under no circumstances can cash or checks be spent directly to pay for goods or services. Cash should be deposited promptly upon receipt at the Cashier's Office in the Wood Support Services Center. **All cash/checks should be deposited within 24 hours or on the next business day** that the Cashier's Office is open. **Clubs that do not adhere to this policy may be reported to the VP of Student Affairs or Director of Student Activities.**

For safety reasons, you should never keep money in your residence hall, room, or apartment. If you cannot deposit the money the same day, deposits can be dropped in the night deposit box next to the Cashiers Office service windows. Please refer to the [Night Deposit of Money Procedure](#) in this manual for further instructions.

Checks received by clubs must be made payable to ECSU. The club name should be placed in the memo section of the check. Keep in mind that a deposit slip represents an official receipt of funds that you have received and deposited with the Cashier's Office. Insufficient checks will be charged back to the club if returned by the bank. There may also be a service charge that could be charged to your club.

A copy should be kept in the treasurer's records. If the deposit is the result of a fundraising event, the reconciliation box on the top portion of the deposit slip must be completed. All incomplete forms will be returned, and club requests will not be honored by the Student Activities Business Office until the revised deposit slip is received. Failure to comply with this policy will result in a hold being placed on the club account.

## Employing Students

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Student clubs and organizations are not to employ Eastern students except through the Student Employment Office. Student employees already on the payroll may not be hired by a club or organization **for any purpose**.

**\*Important Note: No member or group of members is empowered to enter into a contract, promise to pay or in any other way obligate their club, the SGAF, or the University without following proper procedures. All credit purchases, contracts, and other forms of purchase agreements must have the approval of the Student Activities Office and SABO.**

**\*\* All forms and guidelines related to the purchase of services can be found under the Personal Service Agreements and Honorariums link on the Purchasing web site at**

**<http://www1.easternct.edu/fiscalaffairs/purchasing/> \*\***

An Entertainer Template and a Lecturer Template are a binding contract between the club/organization and a person or group providing a service. The Templates are used if the amount to be paid is between \$3,000.00 and \$15,000 and is for an entertainer or lecturer. The Vice President of Student Affairs needs to sign all Templates.

Templates must be submitted 30 days prior to the event with the payee's signature. The Attorney General's review and signature is required, before payment will be made to the vendor or agent. No photocopies of the form will be accepted. **Under no circumstances are any services to be performed without prior approval.**

The Template form is submitted along with the club's minutes with the resolution that authorized the expense, the appropriate non-discrimination form, a W-9 for the person/company whose name is to appear on the check, and a corporate resolution, if dealing with a corporation. All of the documents should have the same name on them (the PSA, the non-discrimination, the W-9, the corporate resolution and the club's minutes). Clubs submitting a Template should plan to meet with a member of the Student Activities Staff to discuss their event. At the conclusion of the event, an e-mail needs to be sent to a member of the SABO office verifying that services were rendered so that a check can be mailed.

If the vendor is a state employee a Dual Employment Form is required. The individual service provider will be paid through the University's Personnel/Payroll system. Payroll Office will apply the charges to the club account for the service including fringe benefits.

Sales of advertising and sponsorships by the Campus Lantern and radio station respectively, and lifeguard services for the pool, have already been determined that an employer/employee relationship exists and will be paid through the University's Personnel/Payroll System.

Student clubs and organizations may hire ECSU students using the PSA/Honorarium/Template process, however, student employees already on the payroll may **not** be hired by a club or organization **for any purpose**, even if it is for a one time DJ, it is not allowed.

**Out of State Entertainer Withholding Tax** is withheld for out-of-state vendor contracts totaling \$1,000.00 or more. The vendor will receive a 1099 form at the end of the calendar year.

Due to IRS rules and penalties concerning the failure to secure social security or taxpayer identification numbers from service vendors (contractors), all PSA's, Templates, or Honorariums cannot be considered "complete" until either a social security number or taxpayer identification number and a mailing address for the vendor appear. If a vendor returns a PSA or Honorarium with this block incomplete, no payment will be made. There are no exceptions to this policy as the IRS penalties are substantial. Under no circumstances will payment be made until we have this information and the contract is fully executed by the University.

Once the Template is reviewed and finalized by the University, a copy is returned to the contractor (vendor) and to the agreement monitor of the club/organization.

After the engagement takes place, an authorized signature authority must verify that services have been rendered and approve payment, before SABO will mail payment to the contractor. If payment is required on or before an event, it must be noted. (NOTE: It is the responsibility of the requesting club or organization to notify SABO if the scheduled contract is not completed, and return the check if necessary).

Students should be extremely careful when verbally agreeing to the provision of services on behalf of their club. Students do not have the authority to enter into any agreement that might be binding on the organization, the SGA, or the University, only an authorized University administrator may do this. Students who enter into an agreement without going through these steps for approval could be held personally liable and possibly be sued for any debt and collection fees.

## Equipment

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All purchases of equipment and supplies must be approved through the Student Activities Office. Any item that costs more than \$1,000 (including shipping and tax, if applicable) will be considered capital equipment, unless it will not last more than one year. Items not lasting more than one year will be considered supplies. Clubs and Organizations are accountable for all equipment purchases. The University is required to keep inventory records of all equipment.

Any item that is purchased and qualifies as equipment will be tagged with an AF tag and will be added to the equipment list. All pieces of equipment or supply items purchased with SGA money or purchased by an SGA subcommittee or sponsored organization are the property of the SGA, regardless of who purchased it and where the source of the funds came from (i.e., even if purchased from the club's fund raising account). A club may have control over the equipment that they specifically add to the SGA inventory as long as it adheres to these procedures.

Under certain circumstances, equipment may be traded or sold when it no longer meets the needs of the clubs. Should this question arise, the sale or trade must be cleared with the Student Activities Office and the University Controller. Equipment and supplies cannot be discarded without first getting approval from both the Student Activities Office and the Controller. When disposing of or relocating equipment to another building/office, the disposal or relocation must be reported to the SABO.



## Event Registration Form and Evaluations

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All Club events must be registered with the Student Activities Office for approval prior to the planning of the event and before promoting it. Events not requiring a PSA or an honorarium must be registered at least ten days prior to the proposed date; those that do require a PSA must be registered 45 days prior and those requiring an honorarium must be registered 30 days prior. Events not registered prior to these deadlines could be subject to cancellation and reported to the Director of the Student Center. To register an event, fill out the Event Registration Form, (located on the Student Activities web site). This is an online survey which will be received via e-mail by the Assistant to the Director/Student Organization Assistant. It will be reviewed and e-mailed to the club e-mail account and club's advisors granting approval or advising them of any issues with the request.

Upon completion of an approved event, the club/organization will receive an e-mail with evaluation questions. All events must be evaluated. Failure to fill out the evaluation and e-mail it to [stuacteval@my.easternct.edu](mailto:stuacteval@my.easternct.edu) may result in the cancellation of future club events. Evaluations are personalized to the specific program registered and will ask for feedback based on the program goals that were specified in the registration form.

## Fall and Spring Fest Events

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The following procedures apply:

1. No club may organize an event for these weekends unless approved by the Director of Student Center/Activities.
2. All police and maintenance support for these events must be coordinated by the Student Activities Staff.
3. Most fall and spring fest events are not open to the public; instead they are open to Eastern students who are allowed to bring one non-student guest. Exceptions may apply and will be advertised as such.

1. All student clubs and organizations must have an advisor present while using Shafer Auditorium as a reserved space. This includes but is not limited to practices, dress rehearsals, tech rehearsals and day of the event. If an advisor cannot be present, the reservation/event will be cancelled.
2. The day of the event should be staffed by the Executive Board, and the club advisor. Security presences is necessary if outside guests are invited to attend. The Executive Board is also responsible for the use of and condition of the space and clean up.
3. Practices can occur no more than twice per week except for the week of the main event. Each practice should not exceed 2 hours in duration and should commence by 11pm.
4. There can only be one Fashion Show in a given month and should be spread out at least 3 weeks from another show. This will prevent schedule conflicts, space availability, competition, and remove the cluster of practices that students are required to attend. Approval for event dates are on a first come, first served basis and will not be reviewed earlier than 8 months prior to event date request.
5. Fashion Shows should not exceed the approved budget amount provided by the Budget and Management Committee. Co-sponsorship must be established and outlined on FRPs before BAM funds are allocated.
6. A Fashion Show will only be approved with the expectation that it aligns with the club or organization mission statement.
7. All articles of clothing and props purchased with University funding should be properly stored in the club closet and reviewed each year for re-use or donation.
8. Designers should be contracted on a volunteer bases and should not be paid using University funding.

Many clubs and organizations will serve food and beverages at their events. BAM funded organizations may **ONLY** use their fundraising monies to purchase food. Clubs and Organizations must follow the catering policy in accordance with the agreement between Eastern Connecticut State University and Chartwells. **A Purchase Order Number is required for all catering services before the event.** For your benefit, three sections are listed below from the University's food contract with Chartwells. To sum, it states that clubs and organizations must purchase from Chartwells if the total food cost is over \$150 for on campus events or over \$300 for off campus events. Chartwells must be contacted first in these cases of purchasing food items to determine whether or not they will exercise their first right of refusal. It also states that Chartwells will provide all manual food service, which is the cooking and dispensing of food, with the exception of bake sales (i.e., cookies, brownies).

5.7.2.1 Purchasing in bulk for non-perishable goods costing \$300 or less is permitted off-campus; or can be purchased from the food service Contractor at their cost plus 15% markup for ordering, receiving, accounting and handling overheads. For bulk purchases above that amount, sponsors must contact the catering services to determine whether they will provide the bulk order or exercise their right of first refusal and decline the assignment.

5.7.2.2 Catering needs in the area of deli platters, vegetable and fruit platters, pizza and ethnic related food products costing \$150.00 or less in total per event may be purchased from either food service Contractor or other off-campus providers. For an event with ordering costs above that amount, sponsors must contact food services to determine whether they will provide the food service or exercise their right of first refusal and decline the assignment.

3.1 The Contractor shall provide "manual food service" for the University, which is defined as the exclusive operation by the Contractor, except as approved otherwise by the University, of all snack bars, cafeterias, conference service facilities, and delicatessens, and provision of all of the services and products typically provided and sold in connection with these operations, catering excepted. Exclusive operation and sales does not include vending machine sales and items determined by the University, in its sole discretion, to be objectionable. The University may supplement the manual food service in this contract with other means of dispensing food and beverage items, such as by additional manual or vending food service, as the University, in its sole discretion, deems appropriate.

Note that three full working days notice is required for all food orders. All items need to be picked up from Hurley Hall.

Inquiries regarding catering should be directed to Chartwells at Hurley Hall by calling 465-5052 or via e-mail at [catering@easternct.edu](mailto:catering@easternct.edu).

Please note that Chartwells does not rent or loan equipment to a club or organization for an event not being catered by Chartwells. For items rented or loaned, a student ID must be left with the staff at the time of pick up and will be returned upon the return of the equipment. Equipment not returned will result in a charge to the club/organization.

## Forgery

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The University takes the act of forgery very seriously. Altering forms in any way, including forging a signature, is a direct violation of university policy and is also considered a misdemeanor or felony, depending on the nature of what was done. The University will prosecute student violators through the Campus Conduct System and/or the civil criminal system.

Never sign the name of another person and never fabricate information in the form of a forged document. Always take the time to find the person who is supposed to sign a form or someone who may have signature authority. If in doubt, please contact the staff at SABO or the Student Activities Office.

## Fundraising Accounts

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Fundraising Accounts have been established for each club to deposit the funds they have raised through events or donations. The money in this account can be spent at the club's discretion. Un spent fund raising revenue will roll over in the club's fund raising account for the next fiscal year but as is stated in the Activating an Existing Club or Organization section, the club must file the appropriate forms with SABO for the current year before processing vouchers.

## Fundraising Events

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BAM allocates funds to each club for fundraising purposes. These funds are automatically placed in the club's budget account and may be used for a club's fundraiser (i.e. supplies for a bake sale). Additional expenses related to a program that exceed BAM's fundraiser allocation are the club's responsibility. Failure to submit an FRP (funding request packet) by the advertised deadline each semester may result in forfeiting these funds.

Cash boxes and receipt books needed for running a fundraiser are available through the Cashiers Office and Student Activities. Receipt books will also be distributed during e-board trainings in the fall semester.

## Gifts or Donations

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When a club or organization receives a gift / donation in the amount of \$250.00 or more, a Gift Acceptance Form must be completed including a deposit slip. The gift acceptance form and deposit slip should be verified at the Cashiers Office where processing is completed. A copy of the deposit slip should be sent to SABO.

When a club or organization is giving a donation to an outside concern, a letter written by an officer of the club or organization should accompany the check. When giving gifts and donations please note the following, per the Connecticut State Accounting Manual for Activity and Welfare Funds, unauthorized expenditures include "Gifts, services, or donations to state employees, private citizens, or organizations (except other entities organized to benefit students, inmates or clients. Example: donations from a class restricted account to a student alumni association)."



## How to Start a New Club or Organization

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Forming a Student Organization is not as complicated as you may have heard it to be. There are several steps that you have to complete before you can be recognized as an established organization. The steps can be easily followed because they are all connected and flow together making the process of forming an organization accomplishable in approximately one week. This handbook is designed to explain those steps in detail so that after having read it, you have all the information necessary for forming an organization. The above mentioned steps are:

1. Conducting an Organization Meeting
2. Creating a Constitution
3. Election of Officers
4. Selection of an Advisor
5. Completion of Authorized Signature Form
6. Petition the Student Senate through Budget & Management (BAM) for approval and recognition (if an SGAF Club).

If these six steps are followed as specified below, you will have no problems in getting your organization started. If you run into any problems while in this process, you should make an appointment to see the Assistant Director of the Student Center/Activities to discuss them.

### THE ORGANIZATIONAL MEETING

When an individual or group of students is interested in forming an organization, they should advertise to the total University Community that there will be a meeting for anyone interested in belonging to the specific organization. You must be aware that any organization is open to all registered Eastern students who want to join it. A temporary secretary should be selected to take minutes at this meeting. At the meeting it is important to explore the interests of the group so that you can formulate what the purpose of the organization will be. Once you have agreed to a statement that best describes what the functioning purpose of the organization will be, you put it in writing on the signature authorization form. This same part is also noted in the constitution.

### THE CONSTITUTION

There is no specific format for the Constitution. Each organization's constitution is as different and unique as the many organizations themselves. The following is a list of sections or articles that are usually contained in a constitution:

1. Name of Organization
2. Purpose of Organization
3. Membership of Organization
4. Officers and Responsibilities
5. Elections
6. Vacancy of Office
7. Impeachment
8. Meetings
9. Amendments
10. Parliamentary Authority
11. Advisors
12. Ratification
13. Ratified Date

Sample Constitutions are available in the Student Center/Activities Office and on the [Student Activities webpage](#).

When the constitution is completed, the members must vote to ratify the Constitution and this has to be done by 2/3 vote. A record of this ratification should be kept in a set of minutes that a temporary secretary kept for the organizational meeting(s).

### ELECTION OF OFFICERS

Officers for your organization have to be elected according to the guidelines set forth in your constitution. You are not required to have the traditional President, Vice-President, Secretary and Treasurer, but your officers should be able to handle the same functions. Officers should be dependable and responsible students that are willing to put in a little extra time so that the organization will run smoothly. Officers are the backbone of an organization so be careful to select the people that will best meet your needs. To hold an office, a student must have a minimum 2.0 or better cumulative grade point average.

### SELECTION OF AN ADVISOR

An advisor is determined to be an employee of the University and not a student. When selecting an advisor, you should consider persons who have training in the areas that the club focuses on. If it is a Jogging Club, then perhaps it would be best to select someone from the Physical Education Department who specializes in jogging. It's always best to do so, but in cases where this is impossible, you should try to select someone who will best meet the organization's needs. This person is responsible to attend all meetings and activities sponsored by the organization and should be readily available for advice, and to sign appropriate forms.

Once the Advisor has been selected, you should then fill out the Authorized Signature Form.

### AUTHORIZED SIGNATURE FORM

The Authorized Signature Form was designed to allow the Student Activities Office and the Student Activities Business Office (SABO) to know exactly which club members of the organization are allowed to sign papers for the organization. The majority of signatures will be needed when the organization is going to spend some of their funds, therefore, it is mandatory that documents are countersigned by the advisor so that other individuals can be aware of what is going on with the organization's funds. In the event of a vacancy, new Signature Authorization forms should be completed.

### THE FINAL STEPS

Once all the forms have been completed and approved, the Officers of the group are required to meet with the Assistant to the Director of Student Center/Activities to discuss them. The Assistant Director will review them to insure that they contain nothing that violates any University policies, State or Federal Laws, the Assistant Director of Student Center/Activities will approve and forward them to the committee assigned to fund the Organization (Budget and Management). If the forms are not approved, the group will be asked to review the items in question and resubmit them when corrected.

When all the forms have been approved, they will be forwarded to Budget and Management, who will further review them for violations of University policies, State or Federal Laws. If no violations are found, Budget and Management will in the form of a committee motion present the organization for approval to the Student Government Association at its next scheduled meeting.

The organization has the right to and is encouraged to be present at both the Budget and Management and the SGA meetings to defend or clarify their purpose.

### HOW TO FORM A SPORTS CLUB

In addition to the normal procedures of forming a regular student organization there are several steps that have to be completed before an organization can be recognized as an established Sports Club. Following student activities procedures, the organization must be recognized by the Student Senate, funded by the Budget and Management Committee of SGA, but instead of just reporting to the Director of Student Center /Activities, it will also report to the Director of Athletics or designee who will directly supervise the sports club. A sports club is defined as "any organization whose purpose is to practice, play, and/or compete in athletics with other institutions on and/ or off the campus that does not have Varsity Sport status. This section is designed to help explain the steps in detail so that after having read it the organization has all the information necessary for forming a sports club.

It is important to note that while the Student Government Association may have approved the establishment of a student organization it does not guarantee the University and the Department of Athletics are required or able to provide facilities and or fields for the club sport which it does not possess or have access to.

1. Establishing a club sport. The base criteria to consider a Club Sport for recognition are:
  - a. An expressed interest by students for an athletic activity which is not available at the intercollegiate varsity level.

- b. Appropriateness of activity for the University.
- c. A qualified coach is approved by the Athletic Director or designee.
- d. A designated Club Advisor.
- e. Competitive and physical activity involving competition with other teams on a club or collegiate level which holds progressive competition.
- f. Appropriate clothing and equipment to participate in a safe and effective manner. All equipment must be approved and certified by (or in consultation with) the Athletic Director or designee prior to its use. All athletic equipment must conform to NCAA Standards for that sport when appropriate. For sports that are not recognized or sanctioned by the NCAA, clubs will conform to the rules and regulations as set forth by the official governing agency for that sport. Copies of current rules and regulations can be attained from the NCAA website or from the official website governing that sport. It will be the responsibility of the Coach to ensure that equipment meets appropriate safety standards before each practice and or game. \*Some club sports may be required to have the equipment annually certified.

#### **Adequate resources:**

- 1) Adequate facilities are available for practice and competitions. (space must be approved by a University Administrator)
- 2) Sufficient funding.

Sports Clubs are responsible for purchasing/providing their own equipment, uniforms, and all materials necessary for practice and competition. The Athletic Department does NOT FUND, nor provide equipment for Sports Clubs.

- g. An understanding that the club does not conflict with varsity and sub varsity programs.
- h. A team roster consist of enough players to field a team with at least 20% of the roster available as replacement players.
- 2. Disestablishing a club sport.

The base criteria to disestablish a club sport are:

- a. The club sport no longer warrants continued operation.
- b. A varsity sport is established in the same sport.
- c. The club forfeits more than three contests because it cannot field enough roster players.
- d. The club fails to submit required reports.
- e. A team fails to practice on scheduled practice days.
- f. The Club averages less than 75% attendance of its roster during practices and games.
- g. A coach and or Advisor are not available.

#### **The following steps are the responsibility of the Club Captain/President**

- 1. Outline the need for facility usage (practices and games), equipment, travel, etc. Adhere to the practice parameters established by the University ( not to exceed 8 hours/week of official practice)
- 2. Research the scope of competition possibilities for the club. Things to consider are: who will play and what league (if any) the club will compete in.
- 3. Submit a roster to the Athletic Director and Assistant Director of Student Activities or designee which contains the names, campus and home addresses, and phone numbers of all students who intend to participate in the club. Follow up with any part time students to ensure that he/she has purchased the appropriate liability insurance to participate.
- 4. Be sure that all members have a physical exam on file with Health Services and have completed a recent health survey through Health Services.

If any problems occur while in the above process, an appointment to see the Athletic Director and/or Assistant Director of Student Activities or designee is to be made.

#### **SELECTION OF AN ADVISOR**

An advisor MUST be a full-time employee of the University. This person is responsible for attending all campus events sponsored by the organization, inclusive of home contests and is responsible for scheduling security, crowd control, and adherence by the group to University policies and regulations. The Advisor should be readily available to sign appropriate forms and offer advice when needed.

#### **FACILITY USAGE**

A request should be developed for each season explaining the need for the use of the campus facilities. Some questions to think about: What is the competition season? When, where and how often will the club practice? When, where and how often will it compete? What kind of equipment will you need? Club Sports will practice and compete only on facilities designated and approved by the Athletic Director or designee. The Club will submit a facility request form with their advisor's signature well in advance (minimum of two week's notice) of the requested practice/competition date. The Athletic Director has the right and responsibility to determine the playability of all Eastern facilities and may cancel any practice/competition based on weather and field conditions. ANY off-campus facility use MUST be approved by the Director of Student Activities or his/her appointee.

#### **COACHING:**

Each sport must have a coach who satisfies the following conditions.

- 1. One-two years of collegiate playing/or coaching experience
- 2. Minimum of a Bachelor's Degree
- 3. May not be a player/coach
- 4. Certified in First Aid, CPR and AED training

The Club will submit resumes of interested candidates to the Athletic Director along with the names and phone number of three individuals who can provide professional recommendations for the candidate. The Director of Athletics or designee and the Director of Student Activities or designee will be responsible for approving the hiring of a coach. The Sports Club must allocate a portion of its budget to pay a stipend to its coach. Once the Athletic Director has approved a Coaching Candidate all required paperwork will be processed by the Club's advisor or the Director of Student Center/Activities or his/her designee.

#### **Roles & Responsibilities of a Coach**

- Adhere to the policies and guidelines set forth by the University, and the Athletic Department.
- Establish conditioning and training programs to physically and mentally prepare the participants for competition. Provide a schedule (practices/games) and information on any tournament competition in advance to the Associate Athletic Director
- Attend all practices and contests except under prior arrangement.
- Be attentive to student needs, concerns and potential problems.
- Employ a sense of fair play encouraging the development of skills and recognizing the importance of active student participation.
- Develop and employ safety standards; inspect equipment and facilities for potential safety problems prior to use.
- Recognize, along with participants, potential health or injury problems and counsel as necessary.
- Promote participant responsibility in the display of proper conduct, and promotion of good sportsmanship, both on and off the field.
- Ensure compliance with any conference, league or union rules governing eligibility, competition, and financial obligations.
- At all times, display the proper image befitting that of a coach and/or instructor and representative of Eastern and the Department.

#### **Coach Administrative Policies**

- Assist the Club officers with their assigned responsibilities as outlined above.
- Assure that all Club financial obligations are met (league membership, officials' fees, etc.)
- Maintain complete inventory records of all Club equipment and uniforms.
- Keep records of all transactions involving Club accounts and Club budgets and provide accountability on use of all funds.

- At the end of each fiscal year, submit an accurate itemized budget to the appropriate SGA Committee for the following year, and be prepared to defend the proposal.

## **INJURIES/INSURANCE**

Any and all injuries (even those seemingly minor) must be reported to the club's coach and to the Athletic Director or designee immediately and a corresponding accident report form must be completed.

For more serious injuries, Campus Police will be called to determine whether medical attention is necessary.

Participants who refuse medical assistance, or choose to go to their own doctor or to the hospital of their own accord, do so at their own risk and will be required to sign a statement to that effect.

Anyone seeking payment of medical bills associated with an injury incurred during participation in club sports must have filed an accident report at the time of injury. Furthermore, participants must submit claims to their own insurance company first; the University's accident insurance will only reimburse for covered expenses incurred within two years of the date of the accident which exceeds any applicable deductible or the total of benefits received from any other insurance. Any insurance claims made against Eastern Connecticut State University must be turned in to and processed by the Club's Advisor.

## **RISK MANAGEMENT**

### **First Aid Kit**

There must be a first aid kit at the site of all practices, games and/or matches at all times. It will be the club's responsibility to purchase a complete First Aid kit and replenish it with the necessary supplies as necessary. This will NOT be supplied by the Athletic Department, but its contents must be reviewed and approved by one of the two Certified Athletic Trainers employed by Eastern Connecticut State University.

Two members of the Club must hold current First Aid, CPR, and AED certifications from a nationally accredited agency such as the American Red Cross or the American Heart Association. At least one of the certified members must be present throughout the duration of all practices, workouts and games.

### **AED**

An AED must be on the site of all competitions and within 2 minutes of the site of practices. It is the responsibility of the Advisor to secure an AED from either the University Police Department or the Athletic Department.

### **Certified Athletic Trainer/or EMT:**

A certified Athletic Trainer or EMT must be present and on site for all games or matches considered to be Home contests. \*Some club sports may be required to have an Athletic Trainer or EMT present at all practices. This will be determined by the Athletic Director or designee.

### **Transportation**

If University vans are used to travel to games and practices, only the coach and employees of the University with appropriate valid license will be allowed to drive. If traveling out of state, the club must complete a travel authorization form, signed by the Club Advisor and in doing so they assume all risks associated with such. Only professional (not student) employees of the University may drive university vans out of state. All travel by organizations and clubs must have the approval of the Director of Student Center Activities.

## Meetings

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Minutes must be kept at both regular membership and Executive Board meetings. Your club's constitution usually outlines who may vote at a meeting, defines guidelines of active membership, and establishes the necessary quorum. Quorum is defined as 50% + 1 of your active membership. Quorum must be present to have an official meeting. Evidence of a quorum must be stated in the minutes.

## **Metal Detectors**

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Metal detectors must be used for events that are open to the public. If your event requires metal detectors you must notify the student activities office and campus police. Student Activities will submit a work order to facilities.

## Minutes of Meetings

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Minutes are the official permanent record of each club's meetings. They should tell what happened rather than what was said at the meeting. They should be kept at the time an organization meeting is held. The minutes must be typed and submitted within 48 hours to the following individuals via email.

Office/Position	Person	E-Mail Address
BAM Committee		<a href="mailto:bam@my.easternct.edu">bam@my.easternct.edu</a>
Club's Advisor(s)	Your Advisor(s)	Advisor(s) E-mail(s)
Club's Treasurer	Your Treasurer	Keep copy on club's z-drive

Minutes should be submitted through the official Eastern club e-mail and should be sent as a Microsoft Word attachment. The Assistant to the Director/Student Organization Assistant will contact clubs if there is a question of whether or not regular meetings are held and/or if minutes are not received in a timely fashion.

## Movie Policy

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The Federal Copyright Act (Title 17, United States code, Public Law 94-553, 90 Stat. 2541) governs how copyrighted materials, such as movies, may be utilized publicly. Neither the rental nor the purchase or lending of a DVD carries with it the right to exhibit such a movie publicly outside the home\*, unless the site where the video is used is properly licensed for copyright compliant exhibition. This rule applies regardless of whether admission is being charged, whether the institution is commercial or non-profit or whether a federal, state or local agency is involved.

For further clarification on this policy please contact the Student Activities Office.

\*For a college campus, home is defined as your individual suite, apartment or room and excludes any building's common space outside your suite, apartment or room.

## Night Deposit of Money Procedure

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A night deposit drop box has been installed next to the Cashiers service windows for deposits made on the weekends or after 4:00 p.m. during the work week. Clubs and organizations will be given a tamper evident bank bag and a deposit slip at the time they pick up a cash box from the Cashiers Office. The deposit slip and the bank bag will be completed with all available information at that time (coding, activity, club name).

At the end of the event, the money should be counted by two members to verify accuracy of the deposit. After counting, fill in the amount on the deposit slip and have the same two members sign the deposit slip. The deposit slip, the money, and any receipts (if issued) should be placed in the tamper evident bank bag.

**Complete all the information on the front of the bank bag. Include Club/Organization name and date** . Also include a **contact phone number on the Store/Location line** in case there are any questions. Keep the CUSTOMER RECEIPT from the red release liner for your records . Seal the bag only when you are certain that everything is in it. If you open the bag after it has been sealed, it cannot be reused. Complete a new bag and enclose your deposit along with the compromised bag.

When the deposit is ready, **a club member** should contact Campus Police by calling the dispatcher at ext 55310 (or 860-465-5310) to request an Officer to meet them at (or escort them to, if needed) the Wood Support Service Center. The Officer will grant the member access to the building and proceed with them to the night deposit drop box. The Officer will unlock the security bar on the night deposit drop box for the member to make the deposit.

After the deposit has been processed by the Cashiers Office, a copy of the deposit slip will be mailed to the club/organization. If there are any discrepancies or if you do not receive a copy of the deposit slip, contact the SABO office at ext 55285.



## Notification to Campus Attendees in the Event of an Emergency

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In accordance with Connecticut General Statute 29-381(b) and the University Critical Incident Plan, any University individual, office, or student club/organization holding an event on campus that would include attendees, visitors, patrons, spectators and/or guests, will provide the following information prior to the start of the event.

**"Welcome to Eastern Connecticut State University. In an effort to ensure everyone's safety, please take notice of the emergency exits located at the (describe where in the room the exit locations are). Please note the closest exit and remember that you do not have to exit through the same door you entered. To report an emergency, please dial 911. In the event of a campus emergency, please follow the instructions of the University Police Department or University officials at this event."**

At the beginning of each academic year, all student organizations planning to have events open to the public will meet with the University Police Department staff to discuss this policy. When an organization decides to sponsor a specific event open to the public, its representative will be required to meet with the director of Public Safety or designee and the vice president for student affairs or designee at least 14 days before their scheduled event occurs to plan for the event and arrange for police coverage.

1. The event must be registered and approved by the appropriate University office. If admission is charged, the organization must secure admission tickets and related paperwork from the Student Accounting Business Office (SABO) no later than two days prior to the event.
2. The number of individuals admitted shall not exceed the posted capacity of that venue. In addition, the capacity for a particular event may be reduced at the discretion of campus police and/or the vice president for student affairs or designee.
3. The organization's advisor or designee (university employee) must be present at the event for the duration of the event.
4. All fire laws and policies will be observed including not blocking entrances or exits to the facilities used for the event.
5. For student-sponsored events, Eastern students will be admitted by presenting a valid Eastern ID when requested. All other attendees must be required to provide state issued photo identification when requested. (School IDs will not be accepted.)
6. For Eastern dances/parties:
  - a. Mandatory attendance at workshop on hosting events (dates will be coordinated by the Student Activities Office)
  - b. The presence and number of University Police will be governed by law and at the discretion of the University Police Chief.
  - c. The University reserves the right to restrict the event as appropriate, including denials of readmission once the event has started.
  - d. Admittance will be by a valid Eastern ID only. Eastern students may sign in one guest per eastern ID
  - e. Monitoring Procedures: (for night of function)
    - i. A record of every attendee will be kept and managed by Student Center Staff
    - ii. Different color admission bands will be distributed for Eastern students and guests
    - iii. Mandatory door closing at 11:30 pm; anyone arriving after 11:30 will not be permitted in regardless of attendance numbers. There is no re-entry.
    - iv. Metal detectors, under the supervision of the University Police Department, will be used.
    - v. Campus Police make rounds inside the BTR
    - vi. No person attending the event will be allowed to bring in bags or backpacks. Pocketbooks and similar accessories will be subject to inspection.
    - vii. The sponsoring organization's members working the event are required to wear identifying clothing or accessories.

POSTING POLICY

The following procedures have been developed in order to establish a universal posting policy for clubs and organizations and will be enforced for all buildings internal and external as well as all outdoor University property.

Posters, flyers, banners and other materials to be used for the expressed purpose of publicizing an event or activities may not be posted more than ten days before the event date (or before the Event has been approved) and must be taken down 24 hours after the event date.

Each poster, flyer, banner and other material must be pre-approved and stamped "approved for posting". The stamp of approval will indicate the period of time it is allowed to be in place and the date it is to be taken down.

To Approve your Poster...

- 1. Bring ONE copy of your flier/poster to the Student Activities Office
- 2. Get flier/poster approved by a Student Activities Staff member
- 3. Ask for a copy center request form and specify how many copies you will need of your flier/poster

Posters, flyers, banners and other materials may be posted only on locations approved for posting and as indicated below:

1) Only sidewalks in the following locations may be chalked and/or taped with flyers. It is the responsibility of the sponsoring organization to remove the chalk and flyers the day of the event after the event has occurred. **Chalking must be pre-approved by the Director of Student Activities. Chalking is not allowed for SGA and Senior Class elections.**

- 1. Student Center Patio Sidewalk
- 2. Hurley Hall Cafeteria Entrance
- 3. Residence Hall Entrances
- 4. Sports Center Entrance

2) Posters, flyers, banners and other materials may only be placed in the following campus buildings (see below). All other buildings are not to be subject to such materials.

3) Materials placed on campus by off campus groups must be pre-approved as above by the Director of Student Activities.

4) NOTHING MAY BE ATTACHED TO THE UNIVERSITY SIGNS THROUGHOUT CAMPUS. Fliers must be posted on designated bulletin boards ONLY.

Residence Halls

Jrnap Hall  
Jrr Hall  
onstitution Hall  
randall Hall  
aurel Hall  
ead Hall  
iejadlik Hall  
oble Hall  
utmeg Hall  
ccum Hall  
  
rafer Hall  
indham Street Apts.  
inthrop Hall

Buildings where posting is allowed

Communications Building  
Goddard Hall  
Hurley Hall  
Knight House  
Science Building  
Sports Center  
Student Center  
Webb Hall  
Wickware Planetarium  
Wood Support Services Center

Buildings where posting NOT is allowed using above guidelines

missions Building  
ampus Police  
hild and Family Development Center  
  
astern Hall Facilities Building  
  
ne Arts Instructional Center  
elsi-Young Administration Building  
ealth Services  
  
eating Plant  
arking Garage  
nith Library

SOCIAL MEDIA POLICY

Social media are Internet-based communication channels that use social interaction, scalable publishing techniques, and accessible technology to share user-created content (video, audio, text, and multimedia). Examples include Facebook, Twitter, Instagram, LinkedIn, and YouTube.

A University-affiliated social media page is one that shows or implies a direct connection to an Eastern Connecticut State University office, department or official University program. Student-generated content must be appropriate and in keeping with professional standards and the University's values.

All content — text, graphics, still photographs, videos — posted to Eastern Connecticut State University social media accounts, i.e. Facebook, Instagram, Twitter, YouTube, is the property of Eastern Connecticut State University.

Content submitted by students must be reviewed by an appropriate University employee before posting. Content for official university accounts managed by the Office of University Relations must be approved before posting by the Director of University Relations or his/her designee.

In addition, content submitted for posting is presumed (1) to be free of any copyright or ownership restrictions, and (2) will not be subsequently posted on commercial social media accounts.



Any payment vouchers, requisitions, purchase orders, advances, personal service agreements, or honorarium forms, must be submitted to the Assistant to the Director of Student Activities (if a student club) or the Director of Housing (if a residence hall association) with all accompanying and appropriate documentation (Minutes, Invoices, Receipts, Signatures, attachments). The paperwork will be reviewed by those offices, and if not correctly filled in, all original paperwork will be returned to the submitting club or organization for corrections and/or completeness.

**\*Important Note: No member or group of members is empowered to enter into a contract, promise to pay or in any other way obligate their club, the SGAF, or the University without following proper procedures. All credit purchases, contracts, and other forms of purchase agreements must have the approval of the Student Activities Office and SABO.**

Some events or activities may require additional approval from the VP of Student Affairs and Director of Student Activities or the Executive VP. If the organization's membership gives approval for such an event, and the advisor co signs the paperwork, written approval through the additional specified channels must be received before going ahead with the event. Without proper approvals, the transaction will be rejected.

Neither the University nor the SGA will assume liability if proper approval is not obtained for all club activities or events. Those individuals entering into the transaction without approval may be held personally and financially liable.

All outstanding Chartwells invoices at the end of the academic year will be approved by SGA and charged to the individual club accounts. SGA will convene and prepare minutes listing club accounts and the amount to be charged.

**\*Important Note:** No member or group of members is empowered to enter into a contract, promise to pay or in any other way obligate their club, the SGAF, or the University without following proper procedures. All credit purchases, contracts, and other forms of purchase agreements must have the approval of the Student Activities Office and SABO.

A Purchase Order is a legally binding document between the vendor and your club and can be used to make a purchase where the payment will be made after you take possession of the goods. It guarantees the seller payment. The seller releases the goods based on this guarantee and a purchase order is often viewed as instant credit by a vendor for a valued customer. The vendor may only require the Purchase Order number to initiate the transaction or they may request a copy of the Purchase order.

To secure a Purchase Order you will need a Requisition Form with a copy of the minutes authorizing the purchase, supporting documentation of what is being purchased (if applicable), and the cost of the purchase. Five days prior to needing the purchase order, the completed paperwork should be submitted to the Assistant to the Director of Student Activities (for clubs) or the Director of Housing (for hall associations) for review, who will forward the documents to SABO for processing.

Upon the receipt of the merchandise and before payment can be made to the vendor, an authorized club member **must sign the vendor's invoice acknowledging the acceptance of the goods**. This signed vendor's invoice is then sent to SABO and payment is mailed directly to the vendor. An email approval is also accepted.

Purchase Orders cannot be used to contract services such as hiring a band, a comedian, disc jockey, or lecturer. Service purchases require a service contract such as a Personal Service Agreement (PSA) or Honorarium Payment Request Form.

Remember, **no student is authorized to sign a sales agreement or other contract** on behalf of their club, SABO, or the University without proper approval. Should a student sign a legal document or buy something without getting prior approval, they may find themselves financially responsible for the obligation. The club, SGA, or the University may not honor the student's action. Please be careful when you sign or order goods and use the Purchase Order system or you may end up personally paying for it.

Note: Purchase Order requests for a commodity costing over \$10,000 must be accompanied by a completed form entitled **"Request for Quotation for a Commodity Purchase costing over \$10,000."** These forms may be obtained either at the Student Activities Office or to Purchasing and will require you to submit three quotes for the item.

Raffles and bingos are regulated by the State of Connecticut. An event is considered a raffle if a person is paying a price for a chance at a prize. Exceptions to this are games of skill, in which a person pays to show their skills are better than others and they win a prize for being the best - i.e. shooting basketballs, counting jelly beans in a jar, hitting a golf ball the furthest.

The State of Connecticut requires all raffles to be registered with the Division of Special Revenue as well as the municipality in which the raffle will be held. The application must be signed by three electors of the municipality in which the raffle will be held and will be subject to background checks. There are also permit fees payable to the state and the municipality. These fees vary depending on what "class" the raffle falls under. An inventory of the tickets before and after the raffle is also required. For more information, please refer to section 7-170 to 7-186 of the Connecticut General Statutes at [http://www.ct.gov/dcp/lib/dcp/pdf/gaming/operation\\_bazaars\\_raffles.pdf](http://www.ct.gov/dcp/lib/dcp/pdf/gaming/operation_bazaars_raffles.pdf)

## Receipt Books

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Receipt books are available at Cashiers Office and the Student Activities Office for clubs and organizations to use free of charge. Receipts should be issued anytime you accept cash in advance for a product or trip deposit. The original receipts are given to the purchasers and the carbon copies are returned to SABO.



## Reimbursements

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Reimbursements are used if it is not possible to secure funds in advance and a club member spends personal money on club expenses and wishes to be repaid. Remember, all purchases must be approved by the membership and indicated in the meeting minutes with a resolution number. A reimbursement is not automatic.

To request a reimbursement a voucher must be completed with the student's name, student's ID, and address in the Vendor/payee block. Club minutes need to be attached along with the receipts showing all expenditures that are to be repaid. **The person requesting a reimbursement must submit the ORIGINAL receipts marked "Paid"** .

## Reserving and Painting "The Rock"

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"The rock" which is located across from the Center for Early Childhood Education may be reserved and painted by recognized student clubs and organizations for a two week period of time. Groups are responsible for providing their own paint and supplies. All disposal of paint supplies must be done properly by contacting Facilities.

Reservations may be made by filling out the Rock Reservation Form on the Student Activities website. Please submit an event request via eweb for approval.

Groups who have not reserved "the rock" and choose to paint over another's work may be subject to a loss of reservation privileges.

**Club E-Mail:** Each club/organization is equipped with a club e-mail account. All e-mail correspondence from within the University (administration, students, technical support) will be directed to the club e-mail account, not the students's individual e-mails. The club e-mail account should be used when corresponding with any outside vendors as well. Officers within each club/organization are responsible for checking their club e-mail on a regular basis in order to respond to University communications and student inquiries. Any issues with the club e-mail including requests to reset the password should be directed to the Assistant to the Director of the Student Center/Activities, Student Organization Assistant.

**Z-Drives:** Each club/organization's e-mail address automatically comes with z-drive space on the university network. The club secretary should save minutes from each meeting onto the respective club's z-drive and send copies to those listed under the Minutes of Meeting section of this manual. It is the responsibility of the club president to pass on the login information when new officers are elected each year. Any issues should be reported immediately to the Assistant to the Director/Student Organization Assistant in Student Activities.

**Office Supplies:** Office supplies are available free of charge to SGA-sponsored clubs. These supplies are provided by the Budget and Management Committee (BAM). A variety of supplies are available including poster board, markers, paper, envelopes, paper clips, rubber bands, and a variety of duplicating supplies. Only officers of the clubs are allowed access to these supplies.

**Telephone:** A telephone is available in the SGA Office for use by clubs sponsored by the SGA. Check the SGA door for office hours or see the Student Activities Staff. Personal phone calls charged to the University or other unauthorized use by student club members is prohibited. Individuals making such calls will be held personally responsible for charges and could lose telephone privileges.

**Mail:** All student club mail will be received and distributed by the Student Center Information Desk Workers. All student club outgoing mail postage is funded by the SGA. Organizations should bring mailings to the Information Desk in the Student Center for mail room pickup.

## Room Reservations

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To reserve any space on campus, both indoors and outdoors, you will need to utilize the Facilities Request Form found on the Student Activities web site. The form indicates to whom the form needs to be sent based on the space being requested. Be sure your event's registration has been approved before proceeding with the planning of the event and the reservation of the rooms.

## Rosters

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Each semester, the office of Student Activities collects active roster information from each club and organization. The roster information is for internal statistical data and will be organized by the Assistant to the Director/Student Organization Assistant. All clubs are expected to comply with this request each semester by the publicized deadline.

## Sales Tax Exemption

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As an agency of the State of Connecticut, Eastern is exempt from Sales and Use Tax. Student activity funds which are administered under the same rules are included in that exemption. Therefore, all services, supplies, and equipment used in the club's regular operations are not taxable. Vendors questioning this should be referred to SABO. A copy of Eastern's Tax Exemption Certificate may be sent to the vendor upon request.

Items on which clubs are required to pay sales tax are food, beverages, and meals. Receptions and banquets held at outside venues require a separate certification to obtain tax exemption.

When planning your purchases for events or fundraisers, please keep in mind:

- ◆ Order your supplies, equipment, etc through the University Purchasing department.
- ◆ Use the Departmental P-Card
- ◆ Pay the vendor direct with a University check for the exact amount.

The rule of thumb is:

◆ **If a member pays out of pocket for the cost of items purchased, the 6.35% Sales tax will not be reimbursed. Sales tax computed on a register receipt for the purchase of goods or services cannot be counted as part of an expense.**

Example: You receive a cash advance for \$300.00. You purchase items totaling \$300.00-\$283.02 including 16.98 in sales tax. You will be responsible for returning and depositing the sales tax amount of \$16.98 in order to complete your cash advance reconciliation.

## Senior Class Accounts

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The business accounts for Senior Class Committees, reside in the Student Organization Activity Fund (SOAF). The Board of Trustees (BOT) policies (BR# 86-61) recommend that by the end of the first semester of the senior year, the class designate a beneficiary to receive any remaining funds in their SOAF account upon graduation.

## Signatures

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All expenditure requests require the signatures of the club or organization's Treasurer and Advisor. Clubs also require the signature of the Director of Student Activities. Housing organizations require the signature of the Director of Residential Life. Any expenditure request for \$2,500 or more also require a signature from the Vice President of Student Affairs. All travel requests, honorariums, and personal service agreements require the Vice President of Student Affairs' signature. Should one of the required signatures not be available, that person's supervisor or Dean may sign in their absence.



## Student Activities

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Go to <http://www1.easternct.edu/studentactivities/> to learn more about the office of Student Activities at Eastern Connecticut State University.

## Student Activities Business Office (SABO)

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Student Activities Business Office (SABO)

Darren Nosal, Associate Director Fiscal Affairs, Accounts Payable, (860) 465-5730

Gelsi-Young Hall, Third Floor, Room 341, (860) 465-5285, (Office Numbers), (860) 465-5180 (Fax)

SABO is located on the third floor of Gelsi-Young Hall. This business office provides general administrative support for student clubs and organizations including all financial paperwork processing, event registration/deposit tracking, and assistance with monthly budget reports. SABO staff will also offer guidance in the preparation of State travel documents for all club conferences and events.

## Student Use of State Vehicles

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Only students who are employees of the University may drive state vehicles. Drivers must have a valid motor vehicle operator's license. To reserve a state vehicle for a club/organization, **an e-mail must be sent to the Student Organization Assistant**. The information required is on the Student Activities web site. The Student Organization Assistant will submit a request (via email) to the Vehicle Coordinator in the Sports Center. The request will need to be sent at least two business days in advance (out-of-state requests must be sent at least one month in advance) of the planned departure date. A completed TA must be on record in Student Activities prior to the request being sent. Confirmation or denial of the request will be sent to the club/organization e-mail. **\*\*Please refer to the Eastern vehicle request policy.\*\***

## Training

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Training workshops are held at the beginning of the academic year. This workshop will highlight all the procedures and forms. Additional workshops may be given upon request. Officers must attend these in order to be certified to conduct club business. All advisors are recommended to attend the one-hour workshop each year should there be any policy changes.

When a deposit is required from each participant to reserve a seat for a trip, it must be deposited into the club's account. To refund a traveler who does not attend, the club must do a reimbursement by completing a voucher form for each individual. Proof of payment is required to process the refund request. Minutes authorizing payment and proof of payment must accompany the voucher.

Trip Refund Policy passed by SGA 4/27/97

- a. When a student has made a commitment to attend a student club sponsored event, which carries an admission or registration cost, that student must provide at least two weeks notice to receive a 50% refund. This refund is applicable only to those students who have paid 100% of the admission or registration cost. Under no other circumstances may the student receive a 50% refund.
- b. A student may receive a full refund only if that student finds a substitute that will fulfill the student's original commitment. Under no other circumstances may the student receive a full refund.
- c. A person that is not a student may receive a full refund only if that person finds a substitute to fulfill the person's original commitment (non students are responsible for an admission or registration fee that is twice that due by students). Non students are not eligible for other refunds, including the 50% refund applicable only to students.
- d. The Executive Board of the club sponsoring the event shall administer this Trip Refund Policy and abide by these rules.

This Protocol is to be observed for all official trips. Failure to do so may result in referral to the campus judicial system.

- a. All ECSU rules, regulations and policies are in effect while participating in official club travel.
- b. Cohabitation is prohibited.
- c. The presence and/or use of alcoholic beverages are prohibited.
- d. The use of profane language is prohibited.
- e. When using State vehicles you must have one staff advisor in each vehicle.
- f. The staff advisor(s) on each trip is the person(s) in charge and they are present to:
  - Maintain a proper educational environment
  - Insure all rules and regulations are followed
  - Insure that people assigned to each vehicle stay in that vehicle and do not switch from one to another. This is to insure all are accounted for.
  - Act as the person "In Charge" in all situations including emergencies.
- g. State vehicles are to be used only for the educational portion of the trip and not to shuttle people around for personal "Free Time".
- h. Please refer to other travel rules and regulations in the Student Handbook.

All clubs and organizations making in state or out of state trips must have permission from the Vice President for Student Affairs (or designee) and the Director of Student Activities/Residence Life (or designee). **Requests should be submitted at least two (2) weeks prior to departure to allow for proper processing.**

A TA (Travel Authorization Form) is required by all clubs and organizations when traveling as a club activity, whether it is in state or out of state, even if there are no expenses incurred. When a club is going out of state or when staying overnight on an in state trip, an advisor must accompany the group. Please note. **If your TA is not received by SABO at least two weeks before your trip, a travel advance will not be processed.**

A CSU Travel Authorization form must be completed by the club (and authorized by the club advisor). Attached to the form, there must be a roster of all the individuals traveling and itineraries and/or schedules, which provide the necessary detail for each vendor. Only if these forms are completed and fully signed before a trip is undertaken will payment for travel related expenses be made. Forms are available on the Student Activities website.

You can request that the University prepay items such as conference registration, hotels, airfare, and admission tickets. All requests for prepaid items should be recorded on the Travel Authorization. Supporting documents such as hotel invoices, registration forms, and airfare confirmations must be attached to the TA when submitting to SABO. Cash advances can be taken for things like meals, cab fare, or tolls, and must be reconciled with original receipts marked "PAID" and returned to SABO to document expenses. The individual receiving the advance must reconcile the advance within fifteen (15) business days after the completion of the trip.

Per Diem rates (meal allowance) may be established by the club or organization, as long as the per diem rates established by the club, do not exceed the State's per diem rates and funds are available. For clubs that receive allocations from BAM, advances for meals will be charged to the club's fundraising account, per BAM's policies.

If traveling by personally owned vehicle, you must include a copy of the **Declarations Page** from your automobile insurance policy for the period of the trip. This declarations page must show that you maintain insurance in the minimum liability amount of \$50,000/\$100,000 and \$5,000 in property damage or a minimum of \$100,000 for bodily injury and property damage. The No Fault card issued by your insurance company cannot be substituted for the declarations page.

Please deliver the completed CSU Travel Authorization form, roster, copy of **Declarations Page** of insurance policy, and minutes to SABO for verification and finalization. All TA's must be reviewed and signed by the Travel Officer in Accounts Payable for approval, before any payments or purchase orders will be processed. Documentation regarding the purpose of the trip must be included with the TA.

## Unauthorized Expenditures

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The following is an excerpt from the State Comptroller's Accounting Procedures Manual for Activity and Welfare Funds. Expenditures for the following items will not be made from activity or welfare funds:

- A. Routine expenditures such as equipment, supplies, forms and postage for State use.
- B. Repair or maintenance of State equipment (except certain jointly used equipment).
- C. Professional books, magazines and memberships in professional organizations not related to specific activity/welfare fund functions or for which the greater benefit does not accrue to clients, inmates or students.
- D. Salaries for services that are the responsibility of the institution or agency.
- E. Gifts, services, or donations to State employees, private citizens, or organizations (except other entities organized to benefit students, inmates or clients. Example: donations from a class restricted account to a student alumni association). Specific fund raising events for charitable organizations are not excluded and must be accounted for in a restricted account. Only the net profits of the proceeds may be donated to the charitable organization. If the fund-raiser event does not meet the expenditures for the event, proceeds may not be donated to the charity organization. The fund must cover all expenditures of the event. However, if the fund policy provides guidance on this issue, the policy statement prevails.
- F. Loans to State employees and persons other than inmates, students, or clients of the institution or agency.
- G. Other expenditures that directly benefit the employees, except expenditures from restricted accounts that are established in accordance with Section IV-B.4 (REVENUES-Restricted Accounts). However, expenditures for State Agency sponsored joint ventures participated in by employees in conjunction with patients, clients, inmates or students may be made from activity or welfare funds.



EASTERN CONNECTICUT STATE UNIVERSITY VEHICLE REQUEST POLICY & PROCEDURES

(Updated 3/18)

**Failure to comply fully with this policy may result in loss of vehicle use privileges for the operator and the operator's department.**

**Please contact Scott Smith, University Vehicle Coordinator, with any questions by e-mail at [smithsc@easternct.edu](mailto:smithsc@easternct.edu) or at x54326.**

1. **GENERAL USE** - All use of Eastern and State of Connecticut vehicles is covered under the guidelines outlined in General Letter No. 115 (Revised 4/12) of the State of Connecticut's Department of Administrative Services and Eastern Connecticut State University's University & State Owned Vehicle Safe Driver Policy & Contract document. Link: <http://das.ct.gov/images/1090/GL115rev2012.pdf>

All State of Connecticut laws as they pertain to the operation of motor vehicles and their passengers must be strictly adhered to by all users of Eastern and/or State of Connecticut vehicles. Any and all citations or tickets issued in connection with any vehicle misuse, incident or accident are the responsibility of the vehicle's operator. Eastern will not reimburse the operator for any fines paid.

2. As of 6/16/06, the Eastern administration has mandated that the publication entitled "Safety in Student Transportation: A Resource Guide for Colleges and Universities" be read by those individuals who operate Eastern and/or state of Connecticut vehicles for student transportation. The publication is available on-line through any search engine.
3. **WHAT CAN VEHICLES BE USED FOR** - Eastern and State of Connecticut vehicles may only be used for Eastern and/or State of Connecticut-related business. Personal use of any kind is prohibited. All passengers must be affiliated directly with the State of Connecticut, Eastern or any of its sanctioned programs.

*The willful neglect or misuse of any University or state-owned vehicle is cause for disciplinary action under Connecticut General Statute 4-165 and may cause loss of vehicle privileges for both the driver and their affiliated department.*

4. **WHO CAN REQUEST TO USE A VEHICLE** - Eastern and State of Connecticut vehicles may only be requested by Eastern faculty, staff or administration representatives. Students may **not** make vehicle requests unless they are accompanied by authorization from a proper University authority (faculty, staff or administrator).
5. **REQUEST TIMELINE** - Requests are handled on a first-come, first-served basis. An advance notice of at least one business day is highly recommended for all vehicle requests. Weekly or extended use requests (for classes or programs) should be made at least a half semester in advance. Last minute or emergency requests are difficult to accommodate because of heavy usage.
6. **HOW TO REQUEST A VEHICLE** - All vehicle requests must be made by e-mail to the University Vehicle Coordinator (Scott Smith / [smithsc@easternct.edu](mailto:smithsc@easternct.edu)). All requests must include:

**NAME OF REQUESTOR**

**CONTACT NUMBER**

**DEPARTMENT/ORGANIZATION**

**NUMBER OF VEHICLES REQUESTED**

**TYPE (Van or Car)**

**NUMBER OF PASSENGERS**

*(Van capacity is 12 including the driver. Car capacity is 4 including the driver.)*

**DRIVER NAME(S)\***

**ARE DRIVER NAME(S) ON UNIVERSITY'S APPROVED DRIVER LIST**

*\*It is the responsibility of the Requester to find approved drivers for their trips.*

*\*The University does not provide drivers.*

**PICK-UP DATE & TIME**

**RETURN DATE & TIME**

**DESTINATION** (place, city, state)

**PURPOSE OF TRIP** (in detail)

Phone inquiries about availability are encouraged, but are not considered formal requests (860.465.4326). All vehicle requests will be confirmed or denied via e-mail.

7. **WHO CAN DRIVE** - As of 8/12, Eastern and State of Connecticut vehicles (under lease from Fleet Operations) may be driven by any University representative who has followed the procedures to have their name placed on the University's Approved Driver List which is compiled by the Campus Police Records Office.
8. **HOW TO GET YOUR NAME ON THE APPROVED DRIVER LIST** - All University personnel who drive or may drive University and/or State of Connecticut vehicles must have their name on the University's Approved Driver List. This process only needs to be done *one time* while the individual is employed or a member of the University community. If the State of CT or the University changes the driver requirements, test and/or contract, all individuals will be made aware of the requirement change and what would need to be done to keep their driving privileges. ***It is the responsibility of the driver to assure that they stay in compliance with all of the provisions on the contract.***

All of this information can be found on the Campus Police website or at the following link: <http://www.easternct.edu/police/safe-driver-information/>

**HOW TO BECOME AN APPROVED DRIVER:**

1. Watch the on-line PowerPoint presentation, pass the test at the end of the PowerPoint and print out a copy of the test's result page.
2. Print out a copy of the University Driver Contract and staple the result page to it.
3. Fill out and sign the University Driver Contract.
4. Bring the Driver Contract to an appropriate University authority (Department Head, Supervisor, Director, Dean or Vice President) who must verify by signature that the potential driver's Operator's License is valid.
5. The entire original document must be brought to the Campus Police Records Office - during business hours - for name placement on the University's Approved Driver List.
9. **DRIVERS NOT ASSOCIATED WITH THE UNIVERSITY** - A department may have the need to request that a University Volunteer be allowed to drive an Eastern vehicle when no other University personnel are available to do so.

If this is the case, a member of University's faculty or staff must submit a formal written request to the Vice President of Finance & Administration (Jim Howarth) for a Volunteer Letter to be drafted; allowing that individual, who is not an employee or student of the University, to drive University vehicles.

The request must include specific information on what the volunteer's duties will be (including the driving of Eastern vehicles with passengers) and contain assurances that the faculty or staff member has verified that the individual's operator's license is valid. The faculty or staff member should also make their department head aware of the volunteer request and provide a copy to them of the official request.

Also, before final approved volunteer driver status can be obtained, the volunteer must view the on-line Driver Safety PowerPoint, pass the test, complete Eastern's University & State Owned Vehicle Safe Driver Contract, have their operator's license verified by an appropriate University authority (Department Head, Supervisor, Dean or Vice President), and bring the document to the Campus Police Records Office for processing.

All volunteer driver requests should be made at least a week in advance of the first desired date of travel to allow time for processing.

10. **TRAVEL AUTHORIZATIONS FORMS** - A Travel Authorization Form (TA) must be obtained for all out-of-state travel. TA's may be obtained from Fiscal Affairs (x55392) and must be filed under the name(s) of all potential drivers prior to the trip's departure date.

Be advised: All student-based clubs & organizations and some academic departments require TA's for in-state travel as well. Please check with your club's, organization's or department's travel policy.

11. **VEHICLE PARKING** - All Eastern pool vehicles must be parked in the University Police Department Parking Lot in their designated spaces. All vehicles must be backed into their parking spaces upon return to campus.
12. **KEY PICK-UP & SIGN-OUT** - Keys for reserved vehicles must be signed out using the **VEHICLE KEY LOG NOTEBOOK** located at the University Police Department's Dispatch window and may **only** be picked up by the individual(s) listed as the "DRIVER(S)" for a particular reservation on the eReserve system.

**Valid Eastern ID is required to pick up the key(s) to University or State of Connecticut vehicles.**

The operator's ID will be kept at the Police Department until the vehicle key(s) have been returned.

**\*FACULTY/STAFF KEY PICK-UP** - Members of the Eastern Faculty, Staff and Administration listed as a "DRIVER" may pick up more than one key with their valid Eastern ID or valid Operator's License. They will then be responsible for the return of all keys in their possession. No other individuals are allowed to pick up reserved vehicle keys without permission from the University Vehicle Coordinator or Campus Police Dispatch.

13. **VEHICLE RETURN / CLEANING / MILEAGE SHEET COMPLETION / KEY RETURN & SIGN-IN** - Upon return to campus, the inside of the vehicle(s) must be thoroughly cleaned. The **DESTINATION & ENDING ODOMETER READING must be recorded on the appropriate vehicle's Key Sign-Out/Sign-In/Mileage Log Sheet located in the VEHICLE KEY LOG NOTEBOOK** located on the counter at the University Police Department's Dispatch window.
14. **KEY SIGN-OUT / SIGN-IN / ENDING ODOMETER READING PROCEDURE** - The following information is required to be filled out by each vehicle's driver on the appropriate vehicle sheet in the **VEHICLE KEY LOG NOTEBOOK** - Make sure you are using the correct vehicle's sheet in the notebook. The vehicle's registration number is located in the upper left portion. The following information must be provided for every vehicle used:

**PLEASE WRITE LEGIBLY** - All information must be passed on to the State of CT DAS Office of Fleet Operations.

15. **MECHANICAL ISSUES** - Any and all mechanical or physical problems with any of the vehicles should be reported promptly to University Police and the University Vehicle Coordinator so appropriate work orders may be submitted. Every effort will be made to provide an alternate vehicle in case of a sudden mechanical or physical problem, but may not be possible given scheduling conflicts. If a vehicle is removed from service for a mechanical or physical problem, as much notice as possible will be given to those affected by its removal. If available, a substitute vehicle will be provided. This is not always possible, however due to the large volume of requests.
16. **ACCIDENTS / DAMAGE** - Please contact University Police at 860.465.5310 and the University Vehicle Coordinator at 860.465.4326 to report any accident as soon as possible. In case an accident or any physical damage occurs to the vehicle, no matter how minor, a DAS Vehicle Incident/Accident Report, **which is available on-line at following web address: <http://das.ct.gov/fleet/VehicleAccidentApril511.pdf>**, must be filled out completely and submitted to University Police. **All damage, no matter how minor, must be reported.** Unreported damage will be attributed to the last user of the vehicle.

This form must be submitted to the State of Connecticut DAS Office of Fleet Operations and the Comptroller's Office within 48 hours.

**OFF-CAMPUS ACCIDENTS** - It is the operator's responsibility to obtain a copy of any written accident report and provide a copy to University Police and the University Vehicle Coordinator.

If the vehicle must be towed, be sure to get the name of the towing company and the address of where the vehicle is being towed to and contact University Police at 860.465.5310 for more assistance.

Any and all traffic violations or tickets are the responsibility of the vehicle operator. Eastern will not reimburse operators for fines paid.

17. **GAS** - Be sure that the vehicle is fully gassed prior to leaving Eastern. Gas is available from Eastern's Heating Plant and most State of Connecticut Department of Transportation garages or campuses. The computer fob attached to the vehicle's key ring is all that is needed to obtain gas at any CT State DOT gas station. Place the fob into the pump monitor and follow the directions on the screen. There is no direct cost to the operator or the operator's department for this gas. Eastern departments/organizations that own pool vehicles reserve the right to charge other departments for gas costs on a monthly basis. This arrangement will be made prior to any trip if applicable.

**Please be sure there is at least a ¼ tank of gas remaining in the vehicle upon return to campus .**

18. **GAS CARDS** - Eastern Voyager Fleet cards are attached to each vehicle's key ring and are provided for gas or vehicular EMERGENCIES ONLY. All Voyager Fleet card use reimbursement is the responsibility of the operator's department. Any Voyager Fleet card receipt should be signed and the user's department name should be written on the receipt. Receipts should be sent to Fiscal Affairs, Gelsi-Young Hall Room 344. Additional Voyager Fleet cards may be requested by contacting Fiscal Affairs at 860.465.5370. **If the Voyager Fleet card is damaged or missing on the key ring, please alert the University Police Dispatcher and Fiscal Affairs as soon as possible.**
19. **NO PETS** - No pets of any kind are allowed in Eastern or State of Connecticut vehicles. Guide dogs are permitted, however.
20. **NO SMOKING** - **SMOKING IS PROHIBITED** in Eastern or State of Connecticut vehicles
21. **VEHICLE POOL** - As of 7/17, the Eastern vehicle pool consists of the following vehicles (subject to change): Eleven 12-passenger\* vans (Pool (5) 46-30, 46-37, 46-40, 46-44, 46-51; Housing (2) 45-5 & 46-59; SGA (4) 46-19, 46-66, 46-67, 46-75) and one 4-passenger\* Focus car (AC-51426).

**\*Total includes the driver.**

#### CONTACT INFORMATION

##### UNIVERSITY VEHICLE COORDINATOR

Scott Smith, Athletic Equipment Manager

Sports Center Room 118

Office: 860.465.4326 Cell: 860.604.6618

Fax: 860.465.4696

E-mail: [smithsc@easternct.edu](mailto:smithsc@easternct.edu)

##### VEHICLE MAINTENANCE

Jeff Smith, QCW/Mechanic

Facilities Building Room 103

Office: 860.465.0126

E-mail: [smithsrj@easternct.edu](mailto:smithsrj@easternct.edu)

Nancy Harper, Maintenance Supervisor I

Facilities Building Room 212A

Office: 860.465.5345

##### UNIVERSITY FLEET MANAGER / VOLUNTEER DRIVERS

Jim Howarth, VP for Finance & Administration

Gelsi-Young Hall Room 230

Office: 860.465.4418

Fax: 860.465.5188

E-Mail: [howarthja@easternct.edu](mailto:howarthja@easternct.edu)

##### CAMPUS POLICE

Main Number: 860.465.5310

E-mail: [dispatch@easternct.edu](mailto:dispatch@easternct.edu)

Cell: 860.919.5680

E-mail: [harpem@easternct.edu](mailto:harpem@easternct.edu)

## Voucher

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The SABO Voucher form is used to process cash advances and reimbursements. A voucher is a request by the club to have SABO process a check. The club must attach the minutes with the motion that approves the expense and any original supporting documentation. Vouchers are not needed for any payments to be made on a trip as all details of money to be spent will be on the Travel Authorization Form. A voucher is needed when hiring an individual or group on a contract (honorarium or PSA) to request payment once services are rendered. All purchase orders will be made using the Requisition form.

Each voucher also requires the following:

- Vendor/Payee Information (this is the person who the check or purchase order will be made out to),
- Proper Signatures - club treasurer, club advisor, the Director of Student Activities, and (if the amount requested is over \$2,500.00) the Vice President of Student Affairs. For Hall Association the signatures would be the Hall Director and the Director of Residential Life.
- Mailing Instructions - Where the check should be mailed or if you would like it to be held so that someone from your organization may pick it up at SABO.
- Indication of what is being requested - Do you want a cash advance or a reimbursement?
- Club information - which club is requesting this, what account is it being taken out of (you may list more than one account), and a description of the request
- And a resolution number (or motion number) and the date on the minutes of the meeting that approved the action recorded on the voucher.
- Description of the transaction or items to be bought.

All club vouchers are submitted to the Assistant to the Director of Student Activities/Student Organization Assistant who will review the voucher to insure all the required information and documentation is present. If a voucher is improperly completed or if the correct documentation is not attached the club will be notified via their club e-mail.

All housing vouchers are submitted to the Director of Residential Life for review and approval.

**Closing the Books at the End of the Year**

The University's fiscal year runs from July 1st thru June 30th. All clubs must report to SABO all outstanding bills that have not been paid by June 30th. Funds will then be reserved to guarantee payment for all outstanding bills. If no notification is received, payment for the purchase will come from the following academic year budget.

If a club's bills for payment are received after the end of the academic year and insufficient funds remain in the club's SGA budget account at June 30th, they will be paid and deducted from the club's fundraising account or SGA budget account for the following academic year.

**Fundraising Carry over for SGAF Clubs**

At the end of the fiscal year, any residual fund raising funds that clubs have raised will be carried over into the next fiscal year. Funds allocated from BAM or other funding sources will not be carried into the next fiscal year. All unused allocations from BAM will revert back to the SGA.





Eastern Connecticut State University is Connecticut's designated public liberal arts university. Rich in history and tradition, Eastern is the second oldest of the four institutions in the Connecticut State University System. Founded in 1889 as a state normal school, its original mission was to train kindergarten and elementary school teachers. In 1937, a four-year teacher education program was formalized, and the school's name became Willimantic State Teachers College. When a general education program was added in 1967, the "Teachers" designation was dropped, and the school became Eastern Connecticut State College. By the 1970s, Eastern began to distinguish itself from the other three state universities in Connecticut with its predominantly undergraduate, residential, liberal arts character. Its mission had grown to embrace the value of liberal arts and social responsibility. In 1983, the Connecticut State University System (CSUS) was organized, leading to the University's current name, Eastern Connecticut State University. In keeping up with a rapidly changing world, Eastern has continually expanded its mission and programs. Of the 4,082 students enrolled at Eastern in fall 2022, 3,684 were degree-seeking students. Committed to inclusion, Eastern strives to be a model community of learners from diverse age groups and cultural, racial, and social backgrounds. It also has the largest percentage of minority faculty in Connecticut. Eastern offers a wide range of undergraduate fields of study (40 majors and 67 minors) in the arts, sciences and professional studies, as well as selected graduate school programs. Students are offered the opportunity to acquire knowledge, values and skills necessary to pursue advanced study and meaningful careers, become productive members of their communities, and embrace lifelong learning.



Elsa Nuñez	President
William Salka	Provost/V.P. Academic Affairs
James Howarth	Vice President for Finance and Administration
Michelle Delaney	Vice President for Student Affairs
Kenneth DeLisa	Vice President for Institutional Advancement and Chief Human Resources Officer
Emily Todd	Dean - School of Arts and Sciences
Niti Pandey	Dean- School of Education and Professional Studies
Kemesha Wilmot	Dean of Students
LaMar Coleman	Vice President for Equity and Diversity
Garry Bozylinsky	CIO- ITS Telecommunications and Planning

**Mission Statement**

**EASTERN CONNECTICUT STATE UNIVERSITY**

Eastern Connecticut State University engages students from diverse backgrounds in a transformative, liberal arts learning experience that provides knowledge and skills to lead enriching, purposeful lives.

See the following link on the [Student Activities website](#) to see the Student Government Association executive board members and for a variety of information regarding this representative body.



The Student Handbook is provided to students and applicants for their general information and guidance only. It does not constitute a contract, either express or implied, and is subject to revision at the University's discretion.



You can find the academic calendar through the Eastern Connecticut State University web site at [Academic Calendars 2023-24 - Eastern.](#)





J. Eugene Smith Library, Ground Floor

The **Academic Success Center (ASC)** is home to many different student support services, whose mission is to assist Eastern students in realizing their highest level of achievement possible. The offices are located on the first and second floor of the J. Eugene Smith Library. We encourage all students to take advantage of the resources the Center offers. The ASC is comprised of the following offices:

- Advising Center
- Office of Global Learning
- Opportunity Programs
- Office of Career Success
- Writing Center
- Mathematics Achievement Center (MAC)
- Tutoring and Learning Strategies

Additional information about the Academic Success Center can be found at <https://www.easternct.edu/academic-services/index.html>

### Advising Center

The Advising Center helps students achieve their educational goals and timely degree completion through sound academic planning and support, assistance with college adjustment, and referrals to relevant campus-wide student support services. The Advising Center takes a proactive approach to academic advising and student development services for undergraduate students. Students are encouraged to visit the office for assistance with academic planning, course scheduling, placement testing, registering for courses, and major exploration. In addition, the Advising Center administers and coordinates the following academic and administrative support programs and services:

- Advising Services for all full and part time students, including new and continuing students
- First year specific advising and transition services
- Placement test administration
- New student academic advising and registration services
- Academic Support and Assistance Program for probationary students
- Exploratory student services for undecided students
- Transfer, Transfer Articulation Policy (TAP) and Re-Admitted Student advising services
- Bachelor of General Studies (BGS) advising

For more information, stop by or call (860) 465-4526. For additional information and scheduling appointments, visit <https://www.easternct.edu/advising/index.html>

### Opportunity Programs

Director: Chris Ambrosio

Academic Success Center, Library 1<sup>st</sup> Floor, 860-465-4458

[University Opportunity Programs Home - Eastern](#)

University Opportunity Programs (UOP) are high impact success programs and services for students from underserved and other unique populations, including those who are academically underprepared, first-generation, lower-income or undocumented. Student groups served by UOP include Achievement First (Hartford & New Haven), DREAM.US, Higher Edge, Promise Scholars (Hartford, New Haven & Waterbury), Hispanic Alliance of Eastern Connecticut, International Students, Independent youth (DCF), and STEP/CAP. UOP staff collaborate across campus to create a student-centered learning environment that fosters academic excellence, student engagement and progress to graduation. The program builds strategic relationships with campus and community partners, community colleges, and alumni to expand postsecondary educational opportunities.

### Office of Career Success

Director: Clifford Marrett

Academic Success Center, Library 1<sup>st</sup> floor (860) 465-4559

[Office of Career Success](#)

The Office of Career Success helps meet the career development needs of all Eastern students, from first-year students through graduation. Programs and services are designed to guide and support students, while fostering self-direction and personal responsibility in career and life planning. Our office supports students through the following services:

#### Career Counseling

Self-assessment is essential to career development. Career counseling helps you clarify career goals, explore options, and examine interests, values, and talents. Career counseling sessions are available to assist students with choosing a major, exploring career options, searching for jobs or internships, resume writing, preparing for graduate school, developing interviewing skills, and other career-related topics.

#### Career Studio

The Career Studio is staffed by trained Career Peer coaches and allows for peer-to-peer interaction. The studio is open for drop-in appointments throughout the fall and spring semesters.

#### Resume Review

Counselors will provide resume review services in several ways, including a career counseling appointment, through uploading your resume in ECN or via email. Career Peer Coaches will also provide resume reviews in the Career Studio.

#### Workshops

Group sessions on career exploration, resume preparation, interview techniques, and internship and job-search strategies are conducted throughout the academic year.

#### Eastern Career Network

Eastern Career Network is a web-based system which allows students and alumni to search for internships, co-ops, and part/full-time jobs. Registering and

posting a resume online provides access to career information and resources, as well as many employment postings. Go to <https://easternct-csm.symplicity.com/> for more information.

## Focus 2

Focus 2 is a web-based personalized career and educational planning system. Students can use Focus 2 to help them select a major, explore career options, and design a career plan for success.

## Candid Career

Candid Career is a video based educational site which allows students to learn more about career opportunities related to their major and areas of interest. It also provides hundreds of helpful "Get Hired" videos on topics including resumes, interviews, networking, etiquette, grad school and much more.

## Cooperative Education

Cooperative Education (Co-Op) is a structured educational program in which students can combine classroom learning with productive work experience in a field related to their academic or career goals.

## The Writing Center

Director: Dr. Rita Malenczyk, Department of English

The Writing Center offers assistance from trained undergraduate peer tutors who can help one-on-one to improve writing skills in any genre or class. The Center provides feedback and guidance in a friendly, judgment free zone, to help develop and refine ideas and communicate them in clear and appropriate ways.

The Writing Center is open during the academic year. Please see the website below for specific hours. The Center is closed during the summer.

For more information, stop by or call (860) 465-0382. For additional information and scheduling appointments, visit [Writing Center - Eastern \(easternct.edu\)](http://Writing Center - Eastern (easternct.edu))

## The Mathematics Achievement Center ("MAC")

Director: Kate Dale, Department of Mathematics

MAC is a free math tutoring service offered by the Mathematics Department. MAC offers the following services to all students:

- Homework Help
- Work through practice sheets for MAT 099, MAT 135, MAT 135P, MAT 155, and MAT155P
- Review quizzes or tests
- Work on study skills, time management, and review lecture notes
- Tutoring Services
- Use of applicable textbooks
- Work with the TI-83/84/89 calculators

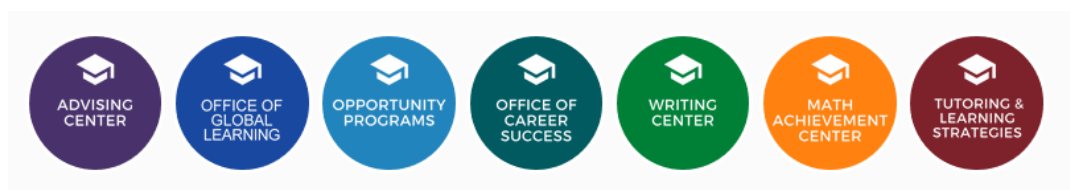
The MAC is open Monday to Thursday from 9 a.m. to 7 p.m., Fridays from 9 a.m. to 5 p.m., and Sundays from 2 p.m. to 6 p.m. during the academic year. The Center is closed on Saturday, holidays and for weather-related events. The Center is closed during the summer.

For more information, stop by or call (860) 465-4526. For additional information and scheduling appointments, visit <https://www.easternct.edu/mathematical-sciences/mathematics-achievement-center.html>

## Tutoring and Learning Strategies

Subject Tutoring and Learning Strategies provides professional and student tutors to assist students who request help in particular subjects or courses. The Center's service offerings include tutoring support, one-to-one assistance in a variety of content areas and skills development such as time management, and study skills. All program offerings are designed to assist students to achieve their full potential at the college level. Students are highly encouraged to seek help from Subject Tutoring early in the semester. Tutors are trained by a CRLA-certified program (College Reading and Learning Association).

For more information, stop by or call (860) 465-4310. For additional information and scheduling appointments, visit <https://www.easternct.edu/academic-services/tutoring-center.html>



## AccessAbility Services

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Main Office: Wood Support Services Center, 2nd Floor  
Phone: (860) 465-0189  
Fax: (860) 465-0136  
Email: [AccessAbility@easternct.edu](mailto:AccessAbility@easternct.edu)

The Office of AccessAbility Services (OAS) guides its work with a commitment to diversity, equity, and inclusion under the strategic plan of the University and the Division of Student Affairs. Universal Design, Social Model of Disability, and the concept that Disability is Diversity and that access is a human civil right are also guiding models within the OAS. OAS provides guidance to ensure equal access to all educational programs and activities at Eastern. The OAS facilitates accommodations and support services to over 700 students with documented disabilities and temporary injuries.

The philosophy and mission of OAS is to facilitate both identification and removal of barriers (systemic, physical, attitudinal, institutional, and internalized) that impact folks with disabilities on Eastern's campus. The removal of barriers will promote the full participation and ensure access of individuals with disabilities. This will create a campus climate and culture that supports Disability is Diversity.

### OAS Support Program

- This is open to ALL eastern students and not just OAS registered students! Access appointments with academic or social skill coaches by booking appointments online. Book appointments by following links on the OAS website or by using the following: [Bit.ly/QASSP](https://bit.ly/QASSP)

The office hours of the OAS are Monday through Friday, from 8:00 a.m. to 5:00 p.m. Please visit the OAS website to learn more about OAS programs and services and the process for registering with the OAS under a documented disability or temporary injury.

Michael Stenko, Director of Alumni Affairs, (860) 465-4509

Gelsi-Young Hall, First Floor, Room 130  
<https://www.easternct.edu/alumni-and-friends/>

The **Office of Alumni Affairs** coordinates events, activities, programs and services that support and benefit alumni. Live and virtual events such as professional and social networking receptions, class and group reunions, and academic presentations/receptions, along with a monthly E-newsletter and notices about campus events of interest, enable alumni to stay connected long after they graduate. In 2020, Alumni Affairs launched an online **Alumni Book Club** and an **Alumni Webinar Series** featuring two to four monthly presentations on professional development, personal enrichment and life-long learning. In 2021, Alumni Affairs launched its first online **Alumni Directory**, and an on-line social justice movie group "Movies That Matter" kicked off in April 2022. The latest undertaking is the Oral History Project, a year-long effort to record and compile stories. The Office of Alumni Affairs coordinates "Class Notes" in **Eastern Magazine**, and actively solicits alumni news. The Office of Alumni Affairs now partners with the Office of Student Activities to combine the annual "Eastern Celebrates Reunion Day" with "Family Day", resulting in a more robust experience for the broader Eastern family of students, parents, and alumni of all ages. Since 1969, Alumni Affairs has recognized alumni and special friends for outstanding career achievement or service to the University. Alumni Affairs also hosts the annual "Commencement Fair", for graduating seniors, and takes the lead role in helping new graduates with the transition to their new role as alumni. Additional further resources available to alumni can be found at [Alumni and Friends - Eastern](#).

The Office of Alumni Affairs also encourages alumni to show their pride in their Eastern education by supporting the University's programs through tax-deductible donations to the **ECSU Foundation's Annual Fund**. Current students can support Eastern through gifts to the annual **High 5** student gift program.

Current Eastern students are welcome to connect with the Office of Alumni Affairs on its social media platforms:

- LinkedIn - [Eastern Connecticut State University Alumni and Students](#)
- Instagram - [EasternCTAlumni](#)
- Facebook - [ECSU Alumni Association](#)

Students who have an interest are encouraged to apply for unpaid internships in the Office of Alumni Affairs. Internships focus on promoting alumni activities and campus news of interest through social media, as well as in event planning and operations management.

## Athletics

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Lori Runksmeier, Director of Athletics, (860) 465-5091

Sports Center

<http://gowarriorathletics.com/landing/index>

Eastern's intercollegiate athletic teams have gained recognition as among the best in New England and nationally; regularly competing for conference championships. The Eastern athletic program is a member of the Little East Conference, one of the most prominent conferences at the NCAA Division III level. The softball team has won five national championships, the baseball team has won five, and the women's basketball team has participated in national semi-final games three times.

Varsity programs are offered for women in the sports of basketball, cross-country, field hockey, lacrosse, soccer, softball, swimming, track and field (indoor and outdoor), and volleyball. For the men, varsity programs are offered in the sports of baseball, basketball, cross-country, golf, lacrosse, soccer, swimming, and track and field (indoor and outdoor). First-year students are eligible to participate on varsity teams.

The Francis E. Geissler Gymnasium, located in the Sports Center, is the home court for the men's and women's basketball and women's volleyball teams. Swimming competes in Eastern's pool, also located in the Sports Center. Home baseball and softball games are played on their respective lighted fields at the Mansfield Sports Complex. Teams utilizing the artificial turf field at the Mansfield Sports Complex include men's soccer, women's soccer, women's lacrosse, men's lacrosse and field hockey. The men's and women's track and field programs utilize the track at the Mansfield Sports Complex as their home meet site. Men's and women's soccer teams also utilize Nevers Field, a grass field located on the main campus.

### Recreational Use of Sports Center

Scott Smith, Athletic Equipment Manager (860) 465-4326

The schedule publicizing open recreational use of athletic facilities (including the Geissler Gym and the pool) is updated on the University web site. The Sports Center facilities, which include the gymnasium, pool, racquetball courts, dance studio, and fitness areas for both cardio and weights provide opportunities for a variety of recreational pursuits. Recreation staff monitors are on duty during all open hours of the building, including in the weight room. When using the Sports Center facilities, Eastern students, faculty, and staff must have their valid ID with them at all times. Recreational equipment and lockers are available upon presentation of a valid ID card.

### Intramurals

Coordinator of Intramurals and Recreation (860) 465-5179

Eastern offers students, faculty, and staff the opportunity to participate in a wide variety of intramural activities. Flag football, basketball, racquetball, indoor and outdoor soccer, volleyball, dodge ball, wiffle ball, softball, tennis, and floor hockey are typical offerings and are open to all matriculated students. Any member of the Eastern community interested in intramural sports, as a participant or an official, should contact the Coordinator of Intramurals in the Sports Center.

## Bookstore

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Amanda Rose, Manager, (860) 465-5283

Student Center

<http://ecsu.bncollege.com/>

The Eastern Bookstore, operated by Barnes & Noble, is located in the Student Center. We provide everything from your textbooks (digital, rental, used, and new) and supplies that you need for your classes to your residence hall needs. If you need school spirit items, like clothing or gifts, this is where you will find it. We also offer items such as current best seller fiction and nonfiction, snacks, and cold drinks. If you run out of something, the bookstore is sure to have it. Textbooks may be ordered for in-store pick up or UPS delivery via the bookstore's website, <http://ecsu.bncollege.com/>. The bookstore's hours for Fall, Wintersession, Spring, and Summer are listed on the website and are subject to change.

### **Counseling and Psychological Services (CAPS)**

Director: Dr. Bryce Crapser, Licensed Psychologist, Licensed Professional Counselor

Licensed Counselors: Christi Craig, LCSW, Dr. Vicki DeVeau, LCSW

Post-Graduate Counseling Fellows: Stephanie Cote, LPCA, Meradith Ganow, LPCA

Graduate Trainees: Joseph Mongillo, Abby Miranda, Jennifer Mejia, Suparna Kailash, Brea Rivera, Lakiah McBride

Administrative Assistant: Monica O'Connor, (860) 465-0181 or via email at [oconnorm@easternct.edu](mailto:oconnorm@easternct.edu)

Location: 182 High Street (bright yellow house with a white ramp on the side)

<https://www.easternct.edu/counseling-services/index.html>

Counseling and Psychological Services (CAPS) promotes the psychological well-being, personal achievement, and personal growth of Eastern's students. CAPS services are provided at no additional charge to undergraduate and graduate students registered for the semester in which they are seeking services. The Center offers individual and group counseling, crisis intervention, and psychiatric evaluations, as well as consultation and outreach services for the University Community. Some of the more common concerns for which students seek counseling include depression and anxiety; relationship difficulties with friends, roommates, or family members; and academic problems. The primary goal of counseling is to help students overcome personal, emotional, and psychological issues and develop ways that will allow them to take advantage of the educational opportunities and reach their academic goals at Eastern.

All information shared in the CAPS is confidential and counseling records are kept separate from academic records. No information about contacts with the Center may be released without a student's written permission, except in cases in which a student is deemed to present a danger to self or others.

CAPS staff includes a Licensed Psychologist and Licensed Professional Counselor, Licensed Clinical Social Workers (LCSW), two Post-Graduate Fellows in Counseling, and advanced graduate students in Counseling Psychology, Clinical Psychology, Clinical Mental Health Counseling and/or Social Work graduate programs. CAPS Staff can help facilitate referrals to other professionals or community mental health agencies when necessary.

Students seeking services are encouraged to visit our main office at 182 High Street, check our website, or call for more information. Appointments can be made by calling 860-465-0181 (ext. 50181 if calling on-campus), Monday to Friday, 8:30 a.m. to 4:30 p.m. Students in crisis can utilize Urgent hours, Monday to Friday, 1pm to 3pm.

## Dean of Students

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The Dean of Students reports to the Vice President for Student Affairs, and serves as an advocate for the Eastern student population. As an advocate, the Dean helps students as they navigate their experiences at Eastern. The Dean also serves as a resource assisting students with their academic, social and personal growth. The Dean's office oversees key areas of student services including the Unity Wing (Intercultural Center, Pride Center, and Women's Center), Student Activities and Student Center, VETS Center, and OAS.

The Dean of Students assists the Vice President for Student Affairs with projects and initiatives designed to enhance student success. She serves as a sounding board for student ideas, needs and issues and refers students to appropriate university offices. The Dean of Students serves as a member of the Sexual Assault Resource Team and also convenes the Student Intervention Team on a weekly basis to discuss students who may be in crisis or whose name has been referred to the team for assistance and guidance.

If you have any questions, ideas or concerns, stop by the Dean of Students Office which is located in Gelsi Young, Room 222. You can either stop by the office or schedule an appointment to speak with the Dean.



Dining Services Office, (860) 465-5207  
Joe Salvaggio, Resident District Manager, (860) 465-5051  
Catering Department, (860) 465-5207

### Meal Plan Options

The following meal plan options are available during the 2023-24 academic year. Meal plans are available to all registered students (certain restrictions apply). If you need to select a plan or make a change (certain restrictions apply), please complete a Dining Services Agreement online. Please contact Card Services with any questions at (860) 465-5060 or by emailing us at [cardservices@easternct.edu](mailto:cardservices@easternct.edu). Additional detailed meal plan information is available in the Dining Services brochure and on our website at <http://www.easternct.edu/cardservices/expresscard/>.

**SILVER PLUS \$125 Meal Plan** - The cost of this plan is \$ 3,333 per semester. This meal plan includes \$125 Dining Dollars, ten Guest Meals, and allows unlimited access to Hurley Food Court. The SILVER PLUS \$125 Meal Plan is required for all resident first-year students and residents of Burnap, Burr, Constitution, Crandall, Mead, Nijadlik, Winthrop and Occum residents on the first and second floors and is automatically assigned. These students may upgrade to the SILVER PLUS \$225 or SILVER PLUS \$325 Meal Plan by completing a Dining Services Agreement. The SILVER PLUS \$125 Meal Plan is available to all students.

**SILVER PLUS \$225 Meal Plan** - The cost of this plan is \$ 3,433 per semester. This meal plan includes \$225 Dining Dollars, ten Guest Meals, and allows unlimited access to Hurley Food Court. These students may upgrade to the SILVER PLUS \$325 Meal Plan by completing a Dining Services Agreement. The SILVER PLUS \$225 Meal Plan is available to all students.

**SILVER PLUS \$325 Meal Plan** - The cost of this plan is \$ 3,533 per semester. This meal plan includes \$325 Dining Dollars, ten Guest Meals, and allows unlimited access to Hurley Food Court. The SILVER PLUS \$325 Meal Plan is available to all students.

**150 BLOCK Meal Plan** - The cost of this plan is \$ 1,900 per semester. This meal plan includes \$150 Dining Dollars and allows 150 meals in Hurley Food Court per semester. Block Meals are usable as Guest Meals when the owner of the block meal plan dines with the guest. Participants may buy another block within the same semester if needed. The 150 BLOCK Meal Plan is available to all on-campus apartment residents and commuter students.

**75 BLOCK Meal Plan** - The cost of this plan is \$950 per semester. This meal plan includes \$75 Dining Dollars and allows 75 meals in Hurley Food Court per semester. Block Meals are usable as Guest Meals when the owner of the block meal plan dines with the guest. Participants may buy another block within the same semester if needed. The 75 BLOCK Meal Plan is available to all on-campus apartment residents and commuter students.

**50 BLOCK Meal Plan** - The cost of this plan is \$635 per semester. This meal plan includes \$50 Dining Dollars and allows 50 meals in Hurley Food Court per semester. Block Meals are usable as Guest Meals when the owner of the block meal plan dines with the guest. Participants may buy another block within the same semester if needed. The 50 BLOCK Meal Plan is available to all on-campus apartment residents and commuter students.

### Dining Dollars

Dining Dollars are funds that are automatically placed on the Eastern EXPRE\$\$ CARD of students with a SILVER PLUS \$125, SILVER PLUS \$225, SILVER PLUS \$325, 150 BLOCK, 75 BLOCK or 50 BLOCK Meal Plan. Dining Dollars can only be used for food purchases at the Hurley and Student Center Food Courts. These funds carry over from the fall semester to the spring semester but will zero out at the end of the academic year in May.

### "Seconds" Policy

Our "seconds" policy gives students unlimited seconds on all food and beverages.

### "You're Good to Go" Program

"You're Good to Go" at Hurley Food Court from 11 a.m. to closing. You can get a "to-go" container from the cashier and take it with you. The cost of your first container is \$5.00 which can be purchased with Dining Dollars, EXPRE\$\$ CASH, cash or debit/credit card. Only return the container to the Food Court when you plan on taking another to-go meal or you will be charged \$5.00 when you get a container in the future. To-go containers must be able to close and are not permitted in the dining room. All to-go meals must be eaten outside of Hurley Hall. One to-go meal is allowed during lunch and dinner weekdays & brunch and dinner on the weekends, not to be used in conjunction with a regular meal.

No outside containers, reusable bottles, cups or mugs are permitted in the dining hall.

### Special Dietary Requirements

If you need a sick tray or have special dietary requirements, please contact the Dining Service Office at ext. 55207, or email [dining@easternct.edu](mailto:dining@easternct.edu) to talk about how to best accommodate your situation.

### Guest Meals

Enjoy a meal with a guest at Hurley Food Court. You can use Guest Meals (SILVER Plans) or a Block Meal (BLOCK Plans) in conjunction with a student meal. Inform the cashier when dining with a guest. Dining Dollars, EXPRE\$\$ CASH, debit, and credit cards may also be used to pay for guests or to purchase a single meal. Prices are listed below.

Breakfast	\$8.75
Continental Breakfast	\$6.90
Brunch	\$11.90
Hot Lunch	\$11.90
Lite Lunch	\$10.75
Dinner	\$15.40

### Campus Dining Policies:

You can help us maintain a great dining experience by following these rules at mealtimes:

- Please bus your dishes and disposables when you have finished dining.

- Please only take portions you can eat in one sitting; you can always go back for seconds.
- Please do not remove food, dishes, utensils, or condiments from the dining hall.
- No outside containers, reusable bottles, cups or mugs, permitted in the dining hall.
- Your Eastern EXPRE\$\$ CARD is non-transferable. Please do not lend your card to anyone.
- Present your Eastern EXPRE\$\$ CARD to the cashier in order to enter Hurley Food Court.

#### **Catering Services**, ext. 55207

Chartwells Dining Services has an impressive Catering Department. A full range of catering services are available to students, faculty, staff and campus organizations. Please contact the Catering Department at (860) 465-5207 or by emailing them at [catering@easternct.edu](mailto:catering@easternct.edu). Please visit the department website at [easternct.catertrax.com](http://easternct.catertrax.com).

#### **Hurley Food Court**, ext. 40026

Hurley Food Court is located on the second floor of Hurley Hall. Hurley Hall Food Court is our all-you-care-to-eat main dining hall and is open seven days a week during the academic year and is where most of the meal plan is used. (Please see Dining Dollars information for additional details.) Our specialty station showcases exhibition style cooking with a rotating regional cuisine and breakfast all day where students can customize their own omelets and breakfast sandwiches. The menus in Hurley Hall feature fresh oven pizza with house-made pizza dough, grill menus feature fresh hamburgers, cheeseburgers, French fries and daily specials and entire menus include several student favorites including vegan & vegetarian items, and two house-made soups daily. Our abundant salad bar and deli bar include more than 30 ingredients to create and customize your own salad or deli sandwich.

Present your Eastern EXPRE\$\$ CARD for your Meal Plan, Dining Dollars or EXPRE\$\$ CASH to purchase and enjoy all you care to eat. The Food Court also accepts cash and debit/credit cards.

View Daily Menus by visiting [www.dineoncampus.com/easternct](http://www.dineoncampus.com/easternct) or download the **DineOnCampus** app.

#### **HOURS: WEEKDAY**

Breakfast	7:15 a.m. to 9:30 a.m.
Continental Breakfast	9:30 a.m. to 11:00 a.m.
Hot Lunch	11:00 a.m. to 2:00 p.m.
Lite Lunch	2:00 p.m. to 4:00 p.m.
Dinner	4:00 p.m. to 8:00 p.m.

#### **WEEKEND**

Brunch	10:30 a.m. to 2:00 p.m.
Dinner	5:00 p.m. to 8:00 p.m.

#### **Student Center Food Court**, ext. 55046

The Student Center Food Court features **Campus Perks Café** which offers a full line of "We Proudly Brew Starbucks" coffee, espresso drinks, baked goods, and fresh fruit smoothies. At **Create**, salads are made to order with a variety of fresh produce. **Windham Street Subs** offers handcrafted deli sandwiches on bread, wraps & rolls and are accompanied with house-made potato chips. **Grill Nation** features breakfast sandwiches, breakfast potatoes and French toast sticks during the morning hours. This station also features all your grill favorites which include hamburgers, cheeseburgers, veggie burgers, grilled cheese, fried & grilled chicken sandwiches and French fries throughout the rest of the day. **Build Pizza** features slices of cheese pizza, pepperoni pizza and a daily special all on house-made pizza dough. **Chef's Table** is a weekly rotating concept that offers different regional cuisines which include Asian, Italian, Fresh-Mex, Mediterranean, and Indian. The Student Center Food Court accepts cash, Dining Dollars, EXPRE\$\$ CASH, debit and credit cards.

View Daily Menus by visiting [www.dineoncampus.com/easternct](http://www.dineoncampus.com/easternct) or download the **DineOnCampus** app.

BOOST Mobile Ordering is available at the Student Center Food Court. Visit On-Campus Dining Locations- Eastern ([easternct.edu](http://easternct.edu)) to learn more.

#### **Hours:**

**Monday to Friday:** 8:00am to 9:00pm

**Saturday & Sunday:** (Starbucks Station Only): 1:00pm to 5:00pm

**Holidays:** Closed

Hours at Dining Services locations are subject to change.

## Division of Student Affairs

The Division of Student Affairs is responsible for many of the services provided to students and the Eastern community. Student Affairs offices are located throughout the campus.

<b>Office of Vice President for Student Affairs</b>	
Michelle Delaney, Vice President	(860) 465-5244
Heidi Paradis, Administrative Assistant	(860) 465-4412
Kemesha Wilmot, Dean of Students	(860) 465-5247
Indira Petoskey, Assistant Dean of Student Affairs	(860) 465-5066
<b>AccessAbility Services</b>	(860) 465-0189
Brooks Scavone, Director	(860) 465-5573
<b>Athletics</b>	(860) 465-5179
Lori Runksmeier, Director	(860) 465-5091
<b>Center for Community Engagement</b>	(860) 465-0090
Lana O'Connor, Interim Associate Director	(860) 465-4436
<b>Counseling and Psychological Services</b>	(860) 465-0181
Bryce Crapser, Director	(860) 465-5778
<b>Health Services</b>	(860) 465-5263
Joseph Breton, Director	(860) 465-5778
<b>Housing and Residential Life</b>	(860) 465-5297
Angela Bazin, Director	(860) 465-0147
<b>Intercultural Center</b>	(860) 465-5749
Joshua Sumrell, Coordinator	(860) 465-4421
<b>Office of Student Conduct</b>	(860) 465-0090
Dwayne Cameron, Director	(860) 465-0063
<b>Pride Center</b>	(860) 465-0015
Nicole Potestivo, Coordinator	(860) 465-0056
<b>Student Center and Student Activities/Orientation</b>	(860) 465-0036
Candace DeAngelis, Director	(860) 465-4446
<b>Veterans Education and Transition Services Center</b>	(860) 465-4412
<b>Wellness Promotion</b>	(860) 465-2821
Sandra Rose-Zak, Coordinator	(860) 465-2821
<b>Women's Center</b>	(860) 465-4314
Starsheemar Byrum, Director	(860) 465-4314

Facilities Management and Planning Building  
<http://www1.easternct.edu/facilities/>

The Office of Facilities Management and Planning is located in the Facilities Management and Planning Building on the north end of campus. The department has three major areas of responsibility: design and construction, maintenance and cleaning of buildings and grounds, and mail services.

The Financial Aid Office is located on the main floor of the Wood Student Services Center and includes Financial Aid and Veterans Affairs. The Office also retains a website <https://www.easternct.edu/financial-aid/index.html> that specifies policies, procedures, and helps with frequently asked questions. Additional questions from students and their families can be directed to the staff at the office's windows, email, or phone as follows:

- Financial Aid, [FinancialAid@easternct.edu](mailto:FinancialAid@easternct.edu), 860.465.5205
- Veterans Affairs, [FinancialAid@easternct.edu](mailto:FinancialAid@easternct.edu), 860.465.5096

All communication must include the student's full name and Eastern ID number.

Once students enroll in classes at the University, they can determine whom our staff is able to speak with about several matters including financial aid. Students do this through the FERPA waiver on their self-service account. Our staff cannot speak to anyone, other than the student, unless noted on this waiver

### Consideration for Need-Based Aid

Need-Based Aid is financial aid funds students qualify for through completion of the Free Application for Federal Student Aid (FAFSA). Most funds provided to students require completion of this form. The FAFSA is completed online at <https://studentaid.gov>. Students could qualify for grants, scholarships, loans, and Federal Work-Study (FWS). The FAFSA must be **filed after December 2023** to receive maximum consideration for the limited funds available.

### Outside Resources

These are funds provided to students external or outside of the Financial Aid Office. Sources include Admission Scholarships, private scholarships, room and board waivers, tuition waivers, etc. The Office highly recommends students seek out these opportunities and has links on our website to get started. If a student receives an award from one of these sources and it is not noted on the Financial Aid Offer Notice, the student should notify the Office in writing as soon as possible because it **could** impact the financial aid they have received.

### Satisfactory Academic Progress (SAP)

Students are required to progress at a specific pace towards graduation. This is called Satisfactory Academic Progress and is reflected in both a quantitative (credits attempted) and qualitative (grade point average/GPA) measure. The quantitative component requires completion of at least 67% of credits attempted each semester and undergraduate degree completion by the time 180 credits have been attempted. The qualitative component requires students to meet a specific GPA standard dependent upon credits attempted. The full SAP policy is available on the Financial Aid website at <https://www.easternct.edu/financial-aid/policies/satisfactoryprogress.html>.

Failure to maintain SAP could result in cancellation of and an inability to receive financial aid in the future. Students need to understand this policy is separate and apart from other Eastern academic policies.

### Master Promissory Notices and Student Loan Entrance Counseling

The first time a student accepts a Federal Direct Loan at Eastern, the student must complete a Master Promissory Notice (MPN) and Student Loan Entrance Counseling online at <https://studentaid.gov>. The MPN requires an electronic signature and is an agreement between the student and Federal Government that the student will repay the loan. Entrance Counseling is an educational course on the ins and outs of borrowing a Federal Direct Loan. Both must be finalized before these loans will pay to the student account.

### Changes in Credit Load and/or Housing Status

A student's credit load and housing status are both used to determine eligibility for financial aid. The Office should be contacted immediately upon consideration of changes to these two items to ensure understanding of how those changes could impact the financial aid award.

The Financial Aid Office will review all files at the end of add/drop each term making updates to financial aid awards where appropriate when changes have been noted.

### Verification

Verification requires the request of sometimes several different documents and comparing those documents to the FAFSA making updates where appropriate. The Financial Aid Office has partnered with Inceptia for this process. Changes to the FAFSA because of verification sometimes results in changes to a student's financial aid award. To limit these changes, students should complete the FAFSA as accurately as possible utilizing the link between the FAFSA and IRS whenever able.

If the student is selected for verification, they will be notified through their university email and through email from Inceptia. Students must respond within two weeks of notification. Failure to respond in a timely manner could result in a reduction in financial aid awarded. Financial aid will not pay to a student's account if the verification process has not been completed.

### Special Circumstances

Sometimes there are changes to a student or family's financial situation not accounted for on the FAFSA. The Financial Aid Office has the ability to review these situations to determine if additional aid assistance can be offered. Circumstances are narrow and aid is limited. The Special Circumstances Appeal on the Financial Aid website offers further details.

### Veterans Educational Benefits

Assistance is offered to veterans obtaining their educational benefits through the G.I. Bill. Veterans are encouraged to keep the Office updated on any changes in their education programs. Veterans with difficulty maintaining their academic performance may not be eligible for tutorial assistance through the Veterans Administration.

All veterans are encouraged to request information about the Connecticut Veterans Tuition Waiver, even those no longer eligible for G.I. Bill benefits, to determine if they are eligible for financial assistance.

### Withdrawal

Students considering withdrawing from the University should speak to financial aid before doing so. Financial aid is awarded based on continued attendance. Withdrawal often requires the University to prorate the amount of federal and institutional financial aid a student has been given to reflect actual time enrolled. This proration can result in a balance due to the University. The full withdrawal policy is available at <https://www.easternct.edu/financial-aid/policies/federalwithdrawalpolicy.html>. This policy is separate and apart from the University tuition and fee refund policy.

### Exit Loan Counseling

All students who have borrowed a Federal Direct Loan are required to complete Exit Counseling. This will need to be done after you have separated from the

University (graduated/withdrawn) or are taking less than 6 credits in a semester. This is completed on <https://studentaid.gov> and must be finalized before transcripts are given or future enrollment is allowed.

185 Birch Street, Willimantic, CT 06226

Phone: (860) 465-5263 / Fax: (860) 465-4560

<http://www1.easternct.edu/health/>

### WHO WORKS AT HEALTH SERVICES?

Professional staff includes a full-time male physician, a registered nurse, and two female nurse practitioners. Please notify the Administrative Assistant if you prefer a certain provider while you are making your appointment. A student's medical information is kept strictly confidential and will not be released under any circumstances, without the written consent of the student.

Joseph V. Breton, M.D., Medical Director

Maria Brennan, A.P.R.N., Nurse Practitioner

Colleen Laskowski

Christine Walley, R.N.

Erin Berube, Administrative Assistant

### WHERE IS THE HEALTH SERVICES OFFICE?

Student Health Services is located on campus behind the Science Building and next to the High-Rise Windham Street Apartments:

165 Birch Street, Willimantic, CT, 06226

Phone: (860) 465-5263 / Fax (860) 465-4560

### WHAT IS THE COST OF THE VISIT AND TESTING?

Visits are free and are not submitted to your health insurance plan. We offer a limited number of prescription medications and minor diagnostic testing, both for a fee. If diagnostic testing is not available at Student Health Services (Cat Scans, MRI, etc.) then your health insurance will be billed.

### WHAT ARE STUDENT HEALTH SERVICES HOURS?

We see students by appointment only and all students will be seen at the Student Health Services office only. We do not go to the dorms for visits. Office Hours:

Monday to Friday 8:30 a.m. to 4:30 p.m.

### WHAT TO DO WHEN HEALTH SERVICES IS CLOSED?

**EMERGENCIES: CALL 911** or Windham Hospital Emergency Department (860-456-6715) located at 112 Mansfield Avenue in Willimantic.

All of this information is available on our Website <https://www.easternct.edu/health-services/index.html>, click on the "After hours Care" link, or call our main telephone number, 860-465-5263 then select the option or After hours Care.

Med-East Walk-In Center (open M-F 8 am - 6:45 pm, and 10 am - 2:45 pm on weekends), located about 1.5 miles from campus at Gateway Commons in Willimantic, CT. (860-456-1252)

Med-East and UCONN both accept most insurance plans including the sickness insurance policy offered by Eastern.

### WHAT HEALTH FORMS AND VACCINES DO I NEED TO GET BEFORE STARTING SCHOOL?

**Please submit the completed HEALTH FORM as soon as possible but no later than the first week of August for the fall semester and no later than the first week in January for the spring semester. Students who fail to meet these requirements will not be allowed to register for upcoming semesters.**

*All incoming full-time students must complete the University's health requirements before starting classes.* They include your immunization history, and a Tuberculosis (TB) Risk Assessment questionnaire. These requirements are found on the CSU Health Services Form at the following link: <https://www.easternct.edu/health-services/documents/CSU-Health-form-final-update-8-2015.pdf>.

Connecticut state law requires that all full-time, part-time, and graduate students born after 1956 show proof of:

**Two doses of MMR** (Measles, Mumps, and Rubella [G. Measle]) immunizations.

Students born after January 1st, 1980, must show proof of:

**Immunity to Varicella (chickenpox)** with either two doses of the Varicella vaccine or a note from your doctor certifying that you had chickenpox disease and the date you had it.

Also, all new students must complete a **Tuberculosis screening questionnaire**. If you answer YES to any of the TB questions, you will need a TB skin test or TB blood test. If positive, you will need a chest X-ray within twelve months of starting school.

For students living on campus **immunization for Meningitis A (not B) within 5 years** of starting at Eastern is required by Connecticut state law before moving into a residence hall.

We recommend all incoming first-year students, residential or commuter, receive the meningitis vaccine. We strongly recommend the three-dose hepatitis B vaccine series, as well, if it has not already been completed. Also, you can find both the full time and part time health forms on our website at <http://www.easternct.edu/health-services/forms.html>. Click on the "forms" link on our home page, then on the link to the specific form you need.

**ATHLETICS:** All students who intend to play sports at Eastern must undergo a specific athletic pre-participation evaluation (PPE) and a copy of that evaluation must be on file at the Athletic Department before trying out for, or participating in, varsity intercollegiate athletics or club sports. (At Eastern, club sports include rugby, ice hockey, cheerleading, and football, among others.) If you plan to try out or participate, or even if you are just thinking about doing so, we ask you to get this evaluation done by your primary care provider at home.

Please download and print the PPE form at: <https://www.easternct.edu/health-services/documents/PPE-outside-form-1-2015-3.pdf>. Answer the questions on it, and then bring it with you to your doctor's appointment. To participate in athletics at Eastern, this specific form must be entirely completed IN ADDITION TO the

CSU Health Service Form above. **No exceptions will be made.**

#### **HEALTH INSURANCE Information**

**IMPORTANT NOTICE:** As of FALL 2017, students no longer are required to have health insurance to attend Eastern. Also, the University no longer sponsors a student health insurance plan to students. All of this means students no longer have to complete an online insurance waiver form. Despite these changes, the Student Health Services Office not only strongly recommends, but URGES all students (full time, part time, and graduate) to have adequate health insurance coverage. Even though services in our office are free or have minimal cost, if you don't have adequate health insurance, access to off-campus care could be limited, your health could be affected, and you and your family could end up with some extremely costly medical bills and serious financial difficulties should you suffer a serious illness, require surgery, or suffer a serious accident. Also, please be sure you have your current health insurance information with you here at school (health insurance card, photo of it on your phone, or other documentation with the name of insurance, policy number, policy holder, and the insurance company's claims address.) We will be asking you for this information when you call or come in for an appointment.

**For students who need insurance:** You have several options: You can purchase a plan at the Aetna website directly from Aetna rather than through Eastern. (Check our website for the cost of this plan.) You also can go to the Access Health CT website to find out what insurance options are available in the Connecticut insurance exchange marketplace; or you can call 1-855-354-2428. Through the Access Health CT enrollment portal or contact center, you can find out if you are eligible for either no-cost coverage under Medicaid (enrollment in Medicaid is open year-round), or for tax credits for private insurance plans on the exchange. For students who are not Connecticut residents, you can look for insurance options at Healthcare.gov.

**Accident insurance:** Please note that all full-time students at Eastern, regardless of what health insurance they have, will continue to be automatically covered, throughout the 12 month-year, under an **ACCIDENT INSURANCE** policy. The cost of this accident policy, which covers accidents both on and off campus, is included in the general University fee each full-time student pays. **This accident policy is an excess or secondary policy meaning the insurance plan will pay only accident-related costs that are not covered by a student's other (primary) health insurance policy.**



Angela Bazin, Director  
Blaine Fisher, Associate Director for Housing Operations  
Paul Serignese, Associate Director for Residential Engagement  
Sonya Alicea, Administrative Assistant

Alvin B. Wood Support Services Center, Second Floor, (860) 465-5297  
<http://www.easternct.edu/housing/>

The Office of Housing and Residential Life strives to provide a nurturing, safe, enriching environment that fosters lifelong learning and allows students to grow intellectually and socially. Students are exposed to an interactive living-learning experience that provides hands-on opportunities to interact with students in the residential communities designed to make their college experience meaningful.

Housing over 2,400 students, the University has developed a comprehensive approach to the co-curricular experience by focusing on the development of community. Our professional, live-in staff, along with our student resident assistants and office assistants, works hard to provide a great living-learning experience through purposeful and directed programs and experiences.

Whether it is serving as a board member for your hall's Residence Hall Association, attending a building program or one of our Friday After Dark weekend programs, we offer a range of opportunities to become involved with the campus community. We believe living on campus is part of a student's total college experience. Making lifelong friends and learning how to live and interact with others is great practice for life after Eastern.

We do have rules, regulations, and expectations for how our residents conduct themselves. They can be found on-line in the Housing Contract and on the University website under Housing and Residential Life. Please note that housing policies and procedures are subject to change.

First-year Housing	Sophomore, Junior, and Senior Housing	Transfer Housing
Burnap Hall	Laurel Hall	Occum Hall
Burr Hall	Niejadlik Hall	Noble Hall
Constitution Hall	Noble Hall	
Crandall Hall	Nutmeg Hall	
Mead Hall	Occum Hall	
Winthrop Hall	High Rise and Low Rise Apartments	
	Shafer Hall	

### Meal Plans

The Silver Plus \$125 meal plan is required for all students living in first-year residence halls, all students living in Niejadlik Hall, and all students living on the 1<sup>st</sup> and 2<sup>nd</sup> floors of Occum Hall. Meal plans are also available for purchase for any other student living on campus.

## Library Services

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Janice Wilson, Director of Library Services, (860) 465-4466  
[www.easternct.edu/library](http://www.easternct.edu/library), Toll-free: (877) 587-8693

### Introduction

The J. Eugene Smith Library offers services that will help you find, access, and use relevant electronic and print resources that lead to academic success and personal growth. Professional librarians are here to guide and support use of online databases (130+) consisting of full-text articles (1000s) that can be accessed 24/7 from on or off campus, and print and media collections including over 400,000 books, eBooks, DVDs, CDs, and 500+ journals. Besides research support, access to the Internet, Microsoft and other applications, printing, scanning, and wireless connectivity is available as well as a safe and comfortable space for study and collaboration.

### Reference

Reference librarians, experts in helping you discover the best resources for your research needs, are readily available via chat, email, phone, GradesFirst or on a walk-up basis at the Reference Desk. Our informative Research Guides, accessible 24/7, describe how to find books, articles, and databases on specific academic subjects. There are also Guides on how to search, how to cite, how to get started using the Library, and more.

### Information Literacy

Information literacy instruction sessions are available in the classrooms, in the Library's User Education computer classroom, and by appointment with a Reference Librarian. The skills and concepts covered, namely, how to evaluate information, how to formulate inquiries, how to search strategically and ultimately how to create it, make it highly advantageous for all students to take advantage of these services. In collaboration with faculty, we also offer subject- or course- specific resource instruction sessions.

### Circulation

The Circulation Desk is open 94 hours per week, seven days a week. An Eastern ID is required to borrow materials, including circulating books and media, study room keys, course reserves, and laptops. The online circulation system allows you to access your Library Patron Account and view your loans, due dates, renew materials, see pending requests and overdue fines.

### Get it Services

The Library offers two free services that allow you to expand your research beyond Eastern. Request books from the CSCU Consortium through the online catalog. Request books and articles from libraries nationwide through Interlibrary Loan/ILLiad (ILL).

### Course Reserves

A selection of textbooks and other required course materials are available for short-term loan from the Circulation Desk with an Eastern ID. The Library and faculty collaborate to provide this service as another option for students to access course materials.

### Study Rooms

The Library offers several spaces for group collaboration and individual study. Room reservations are made on a walk-up basis or can be reserved in advance online. Room keys are checked out at the Circulation Desk with your Eastern ID.

### Government Documents

The collection consists of publications published by the U.S. Federal government and the State of Connecticut. They are made available in a variety of formats, including online, and can be located using the Library's online catalog.

### Connecticut Studies

The Center collects primary and secondary source materials on the state's history and development, with a particular focus on Windham, Tolland, and New London counties.

### Curriculum Services

The Curriculum Collection supports pre K-12 teacher education program. Staff introduce and demonstrate to patrons how to incorporate material and technology found in the center into their course assignments and classrooms. They offer information literacy instruction sessions, one-on-one "Reserve a Librarian," readers' advisory services to education majors and faculty, as well as workshops and yearly events with outside speakers. Staff also maintain services at a small library at the Child and Family Development Resource Center, called "Ella's Library Nook-A Special Place for Family Reading Time."

### Center for University Archives & Special Collections

The Center appraises, collects, preserves, organizes, and provides access to records, print material, photographs, memorabilia, and other historically valuable materials relating to the history of Eastern Connecticut State University. Archival material supports administration, faculty, student and public needs for information and primary sources.

For more information, visit, call (860-465-4506 Circulation, 860-465-4699 Reference), chat, email, or visit the Library's web site at [www.easternct.edu/library](http://www.easternct.edu/library).

## Media Services

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Michael Palumbo, Director of Information Technology and Media Services  
Communication Building, Room 125, (860) 465-5304  
[Media Services - Eastern](#)

Media Services is located in the Communication Building, Room 125. The department employs several student employees each semester who provide students and faculty with audiovisual equipment and audio/video production services. Media equipment is available for classroom use to students and faculty who present a valid ID. Media Services website has additional information about the services offered to students and can be located from the Eastern home page.

Media Services Fall and Spring semester office hours are:

Monday to Thursday      8 a.m. to 10:00 p.m.

Friday                      8 a.m. to 4:30 p.m.

Media Services Summer semester office hours are:

Monday to Friday      8 a.m. to 4:30 p.m.

E-mail: [mediaservices@easternct.edu](mailto:mediaservices@easternct.edu)

## National Student Exchange

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Chris Drewry, Director of Co-Curricular Academic Programming  
Library, Room 227

<https://nse.org/>

Eastern is a member of the National Student Exchange (NSE). Full-time students may apply to study, for one semester or one year, at over 170 member colleges or universities in the United States, Canada, Guam, Puerto Rico & U.S. Virgin Islands. Students pay tuition and some fees to Eastern while paying room, board, and other fees to the host institution. Students are usually permitted to participate only in their sophomore or junior years, but exceptions are occasionally made in the case of first-semester seniors. Priority applications are generally due in mid-February for all exchanges taking place in the following academic year. Some spring semester applications may be considered until mid-October.

The NSE program provides students with educational experiences not available at Eastern, and the opportunity to become better acquainted with other parts of the country. Students accepted into the program receive equivalent credit at Eastern for satisfactorily completed study. All courses appear on the student's Eastern transcript, including F-graded courses, if any. Students must have their faculty advisor's approval before registering for courses. NSE host institution credits are calculated in a student's grade point average at Eastern.

For more information, contact the Study Abroad office at [studyabroad@easternct.edu](mailto:studyabroad@easternct.edu).

**RELIGIOUS LIFE:**

Father Larry LaPointe (Catholic)	860-423-0856
Rabbi Jeremy Schwartz (Jewish)	860-423-3743
Campus Ministry Office	860-423-0856

[Campus Ministry - Eastern](#)

The Foundation for Campus Ministry, Inc. sponsors several part-time campus ministers of major faiths who are available to meet with students on an appointment basis. The Multifaith Campus Ministry is located in the Multifaith Center at the Knight House (next to Winthrop Hall), Windham Street Extension. The Catholic Campus Ministry is located at Newman Hall, 290 Prospect Street. Several faiths and denominations offer worship services, both on and off campus. Please refer to our website for a listing of area churches. The Campus Ministry also collaborates with the University's Center for Community Engagement on several social action projects for the greater Willimantic area. All programs and services are publicized throughout the campus, including the Student Center, and activities are open to all members of the campus community, regardless of religious affiliation. Stop by one of our ministry offices or visit [Campus Ministry - Eastern](#) for more information. All are welcome.

**FOOD PANTRY:**



Shawn's Cupboard is a student-led food pantry which is open to all Eastern students during the school year and is located at Knight House. Shawn's Cupboard is a safe space on campus for students who deal with food insecurity because no one can or should learn on an empty stomach. Shawn's Cupboard is co-sponsored by the Office of Student Affairs and the Foundation for Campus Ministry ("FCM"). The FCM accepts food and monetary donations from friends on campus and in the local community to provide the food and hygiene products available at Shawn's Cupboard. Shawn's Cupboard is open M-F from 10am - 5pm. Student volunteer opportunities are available. Call 860-423-0856 for more information.

## Student Activities

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Please visit the [Student Activities Website](#) for information about the programs and services offered by Student Activities.

## Student Activities Business Office (SABO)

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Student Activities Business Office (SABO)

Darren Nosal, Associate Director Fiscal Affairs, Accounts Payable, (860) 465-5730

Gelsi-Young Hall, Third Floor, Room 341, (860) 465-5285, (Office Numbers), (860) 465-5180 (Fax)

SABO is located on the third floor of Gelsi-Young Hall. This business office provides general administrative support for student clubs and organizations including all financial paperwork processing, event registration/deposit tracking, and assistance with monthly budget reports. SABO staff will also offer guidance in the preparation of State travel documents for all club conferences and events.

Chris Drewry, Director of Co-Curricular Academic Programming

Library, 227

[Study Abroad - Eastern](#)

Eastern has an extensive Study Abroad Program. Full-time students may apply to study, for one semester, one year, or a summer or winter intersession at an extensive number of universities worldwide. Students have one of three options: (1) attend a partner university (2) participate in a third-party organization (3) study independently (financial aid unavailable). Students may choose to study at a partner university where they will pay Eastern tuition and fees. They may also choose to study through a third party organization where they pay the organization's tuition and fees or they can study independently where they pay the host university's tuition. Students are usually permitted to participate only in their sophomore or junior years, but exceptions are occasionally made in the case of first-semester seniors. Applications are generally due in March for fall participation and October for spring participation. Students need to apply the semester prior to the semester studying abroad. Planning in advance is advised. It is highly recommended a student speaks with someone in the Study Abroad office as soon as possible once interested in studying abroad. The Study Abroad Program provides students with educational experiences not available at Eastern and the opportunity to become better acquainted with other parts of the world. Students accepted into the program receive equivalent credit (once approved by their academic department chair and advisor) at Eastern for satisfactorily completed study. All courses appear on the student's Eastern transcript as credit/no credit (equivalent to pass/fail). Students must have their faculty advisor's approval before registering for courses. Study Abroad host institution credits are not calculated in a student's grade point average at Eastern.

For more information, contact the Study Abroad office at [studyabroad@easternct.edu](mailto:studyabroad@easternct.edu).



### University Identification Card - Eastern EXPRE\$\$ CARD

Card Services Office, (860) 465-5060  
Kelly M. Hassler, Assistant Director, (860) 465-5773  
Cynthia A. Tacelli, Assistant to the Director, (860) 465-5774

228 Alvin B. Wood Support Services Center, second floor  
Office Hours - Monday through Friday, 9 a.m. to 4 p.m.  
<http://www.easternct.edu/cardservices/>

All students, faculty and staff members are required to carry a University Identification Card called the Eastern EXPRE\$\$ CARD. Students can obtain their Eastern EXPRE\$\$ CARD after registering for classes. Photos are taken at the Card Services Office located on the second floor of the Alvin B. Wood Support Services Center Monday through Friday from 9 a.m. to 4 p.m. A photo ID such as a driver's license, passport or high school ID is required. Students should present their course schedule, faculty and staff members need to present their appointment letter. You retain your Eastern EXPRE\$\$ CARD for the time period you are a member of the Eastern community.

### University Identification Card / Eastern EXPRE\$\$ CARD Policy

Eastern EXPRE\$\$ Cards must be presented for Meal Plan access, EXPRE\$\$ CASH, Dining Dollar and Printing Funds purchases. They are also required to use the Sports Center and Fitness Center facilities, computer labs and to check out material from the library. Lost or stolen Eastern EXPRE\$\$ CARDS can be disabled to prevent misuse by calling the Card Services Office at (860) 465-5060 during business hours, through the Card Services Online Card Office at <http://www.easternct.edu/cardservices/index.html> or by downloading the mobile device app **eAccounts** via your mobile device app store. Replacement and temporary Eastern EXPRE\$\$ CARDS are issued at the Card Services Office Monday through Friday from 9 a.m. to 4 p.m. There is a fee for replacement and temporary cards.

### Eastern EXPRE\$\$ CARD / EXPRE\$\$ CASH Account

Students, faculty and staff members may deposit money into an EXPRE\$\$ CASH Account on their Eastern EXPRE\$\$ CARD. MasterCard, Visa and Discover debit and credit card deposits can be made through our PCI compliant Online Card Office at <http://www.easternct.edu/cardservices/> and through the mobile device app **eAccounts**. Card Services charges a convenience fee for online EXPRE\$\$ CASH deposits. Check or money order deposits can be made by mailing to or visiting the Card Services Office, Eastern Connecticut State University, 228 Alvin B. Wood Support Services Center, 83 Windham Street, Willimantic, CT 06226. This money can be used to make purchases at participating locations on campus. EXPRE\$\$ CASH can be used at Card Services, Eastern Bookstore, and J. Eugene Smith Library. EXPRE\$\$ CASH can also be used in copiers and printers. Additional information can be found in the Eastern EXPRE\$\$ CARD and Dining Services Brochures which are available online at <http://www.easternct.edu/cardservices/index.html>.

### Printing Funds

The University adds \$20 in Printing Funds each semester to student's Eastern EXPRE\$\$ CARD for copying and printing on-campus. Any Printing Funds remaining at the end of the fall semester will rollover to the spring semester. Any funds remaining at the end of the academic year will zero out in August. Printing Funds have no cash value and can only be used for copying and printing. If Printing Funds are depleted, please deposit funds into your EXPRE\$\$ CASH Account to continue copying and printing using your EXPRE\$\$ CARD to save five cents a page.

Chief Stephen K. Tavares, Chief of Police/Director of Public Safety

414 High Street  
Non-Emergency, (860) 465-5310  
Emergency, 911  
Confidential Hotline, (860) 465-0242

<http://www.easternct.edu/police/>

University police officers are state-certified, with the same authority and powers of arrest as local and state police. They are required by law to maintain their state certification through training courses that ensure the professional integrity of the department.

The University Police Department works in a proactive fashion to create a safe and secure environment in which all members of the Eastern community can live, learn, and work. We strive to do this important work in a friendly and cooperative manner.

For the safety and convenience of our students and staff, there are over 70 emergency phones on campus that connect directly to the University Police Department. A walking escort service **LiveSafe App**: <https://www.easternct.edu/police/livesafe.html> is available, as well as a shuttle bus service, which can also accommodate students with disabilities.

Eastern has a community policing philosophy toward campus safety. This means we view ourselves as part of the community, and we take a service-oriented approach to police work. We are proud of our community officers who provide unique programs, instruction, and training, as well as a friendly liaison to the Police Department. Parking permits, crime-prevention pamphlets, and other valuable safety information are available at your request.

In accordance with section 10a-55a of the Connecticut General Statutes, a Uniform Campus Crime and Fire Safety Report is published annually and is available online at the University Police Department's webpage: <https://www.easternct.edu/police/documents/2022uniformcampuscrimeandfiresafetyreport.pdf>.

**Veterans Education Transition Services (V.E.T.S) Center**

Greetings from Eastern Connecticut State University's V.E.T.S Center,

Our mission is to assist all veterans and service members from each of the service branches (Army, Navy, Marine, Air Force, and Coast Guard) as well as any branch component (National Guard, Retired, Reserve, or Active). One of our top priorities at the V.E.T.S Center is to foster an environment for our university's veterans and service members that is tailored specifically to the culture of our military community. The V.E.T.S Center is a lounge exclusively for veterans, service members, and their families that promotes cohesion with other veterans and service members.

We are located in the Wood Services Building, Room 253. If you have any questions comments or concerns, feel free to get in contact with us through telephone: (860) 465-4412 or email: [delaneymi@easternct.edu](mailto:delaneymi@easternct.edu)

### Office of Wellness Education and Promotion

Wood Support Services Center, Room 247  
Sandra Rose-Zak  
Coordinator, Wellness Education and Promotion  
(860) 465-2821

[rosezaks@easternct.edu](mailto:rosezaks@easternct.edu)

<https://www.easternct.edu/wellness-education-and-promotion/>

The Office of Wellness Education and Promotion works to support students by enhancing their capacity for academic and personal success. Programs are designed to increase resiliency and develop positive coping strategies. Prevention education programs are developed to inform students of choices that may negatively impact their success, such as the use of alcohol and other drugs. By fully understanding the integration of various factors of wellness (physical, emotional, spiritual, environmental, occupational, social and financial), Eastern students are better able to meet the challenges of higher education.

Programs include, but are not limited to:

- Brief Alcohol Screening for College Students (BASICS)
- Substance Misuse Prevention
- Internet Addiction
- Stress Reduction
- Problem Gambling Education and Prevention
- Suicide Prevention
- Bystander Intervention

The office is located in Wood Support Services, room 247. Students can visit the website, email, or call for more information. The office is open Monday - Friday, 8:30am-4:30pm.

### **The Arthur L. Johnson Unity Wing**

*Develop global ambassadors for diversity, inclusion, and equity  
equipped to be world changers who create a different future.*

The Arthur L. Johnson Unity Wing is comprised of the Intercultural Center, the Pride Center, and the Women's Center. Located on the first floor of the Student Center, this designated space for students to develop and embrace their diverse identities, is open Monday-Friday. Explore upcoming events, office hours, and find out how you can become involved by visiting [Arthur L. Johnson Unity Wing - Eastern](#).

#### **Mission**

The Arthur L. Johnson Unity Wing champions creating an inclusive community at Eastern. Each Center builds bridges of intersectionality that celebrate the kaleidoscope of cultures and identities through co-curricular programs and services that integrate diversity, inclusion, and equity into the holistic development of all Eastern students. The Unity Wing is a campus-wide resource grounded in Eastern's core values for meaningful connection and outreach, engagement, and accountability to the level of awareness and action.

#### **The Pillars**

### **Intercultural Center**

1st Floor Student Center

Arthur L. Johnson Unity Wing, Room 114

Josh Sumrell (he/him)

[sumrellj@easternct.edu](mailto:sumrellj@easternct.edu)

860-465-5749

[www.easternct.edu/interculturalcenter/](http://www.easternct.edu/interculturalcenter/)

The Intercultural Center (IC) builds a cultural, diverse, and inclusive community at Eastern Connecticut State University. Through engaging programs, educational workshops, and fellowship, we create an environment that enhances the understanding of justice, increasing involvement and awareness. The IC partners with Eastern's community to support marginalized students and welcomes everyone to be a part of our mission.

### **Pride Center**

1st Floor Student Center

Arthur L. Johnson Unity Wing, Room 108G

Nicole Potestivo (she/her)

[potestivon@easternct.edu](mailto:potestivon@easternct.edu)

860-465-0015

[www.easternct.edu/pridecenter/](http://www.easternct.edu/pridecenter/)

The Pride Center believes in the promotion of a more just world fueled by radical self-love and community engagement. Our center actively works to create a campus culture that acknowledges and values diverse gender identities, gender expressions, and sexualities through educational outreach, community building, and providing access to resources. Here students can navigate the path of self-exploration, intersectionality, and agency in a supportive environment.

### **Women's Center**

1st Floor Student Center

Arthur L. Johnson Unity Wing, Room 116

Starsheemar Byrum (she/her)

[byrums@easternct.edu](mailto:byrums@easternct.edu)

860-465-4313

[Women's Center - Eastern](#)

The Women's Center (WC) fosters a space for belonging through affirming and honoring the experiences of women and supporting justice and equity for all. We use an intersectional framework to guide interventive efforts including workshops, thematic programming, and advocacy resources - all designed to effectively champion gender equity and combat interpersonal violence.

### **History**

The Arthur L. Johnson Unity Wing is named after Dr. Arthur L. Johnson, former sociology professor at Eastern. Known for his work in organized labor, community action, and higher education. Dr. Johnson served as a faculty member and administrator from 1970 - 1999.

A community leader, civil rights activist, and life member of the NAACP (National Association for the Advancement of Colored People), Dr. Johnson was committed to civic and community engagement. Until his death on September 6, 1999, Dr. Johnson sought to raise the consciousness of government leaders, corporate executives, educators etc. and was in the forefront of the struggle for civil rights and an advocate for freedom and equality.

**Shawn's Cupboard**

Shawn's Cupboard is a student-led food pantry which is open to all Eastern students during the school year and is located at Knight House, home of the Interfaith Campus Ministry. Shawn's Cupboard is sponsored by the Foundation for Campus Ministry ("FCM") and is intended to provide supplemental food assistance to students who may have challenges with having enough food to eat during the academic year.

## Student Employment

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### Student Employment

The [Student Employment Office](#) is located on the 3rd Floor, Room 338, of the Gelsi-Young Building. The Office also retains a website that specifies policies, procedures, and helps with frequently asked questions. Additional questions from students and their families can be directed to the staff at the office's windows, email, or phone as follows:

- Student Employment, [stuemp@easternct.edu](mailto:stuemp@easternct.edu), 860.465.4435

### Student Employment Opportunities

Jobs are available for both Federal Work-Study (FWS) recipients and those that do not have this award. The rate of pay for FWS and other jobs is the same and based on level of complexity of the job. All vacant student employment positions are advertised through Student Employment's JobQuest's site at [ECSUJobs](#) beginning in August. Students work an average of 10-12 hours per week on campus and in the greater Willimantic community. To qualify for employment, student must be:

- Enrolled in a degree-granting program
- Registered for credits in the semester/term they wish to work
- Up-to-date on their tuition and fee payments

Finding a position is easy through the JobQuest site. Students can search 24/7. Online applications are accepted for all on-campus positions with departments responding through University email. Students can post a Resume Brief viewed by employers searching for qualified candidates. Students can sign up for JobMail, a system that automatically emails jobs that match criteria selected. Students should apply early because the number of open positions are limited. Once a student has found a position and been hired, they cannot begin work until they have received their work authorization. Students can contact Student Employment for more details.





Forming a Student Organization is not as complicated as you may think. There are a few steps that you have to complete before you can be recognized as an established organization. The steps can be easily followed because they are all connected and flow together making the process of forming an organization accomplishable in approximately three weeks. This handbook is designed to explain those steps in detail so that you have all the information necessary to form an organization. The above mentioned steps are:

1. Meet with Assistant Director of Student Activities
2. Reserve space to hold an interest meeting to solicit membership
3. Create a Constitution
4. Elect Executive Board Members
5. Select an Advisor
6. Complete Authorized Signature Form
7. Petition SGA through Budget & Management (BAM) for approval and recognition

If these seven steps are followed as specified below, you will have no problems in getting your organization started. If you run into any problems throughout this process, you should make an appointment to see the Assistant Director of the Student Activities to discuss them.

### MEETING WITH STUDENT ACTIVITIES:

The first step in creating a new club or organization is scheduling a meeting with the Assistant Director or Graduate Intern in the Office of Student Activities to present and discuss your idea. They will determine if your idea is ready to go through the full process or if it needs more development.

### THE INTEREST MEETING

When an individual or group of students is interested in forming an organization, they should advertise to the total University Community that there will be a meeting for anyone interested in belonging to the specific organization. You must be aware that any organization is open to all registered Eastern students who want to join it. A temporary secretary should be selected to take minutes at this meeting. At the meeting it is important to explore the interests of the group so that you can formulate what the purpose of the organization will be. Once you have agreed to a statement that best describes what the functioning purpose of the organization will be, this will become noted in the organization's constitution.

### THE CONSTITUTION

There is no specific format for the Constitution. Each organization's constitution is as different and unique as the many organizations themselves. The following is a list of sections or articles that are usually contained in a constitution:

1. Name of Organization
2. Purpose of Organization
3. Membership of Organization
4. Officers and Responsibilities
5. Elections
6. Vacancy of Office
7. Impeachment
8. Meetings
9. Amendments
10. Parliamentary Authority
11. Advisors
12. Ratification
13. Ratified Date

Sample Constitutions are available in the Student Center/Activities Office and on the webpage: [Student Activities - Eastern \(easternct.edu\)](http://Student Activities - Eastern (easternct.edu))

When the constitution is completed, the members must vote to ratify the Constitution and this has must be done by 2/3 vote. A record of this ratification should be kept in a set of minutes that a temporary secretary kept for the organizational meeting(s).

### ELECTION OF OFFICERS

Officers for your organization must be elected according to the guidelines set forth in your constitution. You are not required to have the traditional President, Vice-President, Secretary and Treasurer, but your officers should be able to handle the same functions. Officers should be dependable and responsible students that are willing to put in extra time so that the organization will run smoothly. Officers are the backbone of an organization so be careful to select the people that will best meet your needs. To hold an office, a student must have a minimum 2.5 or better cumulative grade point average.

### SELECTION OF AN ADVISOR

An advisor is determined to be an employee of the University and not a student. When selecting an advisor, you should consider persons who have training, interest or expertise in the purpose of the club. If it is a Jogging Club, then perhaps it would be best to select someone from the Physical Education Department who specializes in jogging. It's always best to do so, but in cases where this is impossible, you should try to select someone who will best meet the organization's needs. This person is responsible for attending all meetings, out-of-state travel and activities sponsored by the organization and should be readily available for advice, and to sign appropriate forms.

Once the Advisor has been selected, you should then fill out the Authorized Signature Form.

### AUTHORIZED SIGNATURE FORM

The Authorized Signature Form was designed to allow the Student Activities Office and the Student Activities Business Office (SABO) to know exactly which club members of the organization are allowed to sign paperwork for the organization. These signatures will be needed when the organization plans to spend funds, therefore, it is mandatory that documents are countersigned by the advisor. In the event of a vacancy, a new Authorized Signature form should be completed when new executive members are elected.

### THE FINAL STEPS

Once all the forms have been completed and approved, the Officers of the group are required to meet with the Assistant to the Director of Student Center/Activities to discuss them. The Assistant Director will review them to ensure that they contain nothing that violates any University policies, State or

Federal Laws. The Assistant Director of Student Center/Activities will approve and forward them to the committee assigned to fund the Organization (Budget and Management). If the forms are not approved, the group will be asked to review the items in question and resubmit them when corrected.

When all the forms have been approved, they will be forwarded to Budget and Management, who will further review them for violations of university policies, State or Federal Laws. If no violations are found, Budget and Management will, in the form of a committee, motion to present the organization to the Student Government Association at its next scheduled meeting for full SGA approval.

The organization has the right to and is encouraged to be present at both the Budget and Management and the SGA meetings to defend or clarify their purpose.

## **HOW TO FORM A SPORTS CLUB**

In addition to the normal procedures of forming a regular student organization there are several steps that must be completed before an organization can be recognized as an established Sports Club. Following student activities procedures, the organization must be recognized by the Student Senate, funded by the Budget and Management Committee of SGA, but instead of just reporting to the Director of Student Center /Activities, it will also report to the Director of Athletics or designee who will directly supervise the sports club. A sports club is defined as "any organization whose purpose is to practice, play, and/or compete in athletics with other institutions on and/ or off the campus that does not have Varsity Sport status. This section is designed to help explain the steps in detail to provide the information necessary to form a sports club.

It is important to note that while the Student Government Association may have approved the establishment of a student organization it does not guarantee the University and the Department of Athletics are required or able to provide facilities and or fields for the club sport which it does not possess or have access to.

1. Establishing a club sport. The base criteria to consider a Club Sport for recognition are:

- a. An expressed interest by students for an athletic activity which is not available at the intercollegiate varsity level.
- b. Appropriateness of activity for the University.
- c. A qualified coach is approved by the Athletic Director or designee.
- d. A designated Club Advisor.
- e. Competitive and physical activity involving competition with other teams on a club or collegiate level which holds progressive competition.
- f. Appropriate clothing and equipment to participate in a safe and effective manner. All equipment must be approved and certified by (or in consultation with) the Athletic Director or designee prior to its use. All athletic equipment must conform to NCAA Standards for that sport when appropriate. For sports that are not recognized or sanctioned by the NCAA, clubs will conform to the rules and regulations as set forth by the official governing agency for that sport. Copies of current rules and regulations can be attained from the NCAA website or from the official website governing that sport. It will be the responsibility of the Coach to ensure that equipment meets appropriate safety standards before each practice and or game.

\*Some club sports may be required to have the equipment annually certified.

### **Adequate resources:**

- 1) Adequate facilities are available for practice and competitions. (space must be approved by a University Administrator)
- 2) Sufficient funding.

Sports Clubs are responsible for purchasing/providing their own equipment, uniforms, and all materials necessary for practice and competition. The Athletic Department does NOT FUND, nor provide equipment for Sports Clubs.

- g. An understanding that the club does not conflict with varsity and sub varsity programs.
- h. A team roster consist of enough players to field a team with at least 20% of the roster available as replacement players.

2. Disestablishing a club sport.

The base criteria to disestablish a club sport are:

- a. The club sport no longer warrants continued operation.
- b. A varsity sport is established in the same sport.
- c. The club forfeits more than three contests because it cannot field enough roster players.
- d. The club fails to submit required reports.
- e. A team fails to practice on scheduled practice days.
- f. The Club averages less than 75% attendance of its roster during practices and games.
- g. A coach and or Advisor are not available.

### **The following steps are the responsibility of the Club Captain/President**

1. Outline the need for facility usage (practices and games), equipment, travel, etc. Adhere to the practice parameters established by the University (not to exceed 8 hours/week of official practice)
2. Research the scope of competition possibilities for the club. Things to consider are: who will play and what league (if any) the club will compete in.
3. Submit a roster to the Athletic Director and Assistant Director of Student Activities or designee which contains the names, campus and home addresses, and phone numbers of all students who intend to participate in the club.
4. Contact Athletic trainers in Athletics to ensure that all members have a physical exam on file with Health Services and have completed a recent health survey through Health Services.

If any problems occur while in the above process, an appointment to see the Athletic Director and/or Assistant Director of Student Activities or designee is to be made.

## **SELECTION OF AN ADVISOR**

An advisor MUST be a full-time employee of the University. This person is responsible for attending all campus events sponsored by the organization, inclusive of home contests and is responsible for scheduling security, crowd control, and adherence by the group to University policies and regulations. The Advisor should be readily available to sign appropriate forms and offer advice when needed.

## **FACILITY USAGE**

A request should be developed for each season explaining the need for the use of the campus facilities. Some questions to think about: What is the competition season? When, where and how often will the club practice? When, where and how often will it compete? What kind of equipment will you need? Club Sports will practice and compete only on facilities designated and approved by the Athletic Director or designee. The Club will submit a facility request form with their advisor's signature well in advance (minimum of two week's notice) of the requested practice/competition date. The Athletic Director has the right and responsibility to determine the playability of all Eastern facilities and may cancel any practice/competition based on weather and field conditions. ANY off-campus facility use MUST be approved by the Director of Student Activities or his/her appointee.

#### **COACHING:**

Each sport must have a coach who satisfies the following conditions.

1. One-two years of collegiate playing/or coaching experience
2. Minimum of a bachelor's degree
3. May not be a player/coach
4. Certified in First Aid, CPR and AED training

The Club will submit resumes of interested candidates to the Athletic Director along with the names and phone numbers of three individuals who can provide professional recommendations for the candidate. The Director of Athletics or designee and the Director of Student Activities or designee will be responsible for approving the hiring of a coach. The Sports Club must allocate a portion of its budget to pay a stipend to its coach. Once the Athletic Director has approved a Coaching Candidate all required paperwork will be processed by the Club's advisor or the Director of Student Center/Activities or his/her designee.

#### **Roles & Responsibilities of a Coach**

1. Adhere to the policies and guidelines set forth by the University, and the Athletic Department.
2. Establish conditioning and training programs to physically and mentally prepare the participants for competition. Provide a schedule (practices/games) and information on any tournament competition in advance to the Associate Athletic Director
3. Attend all practices and contests except under prior arrangement.
4. Be attentive to student needs, concerns and potential problems.
5. Employ a sense of fair play encouraging the development of skills and recognizing the importance of active student participation.
6. Develop and employ safety standards; inspect equipment and facilities for potential safety problems prior to use.
7. Recognize, along with participants, potential health or injury problems and counsel as necessary.
8. Promote participant responsibility in the display of proper conduct, and promotion of good sportsmanship, both on and off the field.
9. Ensure compliance with any conference, league or union rules governing eligibility, competition, and financial obligations.
10. At all times, display the proper image befitting that of a coach and/or instructor and representative of Eastern and the Department.

#### **Coach Administrative Policies**

1. Assist the Club officers with their assigned responsibilities as outlined above.
2. Assure that all Club financial obligations are met (league membership, officials' fees, etc.)
3. Maintain complete inventory records of all Club equipment and uniforms.
4. Keep records of all transactions involving Club accounts and Club budgets and provide accountability on use of all funds.
5. At the end of each fiscal year, submit an accurately itemized budget to the appropriate SGA Committee for the following year, and be prepared to defend the proposal.

#### **INJURIES/INSURANCE**

Any and all injuries (even those seemingly minor) must be reported to the club's coach and to the Athletic Director or designee immediately and a corresponding accident report form must be completed.

For more serious injuries, Campus Police will be called to determine whether medical attention is necessary.

Participants who refuse medical assistance or choose to go to their own doctor or to the hospital of their own accord, do so at their own accord and will be required to sign a statement to that effect.

Anyone seeking payment of medical bills associated with an injury incurred during participation in club sports must have filed an accident report at the time of injury. Furthermore, participants must submit claims to their own insurance company first; the University's accident insurance will only reimburse for covered expenses incurred within two years of the date of the accident which exceeds any applicable deductible, or the total of benefits received from any other insurance. Any insurance claims made against Eastern Connecticut State University must be turned in to and processed by the Club's Advisor.

#### **RISK MANAGEMENT**

##### **First Aid Kit**

There must be a first aid kit at the site of all practices, games and/or matches at all times. It will be the club's responsibility to purchase a complete First Aid kit and replenish it with the necessary supplies as necessary. This will NOT be supplied by the Athletic Department, but its contents must be reviewed and approved by one of the two Certified Athletic Trainers employed by Eastern Connecticut State University.

Two members of the Club must hold current First Aid, CPR, and AED certifications from a nationally accredited agency such as the American Red Cross or the American Heart Association. At least one of the certified members must be present throughout the duration of all practices, workouts and games.

##### **AED**

An AED must be on the site of all competitions and within 2 minutes of the site of practices. It is the responsibility of the Advisor to secure an AED from either the University Police Department or the Athletic Department.

##### **Certified Athletic Trainer/or EMT:**

A certified Athletic Trainer or EMT must be present and on site for all games or matches considered to be Home contests. \*Some club sports may be required to have an Athletic Trainer or EMT present at all practices. This will be determined by the Athletic Director or designee.

##### **Transportation**

If University vans are used to travel to games and practices, only the coach and employees of the University with appropriate valid license will be allowed to drive. If traveling out of state, the club must complete a travel authorization form, signed by the Club Advisor and in doing so they assume all risks associated with such. Only professional (not student) employees of the University may drive university vans out of state. All travel by organizations and clubs must have the approval of the Director of Student Center/Activities.

## Student Clubs and Organizations

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See the following link on the [Student Activities website](#) for the current list and web pages of Student Government Association approved clubs and organizations at Eastern Connecticut State University.

See the following link on the [Student Activities Website](#) for information regarding Eastern Connecticut State University's Student Government Association.

### Campus Lantern

The Campus Lantern, a monthly student newspaper, informs the Eastern community of news, sports, activities, and other newsworthy information. The office is located in Student Center, Room 108B. All interested students are welcome to join the staff. Call the Campus Lantern at (860) 465-4445 or send an email to [lantern@my.easternct.edu](mailto:lantern@my.easternct.edu). Additional information is available on the Student Activities website at <http://www.easternct.edu/clubs/campus-lantern-student-newspaper.html>.

In addition, Campus Lantern has its own website that will provide a convenient way for students to access campus news online. Please check out the following website for the latest news from Campus Lantern. <https://campus-lantern.com>

### Creative Writing Club

Eastern Exposure is a literary publication of short stories, poetry, and artwork submitted by students, faculty, and staff. The Creative Writing Club publishes Eastern Exposure once a semester and welcomes all submissions. Information regarding the Creative Writing Club is available on the Student Activities website at

[Creative Writing - Eastern](#)

### WECS 90.1 FM

WECS 90.1 FM is operated by the Communication Department as an "on-air" laboratory for students to gain practical experience in the field of broadcasting. Many positions are open each semester, including air personalities, news reporters, recording engineers, music directors, copywriters, sportscasters, and managers. The station has an ongoing training program and is open to all students with an interest in broadcasting. For more information, stop by the studio in the Communications Building. In addition, WECS Radio club is available on the Student Activities website at: <https://www.easternct.edu/clubs/wecs-radio-club.html>.





## Academic Standards and Procedures

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It is the University's official policy that the responsibility for fulfilling graduation requirements and complying with Eastern's academic policies rests with the student. Students must know what the graduation requirements are and complete them in a timely fashion. A student's degree requirements are spelled out in detail in the University catalog in effect the year he/she was admitted to Eastern.

1. Students must complete requirements for the Liberal Arts Core Curriculum and for an academic major.
2. Thirty (30) credits of the baccalaureate degree must be taken at Eastern, with at least 15 credits of the major completed at Eastern.
3. Students must maintain a 2.0 grade point average (GPA) at Eastern to remain in "good academic standing" and to continue at Eastern after accumulating more than 45 credits. The minimum acceptable cumulative GPA for students between 0 and 30 credits is a 1.8. For students with 30.01 to 45 credits, a minimum GPA of 1.9 is required. For students with more than 45 credits, a 2.0 is required. Failure to maintain the required GPA may result in a student being placed on academic probation or dismissed from the University. Students who fail to meet these academic standards may not hold an office in any student organization and should understand there may also be financial aid implications.
4. Students must successfully complete a minimum of 120 credits. At least 60 of those credits must be from courses numbered 200 or higher, with 30 of the 60 credits from courses numbered 300 or higher.
5. To earn credit toward graduation for courses taken at institutions other than Eastern, a student must have prior written approval from the Advising Center and comply with other procedures outlined in the *Eastern Undergraduate & Graduate Catalog*.
6. Students should complete the mathematics liberal arts core curriculum (T1M) course, the LAC Tier I College Writing Requirement, and First-Year Introduction (FYI 100) within the first 30 credits of study. Students who fail the T1M or Writing course must take the course again the following semester.
7. The Health and Wellness requirement (T1HW) must be completed within the first 60 credits of study.
8. Students are strongly encouraged to fulfill their two semesters of foreign language requirements (if not met in high school) during the first 30 credits of study.
9. In addition to completing all academic requirements, students must file an application for degree with the Registrar's Office in order to graduate. The deadlines for submitting an application for a degree are as follows: August completion - February 15, December completion - June 15, May completion - October 15.

### Student Course Loads

The standard course load for a full-time student is 15 credits per semester. A full-time student must carry a minimum of 12 credits per semester but can register for up to 17 credits during the initial registration period. In addition, during the open add/drop period, up to 19.5 credits may be taken by students who have attended Eastern full-time for one semester and have a cumulative grade point average of 2.7 or better. Up to 21 credits may be taken by those who have a cumulative grade point average of 3.0 or better and who carried at least 18 credits in a previous semester at Eastern. No student will be allowed to register for more than 21 credits in any given semester. On rare occasions, exceptions to the course load requirements are made. Exceptions to these policies must be approved by the Advising Center Director and must be filed with the Registrar's Office.

Please note that an additional per-credit tuition fee applies to those credits in excess of 18 per semester. Please check with the Bursar's Office for the per-credit fee.

### Academic Advising

Eastern utilizes a dual advising model that includes both professional and faculty advisors. The University views academic advising as an essential educational service and encourages students to take full advantage of the available advising resources. Academic Advising for all undergraduate students is offered through the Advising Center within the Academic Success Center. Faculty advising services are coordinated within each academic department. Students are assigned to faculty advisor(s) and/or professional advisor(s), based upon their year at Eastern and their major field of study.

Students are encouraged to declare their major as early as possible during their academic career in order to graduate on time. Students must declare a major before completing 60 credits. Regular academic advising helps students to successfully plan and complete a program of study, and to make rewarding educational and career decisions. Faculty and professional advisors support students in their overall academic progress toward graduation, assist in gathering relevant decision-making information, and guide students in understanding policies, procedures and graduation requirements. However, it is the student's responsibility to make appointments to meet with their advisor(s) and make all academic decisions.

### Withdrawal from the University

To withdraw from the University, students must comply with the official withdrawal policy and procedure. If a student stops attending classes and does not officially withdraw, it is likely that failing grades will be entered on his/her permanent record. The deadline for withdrawing from the University is the last day of classes of an academic term. Such action should be initiated only in consultation with the Director of the Academic Services Center or her/his designee. Those who withdraw to avoid academic failure are not eligible for readmission in the following semester. Students who apply for readmission to the University following withdrawal may also need verification of good academic standing at the time of application for readmission. Finally, the failure to withdraw properly from the University may make it impossible to make refunds or provide recommendations. Financial aid recipients should check the impact of withdrawal on present and future aid at Eastern. Students with a serious medical condition may request a medical leave of absence by contacting the Vice-President of Student Affairs.

### Leave of Absence from the University

Leaves of Absence are granted to full-time students who need to interrupt their studies. Leaves may be approved for one or two full semesters, but not less than one full semester, to students who intend to return to the University. Leave may not exceed six semesters.

Forms to file for a Leave of Absence are obtained from and returned to the dean of the school in which the student is matriculated. Students must specify the semester in which they expect to return. Dismissal from the University supersedes a leave of absence. A leave of absence is recorded on the student's official transcript.

Students on leave must contact the Registrar's Office to receive an appointment for registration for the semester of their planned return. Failure to register for the approved return semester will result in withdrawal from the University. A student wishing to return after the approved return date must apply for readmission.

### Official Address

The address given on a student's application for admission to the University will be used as his/her permanent/official address until the Registrar's Office is notified of any change. All mailings from the University will be sent to that address. Students are required to immediately report any change of address to the Registrar's Office. Please note that a student's Eastern e-mail address is an official address for University correspondence. Students are responsible for any material sent from the University to their email account.

### University Writing Competency Requirements

Students entering Eastern are required to complete an initial writing placement essay if they have not been placed by SAT score.. Students entering Eastern with fewer than 75 transfer credits must complete the following requirements:

Stage 1. ENG 100/College Writing (3 credits) or ENG 100P/College Writing Plus (5 credits). SAT/ACT scores and/or the writing placement essay determine which of these courses a student should take.

Stage 2. After passing ENG 100 or ENG 100P, students are required to demonstrate continuing competency in writing by passing designated sophomore/junior-level courses in their major. A particular department might ask its majors to fulfill this category in one of two ways: either 1) a single 200 or 300 level writing-intensive course in the major, or 2) two or more 200-300 level writing-enhanced courses in the major.

Passing Stage 2 is a prerequisite for Stage 3 of the Writing Competency requirements.

Stage 3. As a final demonstration of writing competency students must complete a designated 300-400 level writing-intensive course in the major. This course is different from and in addition to a Stage 2 writing-enhanced course.

Information about the major-specific course or courses required to meet Stages 2 and 3 can be obtained from the students' department or academic advisor. A list of these requirements is also available on the University Writing Program's website at [Writing Program - Eastern](#).

## Adding Courses

Students may add full-semester courses through the first week of the semester without written approval using eWeb. During the second week of the semester, courses may be added with written approval from the instructor and must be added at the Registrar's Office.

Students may add less-than-full-semester courses prior to the first day of the class. During the first week of classes, the course may be added with written approval from the instructor.

In all cases, it is the responsibility of students to confer with their advisor(s) before making changes to their schedules.

In all cases, add requests are official only with final approval by the Registrar's Office.

Please note that during the fall term 2022, the last day to add any course without instructor permission is August 29.

## Dropping Courses

Students should drop a course only after a discussion with an academic advisor. Any reduction in course load may affect a student's eligibility for financial aid, participation in intercollegiate athletics, health insurance, etc. Full-time students who are carrying less than a full-time course load (12 credits) at the end of the add/drop period, will be assigned part-time enrollment status.

Students may drop full-semester courses through the first week of the semester without written approval using eWeb. During the second week of the semester courses may be dropped at the Registrar's Office. Please note that during the fall term 2022, full-semester courses could be dropped using eWeb until the end of the second week of classes.

Students may drop less-than-full-semester courses within the first week of class at the Registrar's Office.

In all cases, it is the responsibility of students to confer with their advisor before making changes to their schedule. In all cases, drop requests are official only with final approval by the Registrar's Office. Courses dropped by the established dates will not appear on a student's permanent academic record. Courses officially not dropped by the deadline will appear on a student's academic record with the appropriate grade assigned.

## Withdrawing from Courses

A student who wishes to reduce his/her course load after the deadline for dropping the course must obtain a course withdrawal form from the Registrar's Office.

The course withdrawal form requires the signature of the student's academic advisor. The W grade will be recorded on the student's permanent transcript but will not be used in calculating the grade point average. The completed form must be submitted to the Registrar's Office. Withdrawing from a course does not change a student's enrollment status. It may, however, affect a student's eligibility for financial aid, participation in intercollegiate athletics, health insurance, etc. Due to immigration regulations, international students should consult with the coordinator of international programs prior to withdrawing from a course.

The course withdrawal deadline for full semester courses is no later than the 12th week of the semester. The course withdrawal deadline for less-than-full semester courses is no later than the end of the second third of the course. If a student has not withdrawn officially from a course before the deadline, the course will appear on his/her academic record with the appropriate grade assigned.

If a student cannot complete a course in the last two weeks of classes, due to verifiable extenuating circumstances, he/she is encouraged to consult with their instructor in regards to an "Incomplete" grade. If granted, the student is responsible for completing the work within six weeks after the beginning of classes of the first full semester following the granting of the "Incomplete grade." If a grade is not submitted to the Registrar's office by the deadline, an official grade of "F" will be recorded.

Note that in evaluating circumstances justifying the granting of an "Incomplete", the following represent sample cases in which an "Incomplete" will not be granted: missing the final examination and carrying "F" at that time; asking to improve the grade by doing extra work; requiring additional time to complete regularly assigned work, in the absence of a clearly defined emergency.

## Course Changes or Cancellations

The University reserves the right to change the time a course is offered, and it reserves the right to cancel any course if there is insufficient student demand for the course.

## Academic Dismissal

Students are subject to academic dismissal in accordance with the standards outlined in the Eastern undergraduate catalog. Students are reminded that academic deans have the prerogative to dismiss any student who is not making sufficient progress toward a degree.

## Family Educational Rights and Privacy Act (FERPA) Notice and Directory Information Policy

The Family Educational Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records. These rights include:

1. The right to inspect and review the student's education records within 45 days of the day the College or University receives a request for access. Students should submit to the registrar, dean, head of the academic department, or other appropriate officials, written requests that identify the record(s) they wish to inspect. The College or University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the College or University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. The right to request amendment of an education record that the student believes is inaccurate. Students may ask an appropriate College or University official to amend a record that they believe is inaccurate, misleading or a violation of the student's right to privacy. However, FERPA is not intended to provide a process to question substantive judgments that are correctly recorded. Consequently, FERPA amendment requests do not allow a student to contest a grade in a course because the student believes that a higher grade should have been assigned.

To request amendment of an education record, the student should write to the official, clearly identifying the part of the record he or she wants to be changed and specifying why he/she believes it is inaccurate. The institution will notify the student of the decision. If the institution decides not to amend the record as requested by the student, a College or University official will advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the student when notified of the right to a hearing.

3. The right to provide written consent before the College or University discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent. FERPA permits disclosure without a student's prior written consent under the FERPA exception for disclosure to school officials who have a legitimate educational interest. A "school official" is a person employed by a College or University in an administrative, supervisory, academic, research, or support staff position (including law enforcement unit personnel and health staff); a person serving on the Board of Regents; an employee of the Connecticut State Colleges and Universities system office; or, a student serving on an official committee, such as a disciplinary or grievance committee. A school official also may include a volunteer or contractor outside of the College or University who performs an institutional service or function for which the College or University would otherwise use its own employees and who is under the direct control of the College or University with respect to the use and maintenance of PII from education records, such as an attorney, auditor, or collection agent or a student volunteering to assist another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibilities for the College or University. Upon request, the College or University also discloses education records to officials of another school in which a student seeks or intends to enroll without the prior consent of, or notice to, the student.

**FERPA also permits disclosure of education records without consent in connection with, but not limited to:**

- To comply with a judicial order or a lawfully issued subpoena;
- To appropriate parties in a health or safety emergency;
- In connection with a student's request for or receipt of financial aid, as necessary to determine the eligibility, amount or conditions of the financial aid, or to enforce the terms and conditions of the aid;
- To certain officials of the U.S. Department of Education, the Comptroller General, to state and local educational authorities, in connection with certain state or federally

- supported education programs;
- To accrediting organizations to carry out their functions;
- To organizations conducting certain studies for or on behalf of the College or University;
- The results of an institutional disciplinary proceeding against the alleged perpetrator of a crime of violence to the alleged victim of that crime with respect to that crime.
- Directory information as defined in the policy of the Board of Regents.

4. The right to refuse to permit the College or University to release Directory Information about the student, except to school officials with a legitimate educational interest and others as indicated in paragraph 3 above. To do so, a student exercising this right must notify the University's or College's Registrar, in writing. Once filed, this notification becomes a permanent part of the student's record until the student instructs the University or College, in writing, to remove it. A student may exercise his or her right to opt out of Directory Information, prohibiting disclosure of the student's information without the student's consent as noted in section 3, except however, that pursuant to the Solomon Amendment, military recruiters must be provided the same access to student information as is provided to nonmilitary recruiters.

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Colleges to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

Office of the Chief Privacy Officer  
U.S. Department of Education 400 Maryland Avenue, SW  
Washington, DC 20202-4605

### Directory Information Policy

Acknowledging that Directory Information is FERPA protected information that may be disclosed at the discretion of a College or University, it is the policy of the Board of Regents for Higher Education for the Connecticut State Colleges and Universities that disclosure of Directory Information is within the sole discretion of the College or University. Colleges and Universities may disclose Directory Information without the prior consent of the student only as provided herein.

The Board of Regents for Higher Education has designated the following as Directory Information:

For purposes of access by school officials of the Colleges and Universities governed by the Board of Regents for Higher Education, the following is designated as Directory Information:

- Student's legal name
- Permanent mailing address Month and day of birth Photographs
- Student identification number, User ID, or other unique identifier Email address
- Telephone number
- University or College previously attended or currently attending Dates of attendance
- Full vs. part-time student status Awards and honors
- Class standing/year
- Major, minor, concentration and/or program of study Degree(s)/Certificate(s) candidacy Degree(s)/Certificate(s) earned
- Previous Institutions attended Graduation expected/completion dates
- For purposes of access by military recruiters only, the following is designated as Directory Information (Student Recruiting Information):
- Student's legal name
- Permanent mailing address Telephone number
- Age
- Place of birth
- Class standing/year
- Major and/or program of study Degrees received
- Most recent educational institution attended

For purposes of participation in any recognized activity or sports, the following is designated as Directory Information:

- Student's preferred name
- Dates of attendance
- City and State of Residence
- Class standing/Year Recognized activity or sports team performance statistics & team position
- Photos and videos
- Awards
- Height and weight of the athlete

For purposes of disclosure to/access by the general public, the following is designated as Directory Information:

- Student's preferred name
- Permanent mailing address Photographs
- Dates of attendance
- Major, minor, concentration and/or program of study
- Degree/Certificate candidacy
- Degree(s)/Certificate(s) earned
- Awards
- Full vs. Part-time status
- Anticipated graduation date
- Graduation date
- Connecticut Community College Only - Student identification number, User ID, or another unique identifier
- Charter Oak State University Only - Email address

### Policy on Appeal by a Student for a Change in a Final Grade:

- A student who believes that an error or a palpable injustice has occurred in assigning a grade may request a change of grade, except when that grade was the result of academic misconduct. All grade appeals involving cases of academic misconduct must be pursued solely through the Academic Misconduct Appeals Process. Cases of simple error should be corrected at the instructor or chairperson stage of this process.
- During any of the following procedures, the student or the faculty member may be accompanied to the meeting by a member of the college community as an observer and/or advocate. At any point, the instructor may choose to change the grade, or the student may choose to withdraw the appeal. No change of grade without the written consent of the instructor may be made prior to the hearing by the Grades Appeal Committee (see section 8 below).
- At any step evidence to justify changing or not changing the grade may consist of attendance records; the instructor's statement of course policies and objectives distributed on the first day of class; graded examinations and/or other assignments such as written papers; creative projects; standardized tests designed to show knowledge and/or skill in the questioned area; or additional assignments, which may be made by any of the people who are being asked to change the grade.
- A student who believes a grade involved an error or a palpable injustice shall consult with the instructor of the course within three weeks after receipt of the grade or within three weeks of the first day of classes in the following semester. When a grade has been granted after the beginning of the semester (i.e., an incomplete changed to a letter grade), the conference with the instructor shall occur within three weeks after the student receives the grade. If the deadline for initiating the grade change appeal has passed because of the student's physical and/or mental incapacity, the student may ask to have the deadline waived by petitioning (as appropriate) either the vice president of Student Affairs or the dean of Continuing Education, who, after investigation, may recommend to the appropriate academic dean that the deadline be waived. Upon written approval from the academic dean, the student may appeal to the instructor and follow the normal sequence thereafter.
- If, after the consultation with the instructor, the student continues to believe that an error or palpable injustice has occurred and has not been remedied, the student shall, within two weeks, file with the chairperson of the department granting credit for the course a Grade Re-evaluation Request Form (available from the Registrar).
- Within two weeks of receipt of the Grade Re-evaluation Request Form, the chairperson will convene and preside over a meeting between the instructor and the student. If the chairperson is the instructor who originally granted the grade, or is unavailable during the time period of the request, the meeting will be convened by another department member, selected at the beginning of each academic year as the alternate convener for a departmental level Grad Re-evaluation Request. The chairperson (or alternate) shall send a decision to the student within one week of the meeting.

7. If a further appeal is sought by the student after this decision, the student shall appeal in writing within one week to the dean of the school concerned. The dean will request the chair to forward the re-evaluation form and any appended materials and will, as appropriate, either meet with the student and instructor and/or convene the Grade Appeals Committee within two weeks of receipt of the student's request. The committee shall consist of the dean of the school concerned (or designee); one teaching faculty person chosen by the University Senate for a three-year term, and one student in good academic standing chosen by Student Senate for a one-year term; and alternates for the latter two. The committee has the right to review materials, conduct investigations, and hold hearings as appropriate. Should the Grade Appeals Committee decide that a palpable injustice has occurred, it shall have the power to adjust the student's grade. After the hearing, the dean shall send the committee's decision to the student, instructor, and chairperson within one week.

8. If the instructor is deceased or cannot be located, the student may submit the Grade Re-evaluation Form to the chairperson who may deny the student's appeal, recommend a grade change to the dean in cases where error has occurred, or, if a palpable injustice may have occurred, ask the appropriate dean to convene the Grade Appeals Committee. The student, if not satisfied with the chairperson's decision, may ask the dean to convene the committee. The normal timelines for an appeal shall be followed.

9. No grade change involving instructor error or a palpable injustice shall be made at Eastern Connecticut State University except those made following the procedures stated above.

#### **Honors and Honor Societies**

1. Kappa Delta Pi (Education)
2. Omicron Delta Epsilon (Economics)
3. Sigma Delta Pi (World Languages)
4. Kappa Mu Epsilon (Mathematics)
5. Psi Chi (Psychology)
6. Delta Mu Delta (Business Administration)
7. Alpha Mu Alpha (Business Administration)
8. Omicron Delta Kappa (Leadership)
9. Upsilon Pi Epsilon (Computer Science)
10. Pi Alpha Theta (History)
11. Sigma Tau Delta (English)
12. Beta Beta Beta (Biology)
13. Pi Sigma Alpha (Political Science)
14. Alpha Upsilon Chi (Kinesiology and Physical Education)
15. Alpha Kappa Delta (Sociology)
16. Lambda Pi Eta (Communication)
17. Pi Alpha (Social Work)
18. Phi Theta Delta (Health Science)
19. Alpha Omicron Delta (Honors Program)
20. Alpha Mu Alpha (Marketing)
21. Iota Iota Iota (Women's and Gender Studies Program)
22. Omicron Delta Kappa (Finance)
23. Chi Alpha Sigma (Athletics)

**Registrar's Office:**

- Jennifer Huoppi, Registrar
- Jeff Buskey, Associate Registrar: Scheduling Officer
- Mary-Francis Ricks, Associate Registrar- Curriculum Management
- Natalie Sabino, Assistant Registrar
- Sarah Popp, Registrar Services Assistant
- Shawn Kutschker, Assistant Degree Auditor
- Dominique Cesar, Unit Supervisor
- Catherine Dubuc, Administrative Assistant

Alvin B. Wood Support Services Center, First Floor

- (860) 465-5224
- [www.easternct.edu/registrar](http://www.easternct.edu/registrar)

The Registrar's Office, located on the main floor of the Alvin B. Wood Support Services Center, maintains student academic records; assists student with class registration; determines eligibility for graduation; issues course grades; issues academic transcripts; and verifies enrollment.

**Class Cancellation:**

Each winter season brings its share of stormy weather. Eastern does not cancel classes or close the school except in extreme snow conditions. Therefore, plan on classes being held throughout the winter season.

If weather conditions necessitate canceling classes, announcements will be carried on local TV and radio stations as early in the morning as possible. Announcements regarding evening classes will be made in the afternoon. Students may also call (860) 465-4444 for closing announcements. A Connecticut toll-free number, (800) 578-1449, may be used by students living outside the local calling area.

In addition to these standard notification features, Eastern also has an automated option available to students, faculty and staff called "Eastern Alert." Using this system, subscribers can receive early morning cancellation notices via voice mail, text message, e-mail, or landline phone call. To subscribe, visit <http://www1.easternct.edu/easternalert/>.

In the event of a delayed opening of the University, any class that would have at least 45 minutes of meeting time remaining after the announced opening time will meet. Any class meeting that would have fewer than 45 minutes of meeting time after the announced opening time will not meet. For example, with a 10 AM opening, classes running from 9:30-10:45 would meet from 10-10:45.

In the event of an early closing of the University, any class that would have at least 45 minutes of meeting time prior to the announced closing time will meet. Any class meeting that would have fewer than 45 minutes of meeting time before the announced closing time will not meet. For example, with a 3 PM closing, classes running from 2:00-3:15 would meet from 2:00-3:00.

## Global Field Courses

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Chris Drewry, Director of Co-Curricular Academic Programming

Library, Room 227

**Global Field Courses** [studyabroad@easternct.edu](mailto:studyabroad@easternct.edu)

Eastern offers Global Field Courses (GFC) throughout the academic year but most often in early summer. Student participants travel as a group with other enrolled students and Eastern faculty. Trips are associated with a course and range in length from one to five weeks. GFC programs serve a growing population of students not able to spend an entire semester or academic year abroad. To study in another country for a semester or a year, please, visit:

<https://www.easternct.edu/global-studies/>





**Department Chairs and Secretaries**

<b>Arts &amp; Sciences</b>	Dean's Office		
Dr. Emily Todd, Dean	(860) 465-5295	<a href="mailto:todde@easternct.edu">todde@easternct.edu</a>	Webb Hall-Room 264
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Beth Leslie, Administrative Assistant	(860) 465-5371	<a href="mailto:leslieb@easternct.edu">leslieb@easternct.edu</a>	Webb Hall-Room 259
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<b>Art &amp; Art History</b>			
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Maeve Doyle, Assistant Chair	(860) 465-4345	<a href="mailto:doylemae@easternct.edu">doylemae@easternct.edu</a>	FAIC-Room 319
Robin Marrotte, Secretary	(860)-465-0197	<a href="mailto:marrotter@easternct.edu">marrotter@easternct.edu</a>	FAIC- Room 317
<b>Biology</b>			
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<b>Business Administration</b>			
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<b>Communication, Film and Theater</b>			
Kristen Morgan, Chair	(860) 465-5058	<a href="mailto:morgankr@easternct.edu">morgankr@easternct.edu</a>	FAIC Room- 229
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<b>Computer Sciences</b>			
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Dana Drouin, Secretary	(860) 465-4530	<a href="mailto:drouind@easternct.edu">drouind@easternct.edu</a>	Webb Hall-Room 124
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	4510		168
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<b>Sociology/Anthropology/Criminology/Social Work</b>			
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Marsha Cwikla, Secretary II	(860) 465-4550	<a href="mailto:cwiklam@easternct.edu">cwiklam@easternct.edu</a>	Webb Hall-Room 421
<b>World Languages &amp; Cultures</b>			
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Lisa Centola, University Assistant	(860) 465-4571	<a href="mailto:centolal@easternct.edu">centolal@easternct.edu</a>	Webb Hall-Room 223



Go to [Academic Misconduct - Eastern](#) for information on the Academic Misconduct Report.

Disciplinary sanctions that may be imposed by the University include, but are not limited to, any of the following or any combination of the following: expulsion, suspension, disciplinary probation, disciplinary warning, residence hall separation, residence hall probation, and residence hall warning. In cases in which sanctions are imposed for offenses involving damage to, destruction of, or misappropriation of property, agreement by the accused student to make restitution may constitute grounds for mitigation of any sanction imposed.

**Alcohol and/or Drug Assessment:**

Students who have been found responsible for violating the Eastern restrictions against alcohol or drugs may be required to meet with the Office of Wellness Education and Promotion, the Office of Counseling and Psychological Services, or to complete an online alcohol education program. Depending on the circumstances of the violation(s), sanctions other than those listed above may be imposed. The University reserves the right to impose sanctions not delineated herein as is appropriate.

**Parental Notification:**

One of the ways the University has implemented to work more closely with parents/guardians is through a parental notification policy. The Family Educational Rights and Privacy Act (FERPA) permit colleges and universities to inform the parents/guardians of students under the age of 21 when a student is found in violation of university alcohol or drug rules. The Student Conduct Office will notify parents/guardians of students less than 21 years of age when a student is found responsible for violations of the University's alcohol and/or drug policies. This notification will typically be done verbally or in writing. If the parent is present at the student conduct proceeding or if it is known that the parent is aware of the incident, the University may not send a notification letter as these circumstances meet the notification standard. Eastern Connecticut State University will continue to encourage students found responsible for violations to also inform their parents of the incident and the subsequent consequences.

Students who are emancipated have the responsibility to provide the Student Conduct Office with the necessary documentation prior to a finding of responsibility in order for the parental notification to not occur. This is the sole responsibility of the student and a lack of appropriate notification from the student will result in the notification being sent to the permanent address. Although the University will not contact parents/guardians of students who are 21 years of age or older, we will certainly encourage them to do so on their own.

## Good Samaritan Statement

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The overarching priority of Eastern Connecticut State University with respect to alcohol and other drugs is to ensure the safety and well-being of our students. Eastern expects students to abide by laws and University policies regarding alcohol and drug possession and consumption. However, the University acknowledges that there may be times when students face medical emergencies involving excessive drinking and/or drug use.

In an effort to promote responsible student behavior and to respect the health and welfare of all members, Student Conduct will consider whether a student sought medical assistance for a person in need. If an individual reaches out to a campus authority (911, Resident Assistant, Hall Director) for medical assistance for themselves or another, they may not be subject to the typical conduct sanctions for a violation of the alcohol and drug policy, as long as they comply with all assessments and follow-up required by Student Conduct. **The student in need of emergency and/or medical attention may not be subject to disciplinary action for being impaired. They may however, be required to participate in services offered by the Office of Wellness Education and Promotion.**

This Good Samaritan statement applies only to cases where there is a legitimate concern for someone's well-being as a result of excessive alcohol or drug use. Additional infractions occurring simultaneous to the alcohol or drug use will be adjudicated separately.

## Student Conduct

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Dwayne Cameron, Director of Student Conduct  
Alvin B. Wood Support Services Center, Room 207

Phone: (860) 465-0063

<http://www.easternct.edu/student-conduct/>

The Office of Student Conduct is located on the second floor of the Alvin B. Wood Support Services Center in room 207. Our role is to foster ethical student development and personal responsibility through enforcement of the Connecticut State University (CSU) Student Code of Conduct. Students who are alleged to have violated the BOR/CSU Student Code of Conduct are asked to meet with the Student Conduct staff to discuss the incident. In some instances, students may be required to attend a formal hearing. Further information regarding Student Code of Conduct can be found in the student handbook or on the Student Conduct website.



## Student Conduct Hold Policy

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If a student fails to complete any assigned sanction(s), a conduct hold may be placed on the student's record. The hold will not be removed until all required active sanctions have been completed.

If a conduct hold is placed on the student's record, they will not be able to register for classes, or if already registered, the classes will be cancelled unless the hold is cleared before the start of the term. In addition, a hold will also interfere with the student's status at the University. Students with conduct holds on their records are not eligible for on-campus housing and will have their housing assignment cancelled.

Students who do not complete their sanction(s) in a timely manner are also subject to further disciplinary action.

Holds are not lifted immediately upon receipt of the outstanding sanction(s). Staff will review the sanction and determine if it has been completed. This review may take up to 5 business days to complete.

Eastern Connecticut State University Policy and Procedures Statement in Accordance with The Family Educational Rights and Privacy Act of 1974.

It is the policy of Eastern Connecticut State University to respect the rights and privacy of students in accordance with federal regulations published by the Department of Health and Human Services for enforcing the Family Educational Rights and Privacy Act of 1974 (FERPA). As a result of the legislation, the student is guaranteed certain rights and safeguards.

**Parental Notification:**

One of the ways the University has implemented to work more closely with parents/guardians is through a parental notification policy. The Family Educational Rights and Privacy Act (FERPA) permits colleges and universities to inform the parents/guardians of students under the age of 21 when a student is found in violation of university alcohol or drug rules. The Student Conduct Office will notify parents/guardians of students less than 21 years of age when a student is found responsible for violations of the University's alcohol and/or drug policies. The notification will typically be done verbally or in writing. If the parent is present at the student conduct proceeding or if it is known that the parent is aware of the incident, the University may not send a notification letter as these circumstances meet the notification standard. Eastern Connecticut State University will continue to encourage students found responsible for violations to also inform their parents on the incident and the subsequent consequences.

Students who are emancipated have the responsibility to provide the Student Conduct Office with the necessary documentation prior to a finding of responsibility in order for parental notification to not occur. This is the sole responsibility of the student and a lack of appropriate notification from the student will result in the notification being sent to the permanent address. Although the University will not contact parents/guardians of students who are 21 years of age or older, we will certainly encourage them to do so on their own.

## Policy on Academic Misconduct

At Eastern Connecticut State University, we value personal integrity as fundamental to our interactions with each other. We place special weight on academic honesty in all of our intellectual pursuits because it is a value fundamental to academic life and scholarly practice. All members of the University community are obligated to uphold high standards of academic honesty in their scholarship and learning, and this obligation extends to students.

### Instructor's Role:

Instructors should inform their students in the course syllabus and during class time of course specific requirements and the penalties, the faculty may impose for academic misconduct as informed by their professional judgment. Instructors should also refer students to the definition of academic misconduct in the BOR/CSU Student Code of Conduct.

### Student's Role:

Students are expected to take personal responsibility for their intellectual work and to respect and acknowledge the ideas of others. Academic honesty means doing one's own work and giving proper credit to others whose work and thoughts are drawn upon. 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. Students may not engage in any form of academic misconduct and are responsible for learning how to present the ideas of others in their own work and avoid all other forms of academic misconduct. For current documentation practices, consult the instructor or a style manual (e.g., APA, MLA).

The BOR/CSU Student Code of Conduct definition of academic misconduct includes, but is not limited to, plagiarism, cheating, and acts of dishonesty. Academic misconduct may take many forms. The following list of behaviors is intended to represent the types of acts that constitute violations of this policy.

Although the list is extensive, it should not be regarded as all-inclusive. It includes the following actions unless such actions are explicitly authorized by the instructor:

### Examinations:

- Copying from another person's paper or receiving any unauthorized assistance in taking examinations or any other form of academic evaluation (e.g., tests, quizzes);
- Knowingly allowing another person to copy from one's own examination or any other form of academic evaluation;
- Use of unauthorized materials or devices during an examination or any other form of academic evaluation (e.g., use of signals, notes or additional materials such as books, calculators, or other electronic devices) during an examination when the instructor has not approved their use;
- Giving or receiving unauthorized information prior to, during, or after an examination;
- Use of another person as a substitute, or acting as a substitute for another person, in any form of academic evaluation;
- The acquisition or distribution of improperly obtained examinations or other forms of academic evaluation (e.g., stealing examinations before the test period or taking a copy of an examination from a testing room without the permission of the instructor). Examinations that have been provided by an instructor are legitimate study tools.

**Improper Behavior:**

- Unauthorized collaboration in the preparation of materials to be submitted for academic evaluation (i.e., working with another student on an assignment when the instructor has not explicitly authorized working together.)
- Unauthorized recording of lectures or unauthorized distribution of faculty materials;
- Submission of the same work, or substantially similar work, in more than one course without the prior consent of the evaluating instructors in all courses;
- Disruptions in classrooms, labs, or research and study areas; any conduct or actions that grossly or persistently interfere with the academic process. See the BOR/CSU Student Code of Conduct.
- Theft, alteration, or destruction of the academic work of other members of the community or of the educational resources, materials, or official documents of the University.
- Students who witness any act of academic misconduct by other students are required to inform the faculty member of that misconduct.

**Falsification or Misuse of Academic Information:**

- Falsification or misrepresentation of one's own academic record or that of anyone else (e.g., altering a transcript for admission, hacking into the University's computer system for any reason, having another student take an examination in one's place, or signing someone else's name on an attendance sheet);
- Unauthorized use of information in University computer records or the computer files of other students (see CSU Policy Statement on Student Use of University Computer Systems and Networks);
- Using unauthorized materials or fabricated data in any academic exercise (e.g., falsifying data in a research paper or laboratory activity or conducting research on human or animal subjects without approval by the appropriate panel or supervisor).

**Plagiarism:**

- Copying sentences, phrases, paragraphs, tables, figures or data directly or in slightly modified form from a book, article, Internet site or other published or unpublished source, or adapting the ideas of another authority without following acceptable forms of citation (i.e., quotation marks, endnotes, footnotes, parenthetical notes, and/or other contextual information);
- Using or buying a paper written by someone else for the purpose of turning it in as one's own work;
- Selling or lending papers for the purpose of violating academic misconduct policies. This may also be a criminal offense; cf. Connecticut General Statutes;
- Submission of the same work, or substantially similar work, in more than one course without the consent of the evaluating instructors in all courses;
- Failure to follow discipline-specific standards of citations (e.g., APA, MLA).

**Fabrication or alteration of data:**

When any material is borrowed from another person, the source must be cited according to some academically accepted standards (e.g., APA, MLA, etc.). There are three ways in which other writers' materials may appear in the work of another:

1. by putting quotation marks around short passages that are borrowed verbatim (word for word) or by setting off from the text, without quotation marks, longer quotations (more than three sentences).
2. by précis (i.e., condensing part of a writer's argument).
3. by paraphrase (i.e., interpretation of a writer's ideas).

All three must be acknowledged formally, either in the text or with footnotes, according to the style required by the instructor.

#### **CONSEQUENCES OF ACADEMIC MISCONDUCT:**

The purpose of imposing sanctions for violations of the Academic Misconduct Policy is to uphold the academic integrity of our campus community, but also to provide an opportunity to use appropriate sanctions as a means of educating students and fostering their academic development. These actions are based on the philosophy that students' learning and associated behavior extend beyond the scope of the classroom to the broader Eastern community. Incidents of academic misconduct can range in severity from minor violations to major violations. Instructors determine sanctions according to their professional judgment as to the severity of the misconduct. Faculty members may decide to handle minor cases informally. In such cases, it is suggested that the faculty member document the incident.

When a faculty member determines that a case of academic misconduct warranting a sanction has occurred, that faculty member will document the incident, meet with the responsible student to discuss the issue, and inform the student of the sanctions imposed as a result of the misconduct. Should the faculty member be unable to meet with the student, a designee (e.g. faculty member's department head) may be appointed. The student will receive a copy of the Academic Misconduct Report and all supporting materials at the meeting with the faculty member. After this meeting, the student has five university calendar days to appeal the faculty member's findings to the Academic Misconduct Committee.

If, after reasonable, documented efforts to meet with the student, the student fails or refuses to attend a meeting with the faculty member or their designee, the faculty member will submit all materials to the Director of Student Conduct. Academic Misconduct Reports will not be accepted by the Director of Student Conduct until the faculty member has met with the student or has provided written documentation of reasonable efforts to do so. The Director of Student Conduct will return to the faculty member any Academic Misconduct Report that does not satisfy this requirement.

#### **Sanctions the faculty member may impose include, but are not limited to:**

- Assigning a revision of the material
- Assigning a reduced grade for the material being evaluated
- Assigning additional course work
- Assigning a grade of "F" for the material being evaluated
- Assigning a grade of "F" for the course

In all cases where the sanction is a failing grade for the course, the faculty member is required to submit a copy of an Academic Misconduct Report and all supporting materials to the Director of Student Conduct within three university calendar days of the meeting with the student. The Director of Student Conduct will maintain a file on all students who have received at least one referral from a faculty member for academic misconduct. When a student has accumulated two referrals resulting in failing grades in those courses, or three referrals with any sanction, the Director of Student Conduct will convene the Academic Misconduct Committee to consider additional sanctions against the student.

When a student receives a failing grade for a course due to academic misconduct, the Registrar's Office will place an F on the student's transcript. The student will not be allowed to withdraw from the course and the grade of F will not be changed, even if the student withdraws from the University.

**Optional Additional Steps/Appeals:**

Action taken on issues relating to academic misconduct that go beyond the faculty/student meeting will be handled solely by the Academic Misconduct Committee. Grade issues relating to cases that do not involve academic misconduct are to be pursued through the Grade Appeals Committee. Cases relating to instances of academic misconduct do not fall under the jurisdiction of the Grade Appeals Committee and cannot be appealed to that Committee.

The Academic Misconduct Committee will be convened if one of the following events occurs:

1. If the faculty member believes the imposition of additional sanctions against the student is appropriate.
2. If the student disagrees with the finding of academic misconduct made by the faculty member, the student may appeal to the Committee. In cases where the student appeals but the faculty member does not request additional sanctions, the Committee will not have the option of imposing additional sanctions on the student.
3. When a student has accumulated two referrals to the Director of Student Conduct that has resulted in failing grades for those courses, or three referrals with any sanction imposed, the Committee will be convened to consider additional sanctions against the student.

In cases where there is no student appeal of faculty request for additional sanctions, paper records of the case will be forwarded to the Director of Student Conduct to be stored in the student's file.

In cases of a student appeal or faculty member request for additional sanctions, the Director of Student Conduct will convene the Academic Misconduct Committee to hear the case. When the requisite number of referrals pertaining to an individual student has accumulated, the Director of Student Conduct will also convene the Committee to consider appropriate sanctions. Normally, hearings will be scheduled within 14 university calendar days of the initial filing.

The University shall make a recording of the hearing. The recording shall be the property of the University. No other recordings shall be made by any person during the hearing. Upon request, the Accused Student may review the recording in a designated University office in order to prepare for an appeal of the decision rendered by the Hearing Body. Further disclosure of the recording shall be governed by applicable state and federal law.

The Academic Misconduct Committee will consist of three full-time faculty members chosen by the University Senate, one student chosen by the Student Government Association, and the Dean of Students or a representative chosen by the dean. The Director of Student Conduct will serve as a facilitator at all hearings. The faculty member and the student will be allowed to provide any evidence relevant to the case, including witnesses, at the hearing.

**After each hearing, the Committee may:**

1. Find sufficient evidence of academic misconduct, and:

- a. terminate the student appeal without applying additional sanctions (if the case was appealed by the student without a request for additional sanctions by the faculty member). The Committee may impose additional sanctions if requested by the faculty member;
- b. impose any additional sanctions the Committee believes are warranted (if a student has accumulated the requisite number of referrals or a faculty member has requested additional sanctions pertaining to a single incident).

2. Find there is insufficient evidence of academic misconduct and reverse the sanction imposed by the faculty member.

If the Committee finds that additional sanctions against a student are appropriate, the Committee may:

1. Place the student on Academic Misconduct Probation. This probation will last for an amount of time determined by the Committee and will be monitored by the Director of Student Conduct. Any future violation of the Academic Misconduct Policy by the student while on probation will result in an automatic suspension from the University unless the Committee deems an alternative sanction is more appropriate. The length and the beginning date of this suspension will be determined by the Committee.

-Suspension from the University. The length and the beginning date of this suspension will be determined by the Committee.

2. Expulsion from the University.

This list is not exhaustive and the Committee may impose other sanctions it deems appropriate on a case-by-case basis.

The decision of the Academic Misconduct Committee will be provided in writing to the faculty member and the accused student within 10 university calendar days after the hearing. Any additional sanctions to be imposed by the board will be indicated in this written notice.

Additional sanctions are those sanctions imposed by the Academic Misconduct Committee independently and on top of any sanctions already imposed by the professor (such as an F for the course). A student who is found responsible for academic misconduct and is the subject of added sanctions as imposed by the Academic Misconduct Committee may appeal the additional sanctions to the Vice President for Academic Affairs. Students who wish to file an appeal must directly notify the Vice President for Academic Affairs in writing within 10 university calendar days of the receipt of the findings.

If an appeal is filed, any additional sanctions shall be held in abeyance pending the review and final decision of the Vice President for Academic Affairs.

The Vice President for Academic Affairs shall consider and make a determination as to the fit of the additional sanctions as appropriate to that case. The Vice President for Academic Affairs is the last agent of appeal within the University and has the following two options:

1. The Vice President for Academic Affairs may find the additional sanctions appropriate and compose a letter to the student rejecting the appeal with a copy to the Academic Misconduct Committee.

2. The Vice President for Academic Affairs may find the additional sanctions not appropriate and compose a letter to the student attenuating and/or eliminating the sanctions with a copy to the Academic Misconduct Committee.

The Vice President for Academic Affairs will conduct the review and notify the student and the Academic Misconduct Committee of the final decision of that office within 30 calendar days of the filing of the appeal.

As a result of the appellate review process, the Vice President for Academic Affairs shall not compose or enact any additional sanctions that exceed those assigned or originated by the Academic Misconduct Committee.

#### **GENERAL APPEALS**

The decision rendered by the Academic Misconduct Committee may be appealed to the Vice President for Academic Affairs, who shall review the record of the hearing, including any and all documents presented to the Academic Misconduct Committee (e.g., syllabus, submitted work). An appeal shall be in writing and shall be delivered to the Vice President for Academic Affairs within 10 university calendar days of receipt of the Academic Misconduct Committee's written decision.

An appeal may be brought on any of three grounds: (a) a claim that error in the hearing procedure substantially affected the decision; (b) a claim that new evidence or information material to the case was not known at the time of the hearing; and/or (c) a claim that the academic sanction imposed has resulted in a palpable injustice.

The Vice President for Academic Affairs will conduct the review and notify the student and the Academic Misconduct Committee of the final decision of that office within 30 calendar days of the filing of the appeal.

The Vice President for Academic Affairs shall have the right to deny an appeal not brought on any of the foregoing grounds. The decision rendered by the Vice President for Academic Affairs shall be final and there shall be no further right of appeal.



**Eastern Connecticut State University  
Alcohol and Drug Policy**

**1 - Alcohol on Campus:**

- 1.1 The University permits the serving of alcohol in accordance with Connecticut State Statutes at appropriate events and locations as defined in this policy.
- 1.2 Any alcoholic beverages must be furnished by the University's approved food service contractor, or be individually purchased for private consumption by students residing in the approved 21+ residence halls in accordance with guidelines established for that area.
- 1.3 Alcohol is prohibited on University property with the exception of approved dates, times and/or locations as outlined by this policy.
- 1.4 Consumption or possession of alcoholic beverages by students or guests is prohibited in campus housing/residential facilities except for students residing in the approved 21+ residence areas.
- 1.5 Consumption or possession of alcoholic beverages at any intramural or intercollegiate athletic activity is expressly prohibited.
- 1.6 Common source alcohol containers (such as, but not limited to, kegs, beer balls, punch bowls, and wine boxes) are prohibited unless being served by the University's approved food service contractor.

**2 - Permissions:**

- 2.1 Any event which includes the service of alcoholic beverages must receive permission from the appropriate source.
  - 2.1.1 Staff or departmental social functions involving the use of alcoholic beverages in campus buildings require the advanced approval of the University President and appropriate Vice President or Dean.
  - 2.1.2 All requests for student-sponsored activities at which alcoholic beverages will be used on campus grounds must be approved by the organization's advisor, the Director of Student Activities and the Vice President for Student Affairs. Approval must be submitted to the Director of Food Services at least three weeks in advance of the event.
  - 2.1.3 All requests for activities involving the consumption of alcoholic beverages by non-college affiliated groups held on campus grounds must be submitted to the University Events Coordinator in the Office of Institutional Advancement.
- 2.2 Approval of alcoholic beverages is contingent upon the following minimum criteria:
  - 2.2.1 The sponsoring organization is required to arrange with the Director of Public Safety for the provisions of adequate security at any event where alcoholic beverages are being consumed.
  - 2.2.2 Any event where alcoholic beverages are served must also make available food and non-alcoholic beverages. There must be a sufficient quantity to last the duration of the event.
  - 2.2.3 Alcohol may not be the main focus of any proposed event-based upon alcohol amounts, duration, costs, etc.
- 2.3 All activities, whether on or off-campus, must be in accordance with the State of Connecticut's legal drinking age law.
- 2.4 Failure to comply with the stipulations set forth in this document will result in the cancellation of an event and will be subject to further action by the University.

**3 - Drug Abuse:**

- 3.1 The unprescribed use, possession, sale, purchase, distribution of any controlled substance to include, but not limited to, marijuana, cocaine, amphetamines, heroin, hallucinogens, barbiturates and paraphernalia, is a violation of the laws of the State of Connecticut and is therefore subject to disciplinary action and possible criminal prosecution.
- 3.2 Student-Athletes must abide by the rules and regulations set forth by the NCAA, the CSU system and the University policies. These rules prohibit the use of anabolic steroids, caffeine, amphetamines, and other drugs as ergogenic aids. See the Student-Athlete Handbook for a complete description of the alcohol, drug, and testing policies.
- 3.3 Smoking is actively discouraged and is restricted to designated areas only (at least 40 feet from all buildings).

**4 - Individual Rights and Responsibilities for the Alcohol and Drug Policy:**

- 4.1 At no time may anyone not of legal drinking age purchase, possess, consume, or offer alcoholic beverages on the Eastern campus or at any Eastern-sponsored activity on or off-campus.
- 4.2 All students are responsible for the behavior of their guests. All guests are subject to all University policies and regulations.
- 4.3 Any intoxicated individual who engages in high-risk behavior which threatens the health or safety of another individual, themselves, or property is subject to disciplinary action.
- 4.4 All members of the University must be able to produce current University identification and proof of age at the events where alcoholic beverages are served.
- 4.5 In no case shall the use or abuse of alcohol or illegal drugs be accepted as an excuse or justification for the violation of University rules or regulations.
- 4.6 All students who are present during any violation of the policies herein are subject to disciplinary action as a result.
- 4.7 Violations of the alcohol and drug policy are subject to sanctions as delineated in BOR/CSCU Student Code of Conduct. [BOR/CSCU Student Code of Conduct - 2.1 StudentCodeofConduct.pdf](#)

## Student Code of Conduct

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[Click Here](#) to view the Student Code of Conduct.

**If you are a student or former student:**

- You must provide us with a completed and signed Dean Certification/Disciplinary Release form well in advance of your deadline. Forms will not be completed immediately. Forms will be available for pick-up or mailed (provided you have included a pre-addressed, stamped envelope) five business days after the form is delivered to Student Conduct. Incomplete requests or requests received without a stamped envelope will not be processed.
- If the institution you are applying to requires that our office mail it directly to them, you must provide a stamped and addressed envelope when you drop off your form. If you do not provide an envelope, you may pick up your paperwork after five business days.
- In lieu of a form, you can provide a pre-addressed and stamped envelope and a letter that includes the following:
  - Your full name as it was while you were a student at Eastern Connecticut State University;
  - Your student ID number and/or date of birth;
  - Your current mailing address and phone number;
  - The names and addresses of the schools or institutions to which you want your conduct information mailed.

Student Conduct will not fax Dean Certification/Disciplinary Release forms. This is the responsibility of the student.

**For background checks, if you are with a government agency or if you are a private contractor:**

- Typically, we will not be able to provide you with information immediately.
- You will need to leave your paperwork/forms with Student Conduct along with your business card. You will be called back with the results when they are ready. This may not be the same business day.
- Whether you notify us of your request via telephone, fax or by visiting our office in person, you need to choose one method of obtaining this information and remain consistent. For example, if you must make personal contact with our office, do not also fax or call our office. Multiple requests for the same information may cause delays.

Office of Student Conduct  
Wood Support Services Center, Room 207  
Eastern Connecticut State University  
83 Windham Street  
Willimantic, CT 06226  
Phone: 860-465-0063  
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[camerondw@easternct.edu](mailto:camerondw@easternct.edu)



The universities comprising the Connecticut State Universities are committed to supporting the health and well-being of their students. The universities provide a wide range of counseling services to address the mental and physical health needs of their students, including counseling, psychiatric services, consultation, and referral assistance. The goal of the universities is to enable each and every student to function fully as a member of the academic community.

Students are permitted to take voluntary leaves of absence for physical or mental health reasons. If a student so requests, the Student Health Services or Counseling Center will assist a student in determining whether to take a voluntary medical leave of absence and in arranging that leave. A student on a voluntary medical leave of absence may maintain contact with, and may visit, campus friends and teaching, residence, counseling, and administrative staff.

However, occasionally students experience medical, psychiatric or psychological conditions which cause them to pose a threat to the well-being of themselves or others. Should such a circumstance arise, and should the student refuse to take a voluntary leave of absence from the university, an involuntary medical leave of absence may be recommended by a physician or therapist on the staff of the Student Health Services or the Counseling Center.

A student may be placed on an involuntary medical leave of absence if it is determined that he or she poses a significant risk to the health or safety of himself or herself or to the health or safety of others. Such a determination may be based on evidence that a student has threatened or attempted suicide or has threatened, attempted or inflicted other serious bodily harm upon him or herself, has threatened, attempted or engaged in homicidal or other violent behavior towards others in the community, or has exhibited behavior which poses a significant threat to his or her health and well-being.

The following procedures shall be followed in imposing an involuntary medical leave of absence:

1. When in the opinion of a professional member of the staff of the health or counseling center an involuntary medical leave of absence should be imposed, the recommendation for the imposition of such a leave of absence shall be presented as soon as possible to the chief student affairs officer or to his or her designee. The reasons supporting the recommendation shall be set forth therein.
2. Upon receipt of the recommendation, the chief student affairs officer shall confer with other university personnel, if appropriate. The chief student affairs officer shall also, if possible, notify the student that the recommendation has been received and shall advise the student, in writing, that he or she has three (3) business days within which to schedule a meeting to confer with the chief of student affairs officer and present additional documentation for consideration.
3. During the meeting, the chief student affairs officer shall discuss with the student the circumstances giving rise to the recommendation, the implications of voluntary and involuntary leaves of absence, and the procedures for returning from an involuntary leave. If appropriate, the chief student affairs officer shall suggest to the student that he or she voluntarily take a leave of absence from the university. The affected student may be accompanied during the meeting with the Vice President of Student Affairs by a support person of his or her choosing. The support person shall not be entitled to speak during the meeting.
4. If, at the conclusion of the meeting, the chief student affairs officer determines that an involuntary medical leave of absence should be imposed, or if no meeting is requested by the student in accordance with section 2 above, the involuntary leave shall be imposed. The chief student affairs officer shall notify the student in writing of the imposition of the involuntary leave of absence. The notice shall advise the student of the anticipated duration of the involuntary leave (which shall be, at a minimum, the remainder of the semester if the involuntary leave is imposed for mental health reasons) and the conditions under which the student may seek to return from involuntary leave. The notice shall also advise the student that during the period of the involuntary leave, he or she may visit the campus only with the prior written authorization of the chief student affairs officer.
5. With the consent of the student, or when deemed appropriate to do so and in accordance with the university's student records policy and applicable state and federal law, the chief student affairs office may notify a parent, guardian, or spouse of the leave and may request that a parent, guardian, spouse, or other appropriate person make arrangements to remove the student from the university.
6. A student may appeal the imposition of an involuntary medical leave of absence to the President or his or her designee. However, at the direction of the chief student affairs officer, the leave of absence may remain in effect pending the outcome of the appeal. A student wishing to appeal the imposition of an involuntary leave must do so in a written letter of appeal, delivered to the President within three (3) business days of receipt of the notice of imposition of the leave. The letter of appeal shall set forth the reasons why the student believes that the imposition of the leave is not warranted. After reviewing the letter of appeal, the President, or his or her designee, may meet with the student and consult with the chief of student affairs officer and other university officials, as he or she deems necessary. The decision of the President or his or her designee shall be final.
7. A student who has been placed on a medical leave of absence, whether voluntary or involuntary, shall be eligible to return to the university according to the following:
  - a. A student placed on an involuntary medical leave of absence may request to return to active status on or after a date that has been specified at the time the involuntary leave is imposed. Normally, involuntary leaves are imposed for a minimum of one (1) semester, but no longer than a full calendar year. In unusual cases, and if requested by the student, an involuntary medical leave of absence may be extended to for the duration for two (2) academic years. In the event the student is unable to return within the two-year maximum limit, the student shall lose matriculation status. Should a student lose matriculation status, reentry to the university may only be achieved by reapplying for admission to the institution, being accepted for admission, and entering the university on the terms and conditions, including academic requirements, set forth in the applicable catalog in effect at the time of admission.
  - b. A request to return from an involuntary medical leave of absence may only be made during the 30-day period immediately preceding the beginning of the semester in which the students seek to enroll.
  - c. A student who wishes to return to the university shall:
    - (i) Notify the university health or counseling services of his or her desire to return and the specific semester for which the reentry is sought.
      - (A) In the case of a physical health condition, the student shall notify the Student Health Service.
      - (B) In the case of a mental health condition, the student shall notify the Counseling Center.
    - (ii) Provide written documentation to the health or counseling service that the condition which led to the imposition of an involuntary medical leave of absence has been treated by a licensed health care provider. The documentation shall consist of a written record, signed by the treating health care provider, indication: date of original visit; diagnosis; treatment; compliance and adherence with treatment plan; assessment of any need for on-going medical/psychiatric supervision or treatment; and any recommendation regarding the readiness of the student to return to the university. The documentation must not be initiated more than thirty (30) days prior to the beginning of the semester within which the student seeks to re-enter the university.
  - d. Upon receipt of the documentation outlined above, the university, through either the office of the Student Health Service or the Counseling Center, as applicable, will
    - (i) Initiate a timely review of the student's request and the supporting documentation provided by the treating health care provider;
    - (ii) Conduct a re-entry assessment conference with the student and a qualified staff member from the Student Health Service or the Counseling Center, who shall not be the same individual as previously provided direct service care to the student;
    - (iii) Conduct a re-entry assessment conference with the Director of Residence Life (or his or her designee), in the case of students who are seeking on-campus housing;
    - (iv) As necessary and if warranted, consult via e-mail or phone with the health care provider who provided the supporting documentation, for purposes of coordinating a continuing treatment plan and addressing any conditions which may be imposed upon re-entry;
    - (v) Forward a recommendation to the chief student affairs officer (or his or her designee), relative to the student's preparedness to reenter the university community. This recommendation may include conditions which are designed not only to support the student in a successful reentry transition, but also to safeguard the university community. Conditions which may be imposed include but are not limited to: restrictions on full-time or part-time status in the semester of return; restrictions on housing eligibility; limitations in course registration options; and requirements set forth in a behavioral contract. No condition shall be assigned which is punitive in intention.
  - e. The chief of student affairs officer (or his or her designee) will consider the recommendation, consult with those who prepared the recommendation, and if needed, arrange a personal interview with the student and/or request a consultation with the dean/chair of the student's major department.
  - f. The chief student affairs officer will, based on the totality of the information available, including the student's prior academic history, make a decision on the reentry request.

The student will be informed of the decision in writing.

g. In the event the request is denied, the student will be informed of the reasons for that denial and be advised as to what he/she will be required to do before another request for re-entry will be entertained.

h. In the event the request is granted, the student will be informed in writing, and any conditions which are being assigned (see subsection d(v) above) shall be outlined fully for the student, including the date on which the conditions shall no longer apply.

i. The decision of the chief of student affairs official shall be final.

- [Sexual Misconduct, Sexual Assault and Intimate Partner Violence Policy](#)

1. The campus Parking Appeal Committee hears appeals concerning parking tickets issued by the University Police.
2. The campus Parking Appeals Committee members represent a wide cross section of the university community including representatives from teaching and administrative faculty, university administration, university police and student government.
3. The appeal process shall be initiated by filing a Campus Parking Appeal Form within ten business days of the issued ticket. Copies of this form are available at the University Police Department or online at [https://www.easternct.edu/police/documents/form\\_parking\\_appeal\\_online.pdf](https://www.easternct.edu/police/documents/form_parking_appeal_online.pdf) and should be completed and submitted to the Police Department.



### **CAMPUS THREAT ASSESSMENT**

In accordance with Public Act 13-3, Eastern Connecticut State University has established a trained threat assessment team. Threat Assessment Team members include the Vice President for Student Affairs, Provost/Vice President for Academic Affairs, Vice President for Finance and Administration, Vice President for Equity and Diversity, Director of Public Safety and the Director of Counseling and Psychological Services.

This team has two important functions:

The first is to heighten awareness by all faculty and staff regarding potentially at-risk students and other individuals on campus through effective educational strategies. The University recognizes this concept as an important safety measure designed to educate faculty and staff on how to recognize and respond to students and other individuals who may be at risk of harm to themselves or others.

The second is providing a practical, strategic and coordinated approach to threat assessment. Once receiving information of a potential threat, the team shall identify, investigate, assess, and manage any interpersonal or behavioral threat to the safety and wellbeing of campus students, faculty, staff and visitors. Counseling and Psychological Services, the Student Intervention Team or the Human Resources Office will notify the Threat Assessment Team of threatening or violent behavioral issues brought to their attention.

The Threat Assessment Team strives to intervene in issues before they evolve into a crisis. Team members have received specific threat assessment training which allows them to carry out security protocol identified in the Critical Incident Management Plan. The Team has adopted a systematic process to address campus risks, and seeks to identify and prioritize the most significant issues before conducting a causal evaluation and engaging in coordinated intervention. The Threat Assessment Team will not only address specific threats, but also general risks and identified vulnerabilities.

### **RECOGNIZING THE WARNING SIGNS OF THREATENING OR VIOLENT BEHAVIOR**

As a member of the Eastern Connecticut State University community you may come in contact with individuals experiencing personal distress or difficulties coping with university life, academic, work related or personal issues. These individuals may reveal problems to you through personal communication or indirectly by their general behavior.

While there is no exact method to predict when a person will become violent, an individual may display one or more warning signs before engaging in violent behavior. While these signs do not necessarily indicate that an individual will become violent, this type of behavior should trigger concern as they are usually exhibited by people experiencing stress or interpersonal problems. Research has indicated that individuals who consider carrying out targeted violence don't just "snap." Most will exhibit signs or triggers:

- Plan or prepare for the act.
- Consider the act before hand.
- Discuss the act with others.
- Demonstrate troubling behavior to others.
- Appear desperate or verbalize desperation prior to an attack.

Please be aware that the behavior(s) identified above call for your action and support. It is very important to emphasize that everyone has a role in promoting campus safety.

### **HOW TO REPORT THREATENING OR VIOLENT BEHAVIOR**

#### **Immediate and Readily Apparent Threatening or Violent Behavior**

Report the following immediately by dialing 911

- Any immediate and readily apparent threatening behavior or violent actions.
- If you believe someone is in imminent danger of harming themselves or others.

#### **Suspected or Potential Threatening or Violent Behavior**

- Student Intervention
  - If you are concerned about a student, but it is not an imminent dangerous situation, call the Dean of Students Office at (860) 465-5247 or (860) 465-4412.

Complete the "Tell Somebody" online report form at [Tell Somebody Report \(T.S.R.\) \(maxient.com\)](https://maxient.com/Tell-Somebody-Report-T-S-R) to provide detailed information on any behavioral matter that is concerning you and should be reviewed.

- Employee Intervention (or others)
  - To intervene on behalf of someone who is not an imminent danger to themselves or others but is displaying signs or triggers that they may need help, contact your immediate supervisor or call the Human Resources Office at (860) 465-5228.

Complete the "Tell Somebody" online report form at [Tell Somebody Report \(T.S.R.\) \(maxient.com\)](https://maxient.com/Tell-Somebody-Report-T-S-R) to provide detailed information on any behavioral matter that is concerning you and should be reviewed.

When reporting potentially threatening or violent behavioral issues please make every attempt to provide the information below. Using the "Tell Somebody" online report will help guide you through the process.

- Identity of the individual who may need assistance.
- The demeanor or specific behavior of the individual.
- Possible triggers for the behavior.
- Where the incident took place.
- Date(s) and time(s) the behavior was observed.
- If this is the first time you have witnessed or been made aware of the individual's actions.
- Identify anyone else who witnessed the incident.

### **LiveSafe**

The LiveSafe App is available as a free download for all Eastern students. It allows students to report campus safety matters to the University's Public Safety Department. It also allows students to manage their own personal safety in everyday situations, and in higher risk ones.

## Compliance Statement

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Eastern Connecticut State University does not discriminate on the basis of race, color, religious creed, national origin, age, sex, marital status, ancestry, disability including learning disability, past or present history of a mental disability, genetic information, criminal record or other protected status, or sexual orientation in admission to, access to, or treatment in its programs and activities. The following person has been designated to handle inquiries regarding compliance policies:

LaMar Coleman, Ed.D.

Vice President for Equity and Diversity

Gelsi-Young Hall, Room 255

83 Windham Street  
Willimantic, CT 06226

Telephone: (860) 465-5112

Email: [colemanla@easternct.edu](mailto:colemanla@easternct.edu)

Inquiries concerning the application of nondiscrimination policies may also be referred to the Regional Director, Office for Civil Rights, Boston, MA or the Connecticut Commission on Human Rights and Opportunities.

1. University computer systems and networks are provided for student use as a part of the University academic program. Students are encouraged to become proficient in the use of the computers as a means of enhancing their educational experience. However, widespread student use also necessitates certain rules of computer conduct. Computer misconduct can result in restrictions on or revocation of computer access privileges.
2. University computer systems and networks constitute an expensive and valuable resource. The capacity of this resource to fulfill all the legitimate academic and administrative needs of students, faculty and staff is limited.
3. Student users have a responsibility to use University computer resources in an efficient, ethical, and lawful manner.
4. The University has a right and duty to protect its valuable computer resources and to restrict student access to uses that are strictly related to the students' academic programs, as well as reasonably limited in time. The University reserves the right to define what are unauthorized student uses.
5. The Chief Information Officer or designee(s) at each University in the CSCU System and at the System Office may monitor student user accounts, files, and/or log-in sessions for appropriate management purposes. Such purposes include, but are not limited to, performing archival and recovery procedures, evaluating system performance, and ensuring system integrity and security.
6. Upon identifying a violation of this policy which constitutes an immediate, clear danger to the University computer systems or networks, the Chief Information Officer or designee(s) at each University and in the System Office may immediately limit or suspend a student's access to University computer resources with immediate notification of charges and actions to the appropriate Vice President of Student Affairs or designee(s). This emergency suspension of computer use will then follow the Student Conduct procedures for "Interim Suspension" as provided in the CSCU Student Rights and Responsibilities and Student Conduct Procedures document.
7. Violations of University computer policy that do not constitute an immediate, clear danger to the University computer systems or networks will be referred to the regular student disciplinary process.
8. Student computer offenses, which are included as number 25 in the Appendix of Punishable Offenses in the CSCU Student Rights and Responsibilities and Student Conduct Procedures document, are as follows:
  - \*Unauthorized use of University computers and/or peripheral systems and networks;
  - \*Unauthorized access to University computer programs or files;
  - \*Unauthorized alteration or duplication of University computer programs or files;Any deliberate action to disrupt the operation of University computer systems which serve other members of the University community, including all networks to which University computers are connected;  
Use of University computer systems and networks for committing crimes; violating civil laws; or violating University rules.
9. UNAUTHORIZED USES for students include, but are not limited to, the following:
  - a. Computer games which are not assigned course work;
  - b. Development or transmitting of chain letters;
  - c. Entering or transmitting of commercial advertisements or solicitations;
  - d. Entering or transmitting of political campaign material relating to elections to be held outside the University;
  - e. Entering or transmitting of obscene material;
  - f. Sexual harassment or other forms of harassment aimed at others or otherwise threatening others;
  - g. Sharing one's own computer account with others or using another person's accounts;
  - h. Violation of copyright laws or using or copying software in ways that violate the terms of the license;
  - i. Entering or transmitting computer viruses or any form of intentionally destructive programs,
  - j. Intentional disruption of network services;
  - k. Connecting any device to the network without permission;
  - l. Copying, modifying, replacing, or deleting any other user's account or any software used for system management;
  - m. Harming University computer equipment;
  - n. Uses that violate rules developed at each University which is necessitated by facilities limitations or other circumstances unique to each University (see below).

#### **Student Computer Use Rules Specific to Eastern Connecticut State University**

1. Student access to computer accounts and other computer resources is restricted to currently registered Eastern Connecticut State University students.
2. Eastern Connecticut State University reserves the right to limit student access to computer resources for resource management purposes such as: setting priorities on the use of computing facilities, establishing expiration dates for user accounts, and performing computer or network maintenance functions.

Please click on the [following link](#) to find information and related articles on this topic.

**The Connecticut State University declares:**

- Institutions within the Connecticut State University have a duty to foster tolerance;
- The promotion of racial, religious, and ethnic pluralism within the University is the responsibility of all individuals within the University community;
- Every person within the University community should be treated with dignity and assured security and equality;
- Individuals may not exercise personal freedoms in ways that invade or violate the rights of others;
- Acts of violence and harassment reflecting bias or intolerance of race, religion, gender, sexual orientation, disability, and ethnic or cultural origins are unacceptable; and
- The University shall take appropriate corrective action if such acts of violence or harassment occur.

**Procedures**

**Filing of Complaints**

If a student's conduct is alleged to be inconsistent with the standards of conduct of this document, or if a student is alleged to have committed a proscribed act under the Student Rights and Responsibilities document, a complaint may be filed in the Office of Student Affairs or Office of Housing and Residential Life (if the alleged act occurred in a University residence hall).

If a faculty or staff member is alleged to have committed an act inconsistent with the Standards of Conduct, a complaint may be filed in the Office of Equity and Diversity.

Complaints involving criminal acts motivated by bigotry or bias against any member of the University community shall be filed with the University Police.

**Resolution of Complaints**

**STUDENTS**

When a complaint is filed against one or more students, the Office of Student Affairs will determine whether the offense is covered by the Students Rights and Responsibilities document. If so, the complaint will be handled through the existing University student conduct process for resolving complaints against students.

If the complaint is one of the offensive behavior or verbal harassment that does not meet the "fighting words" test, and is therefore not covered by the Student Conduct code, the complainant and the person alleged to have committed the offense will be referred to the Office of Equity and Diversity. Efforts will be made to resolve the complaint through mediation, conciliation, or education. This conciliation procedure will not result in a written record.

**FACULTY AND STAFF**

When a complaint is brought against a faculty or staff member, the complainant will be referred to the Office of Equity and Diversity. If the complaint is one of discrimination, sexual harassment, or conduct which meets the "fighting words" test, the complaint may be resolved through the University's Procedures for Investigating Discrimination and Harassment Complaints.

Complaints involving offensive words or conduct, including those which do not meet the "fighting words" test, should be resolved by the Office of Equity and Diversity by mediation, conciliation, or education. Use of the conciliation procedure will not result in a written record.

**Establishment of procedure to record number, type and disposition of incidents, complaint and grievances:**

University Police, as required by law, shall investigate and report any such acts of intolerance deemed to be criminal offenses.

All incidents of sexual harassment and discrimination will be reported to the Office of Equity and Diversity. That office will record the number, type and disposition of incidents, complaints, or grievances for an annual report to the president of the University.

**Policy Statement:**

A primary concern of the University is the health and well-being of each student; therefore, Eastern is committed to providing the best possible approach and response for students who are transported to off-campus medical facilities for emergency purposes.

**University Procedures:**

When a student is transported to a medical facility for emergency purposes the University may contact the student's emergency contact person (person designated to be notified by student) and notify them of the transport.

Students who are transported due to alcohol, drugs or mental health issues are required to make and keep an appointment with the Dean of Students or designee within 24 hours of their return to Eastern's campus or the next business day if the transport occurs on a weekend.

**Where to Get Help:**

Students needing an emergency medical transport can get immediate help by dialing 911 or contacting the University Police. The University maintains a round-the-clock University Police presence. If you are a resident student, you are encouraged to also notify your residence hall staff immediately.

**24-hour Emergency Assistance**

- 911 Emergency
- University Police / 24 hours a day: (860) 465-5310

**Monday - Friday 8:00am - 5:00pm**

- Housing and Residential Life: (860) 465-5297
- Counseling and Psychological Services: (860) 465-0181
- Health Services: (860) 465-5263
- Office of the Vice President for Student Affairs: (860) 465-4412
- Dean of Students: (860) 465-5247

#### **Student E-mail Accounts**

At Eastern Connecticut State University, each student is issued a life-time University e-mail account for use not only throughout the time he/she is registered for classes at the University, but after graduation. This is the student's official Eastern e-mail address and is the address the University will use for all student-related electronic communications related to academic and University business. E-mail is a valuable mechanism and is the official form of communication by the University with students. The University will only correspond electronically to a student's Eastern e-mail account. Accordingly, students are expected to check their e-mail on a frequent and consistent basis in order to stay current with University-related communications. Students must also insure that there is sufficient space in their accounts to allow for e-mail to be delivered and have the responsibility to recognize that certain communications may be time-critical. The e-mail account is the Student Technology Account that will be used to access computers in the computer labs, Blackboard Learning Management System (LMS), and to connect to the network from the residence halls.

[Click Here](#) to see the Eastern Sexual Assault Policy and Procedures.



**Policy Statement**

It is the policy of Eastern Connecticut State University that unlawful discrimination is prohibited. Consequently, it shall be a violation of University policy for any member of the University community to discriminate against any individual with respect to any terms, conditions, or privileges relating to employment or attendance at the University because of such individual's race; color; religion; sex; national origin; age; sexual orientation; or any other conditions established by law.

Sexual harassment is a type of discriminatory behavior. It is the policy of Eastern Connecticut State University that no member of the academic community may sexually harass another. The following definition of sexual harassment, consistent with federal and state laws, is adopted to help individuals recognize such behavior.

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment when: 1) submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic performance or advancement, 2) submission to or rejection of such conduct is used as the basis for employment or academic decisions affecting such individual, or 3) such conduct has the purpose or effect of unreasonably interfering with an individual's work or academic performance, or of creating an intimidating, hostile, or offensive working or academic environment.

Gender harassment is a form of sexual harassment that consists of discriminatory behavior towards an individual based on gender. It includes the use of sexist or discriminatory language, illustrations, examples, and gestures.

**Confidentiality**

Eastern Connecticut State University will assure confidentiality within the limits of the law. Dissemination of information related to any specific complaint will be limited to the extent possible in order that the privacy of all individuals involved is safeguarded.

**Procedure**

Individuals suspecting harassment or discrimination, or considering the filing of a complaint, may contact the Vice President for Equity and Diversity/ Office of Equity and Diversity (254 Gelsi Young Hall). Members of the community considering complaints against students may file in accordance with the Campus Rights and Responsibilities document.

Individuals will be (1) informed of University policies on nondiscrimination and/or sexual harassment and (2) asked if they wish to file a complaint at the university.

Individuals will also be advised that they have the right to pursue a complaint through the Connecticut Commission on Human Rights and Opportunities or the federal Equal Employment Opportunities Commission.

Except for students filing complaints against university professors from whom they are currently taking classes, complaints should be filed as soon as possible, and within 30 calendar days following the complainant's knowledge of the alleged discrimination or harassment.

### Background:

Effective August 1, 2009, an email will become an official form of correspondence within Connecticut State Colleges and Universities (CSCU). There is an expanding reliance on electronic communication among students, faculty members, and other employees throughout the CSCU motivated by the convenience, speed, cost-effectiveness, and environmental advantages of using email rather than printed communication. Because of this increasing reliance and acceptance of electronic communication, an email will, from this point forward, be considered an official means for communication within the ConnSCU. Therefore, official notifications may be communicated via email.

1. University and CSCU office use of email: E-mail is an official means for communication within the CSCU. Therefore, the universities and the System Office will send communications to students, faculty, and other employees via email and will expect that those communications will be received and read in a timely fashion.
2. Redirecting of email: Faculty and staff members will not be allowed to enable automatic email redirection to another email address. Those persons who use manual email redirection from their official address to another email address (e.g., @aol.com, @hotmail.com) do so at their own risk. It is the responsibility of the individual faculty or staff member to take whatever steps may be necessary with his or her personal email account to allow for the receiving of email forwarded from the official CSCU email account. These steps may include, but are not necessarily limited to, adding the official email address to a 'safe-senders' list and/or adjustment of any spam filters. Redirecting email does not absolve anyone of any responsibilities associated with communications sent to his or her official email address. The University will not be responsible for the handling of email by outside email providers.
3. Expectations regarding the use of email: It is recommended that faculty members check their email at least as often as their most frequent class meets, in recognition that certain communications may be time-critical. Other employees should check their email regularly consistent with their work patterns.
4. Educational uses of email: Faculty members may determine how an email will be used in their classes. It is strongly recommended that if faculty members have email requirements and expectations, they communicate such to their students by specifying these requirements in their course syllabi.
5. Appropriate use of email: In general, email is not appropriate for transmitting sensitive or confidential information unless an appropriate level of security matches its use for such purposes.

Forward all questions and comments to the undersigned. Thank you.

Garry Bozylinsky  
[Bozylinskyg@easternct.edu](mailto:Bozylinskyg@easternct.edu)  
Chief Information Officer  
Eastern Connecticut State University

### Instructional Rights and Responsibilities

1. Each student is free to take reasonable exception to data and views presented in any course. Students are free from arbitrary dismissal from any course. The student's responsibility is to exercise freedom of expression within orderly procedures, and in a manner that reflects thought, scholarly analysis, and knowledge of the course material.

2. Each student has the right to be instructed by professors whose course materials are relevant to their disciplines and who maintain established standards for academic performance. Students have a right to professors who are adequately prepared for class, hold classes and examinations as scheduled, and are accessible for individual conferences. It is the responsibility of all instructors to define course content, standards and criteria for evaluation no later than the second meeting of each course. To promote optimum understanding, this information is best presented or confirmed in writing. For their part, students have the right and responsibility to ask questions regarding evaluation criteria and procedure. Each student has the right to see and have explained all evaluated course material.

3. Each student has the right to be evaluated entirely upon the basis of academic performance, including the attendance requirement, and not on opinion or conduct in matters not related to academic standards.

4. All students have the right to express concerns regarding the quality and/or delivery of course content and the learning environment.

- Students are encouraged to speak with the instructor.

If that is not possible or if the student still feels his or her concerns are not being addressed:

- Students are encouraged to speak with the chair of the home department of the course.

If that is not possible or if the student still feels his or her concerns are not being addressed:

- Students are encouraged to speak with the appropriate Dean.

Student concerns may be conveyed by any member of the University community on the behalf of any student.

## Movie Policy

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The Federal Copyright Act (Title 17, United States code, Public Law 94-553, 90 Stat. 2541) governs how copyrighted materials, such as movies, may be utilized publicly. Neither the rental nor the purchase or lending of a DVD carries with it the right to exhibit such a movie publicly outside the home\*, unless the site where the video is used is properly licensed for copyright compliant exhibition. This rule applies regardless of whether admission is being charged, whether the institution is commercial or non-profit or whether a federal, state or local agency is involved.

For further clarification on this policy please contact the Student Activities Office.

\*For a college campus, home is defined as your individual suite, apartment or room and excludes any building's common space outside your suite, apartment or room.

In accordance with Connecticut General Statute 29-381(b) and the University Critical Incident Plan, any University individual, office, or student club/organization holding an event on campus that would include attendees, visitors, patrons, spectators and/or guests numbering more than 100 persons, will provide the following information prior to the start of the event.

**"Welcome to Eastern Connecticut State University. In an effort to ensure everyone's safety, please take notice of the emergency exits located at the (describe where in the room the exit locations are). Please note the closest exit and remember that you do not have to exit through the same door you entered. To report an emergency, please dial 911. In the event of a campus emergency, please follow the instructions of the University Police Department or University officials at this event."**

In accordance with Board of Trustee Resolution 2001-79, it is the policy of the University that students who, as members of National Guard or Military Reserve Units, may be unexpectedly called to active duty, shall be authorized for refund of fees otherwise designated as non-refundable to students withdrawing because of circumstances beyond their control.

For students who do not wish to withdraw, the University shall ensure that all possible actions are taken to allow these students opportunities to complete their course work for the semester involved. Please note that it is the clear intention of the trustees that, all possible actions " . . . are to be taken to permit students to complete current course work." Withdrawals are to be processed only when there is no way possible for work to resume or be made up or upon the express request of the student.

This policy does not pertain to regularly scheduled National Guard or Military Reserve drills.

**PROCEDURE**

**Completion of Course Work**

1. A student called to active duty who wishes to complete course assignments, will inform professors as soon as possible and seek information about arrangements for completion of course assignments.
2. Upon return from active duty, the student must contact professors to explore all possible opportunities to complete coursework.
3. If it is determined by the professor that course completion is not possible, the University shall offer to the student either withdrawal from the course or from the University without penalty and with a complete refund as indicated below.

**Withdrawals**

1. When an unexpected call to active duty occurs during an academic term, a student may withdraw from the University or from a course in the normal fashion.
2. If the withdrawal request is under circumstances when there would normally be a penalty involved (either grade or lack of refund), the student will present his active duty orders to secure withdrawal without penalty.

The policy becomes effective immediately and may be found in the Faculty Handbook and the Student Handbook.

Approved April 22, 2002

At the beginning of each academic year, all student organizations planning to have events open to the public will meet with the University Police Department staff to discuss this policy. When an organization decides to sponsor a specific event open to the public, its representative will be required to meet with the director of Public Safety or designee and the vice president for student affairs or designee at least 14 days before their scheduled event occurs to plan for the event and arrange for police coverage.

1. The event must be registered and approved by the appropriate University office. If admission is charged, the organization must secure admission tickets and related paperwork from the Student Activities Office no later than two days prior to the event.
2. The number of individuals admitted shall not exceed the posted capacity of that venue. In addition, the capacity for a particular event may be reduced at the discretion of campus police and/or the vice president for student affairs or designee.
3. The organization's advisor must be present at the event for the duration of the event.
4. All fire laws and policies will be observed including not blocking entrances or exits to the facilities used for the event.
5. For student-sponsored events, Eastern students will be admitted by presenting a valid Eastern ID when requested. All other attendees must be required to provide state issued photo identification when requested. (School IDs will not be accepted.)
6. For Eastern dances/parties:
  - a. Mandatory attendance at meeting with Student Activities Staff on hosting events (dates will be coordinated by the Student Activities Office)
  - b. The presence and number of University Police will be governed by law and at the discretion of the University Police Chief.
  - c. The University reserves the right to restrict the event as appropriate, including denials of readmission once the event has started.
  - d. Admittance will be by a valid Eastern ID only. Eastern students may sign in one guest per eastern ID
  - e. Monitoring Procedures: (for night of function)
    - i. A record of every attendee will be kept and managed by Student Center Staff
    - ii. Different color admission bands will be distributed for Eastern students and guests
    - iii. Mandatory door closing at 11:30 pm; anyone arriving after 11:30 will not be permitted regardless of attendance numbers. There is no re-entry.
    - iv. Metal detectors, under the supervision of the University Police Department, will be used.
    - v. Campus Police make rounds inside the BTR
    - vi. No person attending the event will be allowed to bring in bags or backpacks. Pocketbooks and similar accessories will be subject to inspection.
    - vii. The sponsoring organization's members working the event are required to wear identifying clothing or accessories.

## Policy on Non-Discrimination

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The Office of Equity and Diversity is responsible for ensuring that the University is in compliance with all federal and state laws and regulations including, but not limited to, Title VII and Title IX of the Civil Rights Act, the Americans with Disabilities Act, Section 504 of the Rehabilitation Act, the Equal Pay Act, and the Age Discrimination in Employment Act.

The Vice President for Equity and Diversity advises faculty, staff, and students on issues related to discrimination, sexual and racial harassment, and disability accommodations. The Vice President for Equity and Diversity serves as intake person for all complaints of discrimination, harassment, or acts of intolerance. All forms for processing discrimination complaints against employees are located in the Office of Equity and Diversity.

LaMar Coleman, Ed.D.  
Vice President for Equity and Diversity  
Gelsi and Young Administration Building, Room 255  
Telephone (860) 465-5112  
Email [colemanla@easternct.edu](mailto:colemanla@easternct.edu)

Brooks Scavone  
Director of AccessAbility Services  
Wood Support Services Center, Room 200  
Telephone (860) 465-5573  
E-Mail [scavonek@easternct.edu](mailto:scavonek@easternct.edu)



## Policy on Solicitation

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The University does not endorse solicitation, distribution of promotional literature or sales of any nature on campus by or for non-college organizations and is not responsible for any such representation.

Outside individuals or groups who wish to disseminate information of a political nature must have prior permission.

## Policy Statement on Persons with Disabilities

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Eastern Connecticut State University is committed to the goal of achieving equal educational opportunity and full participation for persons with disabilities. Thus, no qualified person shall be excluded from participation in, be denied the benefits of, or otherwise be subjected to discrimination in any program or activity on this campus.

A physical or functional impairment is a disability only to the extent that it contributes to cutting the person off from some valued experience, activity, or role. Higher education is therefore especially important to people with disabilities, since it aims to increase every student's access. Improving access for students and employees means removing existing barriers that are physical, programmatic, and attitudinal; it also means taking care not to erect new barriers along the way.

As this University strives to accommodate people with disabilities, services and programs which best promote full participation and integration of people with disabilities may be necessary to complement and support the regular services and programs of the institution.

Therefore, Eastern Connecticut State University commits itself to the process of identifying barriers to the full participation of people with disabilities and of developing strategies to overcome those barriers.

The Office of AccessAbility Services (OAS) guides its work with a commitment to diversity, equity, and inclusion under the strategic plan of the University and the Division of Student Affairs. Universal Design, Social Model of Disability, and the concept that Disability is Diversity and that access is a human and civil right are also guiding models within the OAS. OAS provides guidance to ensure equal access to all educational programs and activities at Eastern. The OAS facilitates accommodations and support services to over 700 students with documented disabilities and temporary injuries.

The philosophy and mission of OAS is to facilitate both identification and removal of barriers (systemic, physical, attitudinal, institutional, and internalized) that impact folks with disabilities on Eastern's campus. The removal of barriers will promote the full participation and ensure access of individuals with disabilities. This will create a campus climate and culture that supports Disability is Diversity."

#### Steps to Registering with the OAS

**1. Submit Documentation of Disability**

Eastern students can register with the OAS using the Student Self-Disclosure Form link [https://easternct-accommodate.symplicity.com/public\\_accommodation/](https://easternct-accommodate.symplicity.com/public_accommodation/) to submit documentation of a disability.

**2. Check Your Eastern Email to Confirm Intake Appointment**

After your documentation has been submitted and reviewed by OAS staff, you will receive an email on your Eastern email account. If your documentation is sufficient, an OAS staff member will schedule an intake appointment with you through email.

**3. Attend the Intake Appointment**

The intake appointment consists of discussing potential barriers, securing paperwork and reviewing accommodations that promote full participation. During this appointment, an OAS staff member will discuss protocols and the process of requesting accommodations each semester.

**4. Request Accommodations Each Semester**

Please note that academic *accommodations must be requested each semester*, as they do not roll over. OAS staff will discuss this process with you during your intake appointment.

**5. Keep Documentation Updated**

OAS staff might ask you to submit updated documentation if your documentation if it is not current. Additional information regarding documentation can be found on the OAS website, under "Documentation Guidelines."

The Office of AccessAbility Services (OAS)  
Main Office: Wood Support Services Center, 2nd Floor  
Phone: (860) 465-0189  
Fax: (860) 465-0136  
Email: [AccessAbility@easternct.edu](mailto:AccessAbility@easternct.edu)

1. All student clubs and organizations must have an advisor present while using Shafer Auditorium as a reserved space. This includes but is not limited to practices, dress rehearsals, tech rehearsals and day of the event. If an advisor cannot be present, the reservation/event will be cancelled.
2. If a performance or recital is held, it should be staffed by the Executive Board, and the club advisor. Security presences is necessary if outside guests are invited to attend. The Executive Board is also responsible for the use of and condition of the space and clean up.
3. Practices can occur no more than twice per week except for the week of the main event. Each practice should not exceed 2 hours in duration and should commence by 11pm.
4. All dance groups must follow proper dance injury prevention when conducting stretching and dance techniques. All club members must sign a waiver with the Student Activities Office before participation in meetings or practices. New waivers must be completed each academic year.
5. To remain an active club, all dance groups must submit minutes at least once per month.
6. All articles of clothing, costumes and props purchased with University funding should be properly stored in the club closet and reviewed each year for re-use or donation.

1. All student clubs and organizations must have an advisor present while using Shafer Auditorium as a reserved space. This includes but is not limited to practices, dress rehearsals, tech rehearsals and day of the event. If an advisor cannot be present, the reservation/event will be cancelled.
2. The day of the event should be staffed by the Executive Board, and the club advisor. Security presences is necessary if outside guests are invited to attend. The Executive Board is also responsible for the use of and condition of the space and clean up.
3. Practices can occur no more than twice per week except for the week of the main event. Each practice should not exceed 2 hours in duration and should commence by 11pm.
4. There can only be one Fashion Show in a given month and should be spread out at least 3 weeks from another show. This will prevent schedule conflicts, space availability, competition, and remove the cluster of practices that students are required to attend. Approval for event dates are on a first come, first served basis and will not be reviewed earlier than 8 months prior to event date request.
5. Fashion Shows should not exceed the approved budget amount provided by the Budget and Management Committee. Co-sponsorship must be established and outlined on FRPs before BAM funds are allocated.
6. A Fashion Show will only be approved with the expectation that it aligns with the club or organization mission statement.
7. All articles of clothing and props purchased with University funding should be properly stored in the club closet and reviewed each year for re-use or donation.
8. Designers should be contracted on a volunteer bases and should not be paid using University funding.

The University recognizes the need for a balance between its right to maintain an orderly educational and residential environment and its students' constitutional right to privacy. A goal of the University is to preserve the health and safety of the resident while maintaining an environment that facilitates safety and scholarship.

With this in mind, at times it may be necessary for University staff to enter a student's room, or for University staff to escort non-University personnel to an apartment or residence hall room. Reasonable efforts shall be made to notify the resident(s) in advance of any entry. A student's room shall not be entered without consent except as follows:

- (a) repairs, maintenance, building systems and building support inspections, facility improvements;
- (b) recovery of University/State-owned property not authorized for use in the assigned space;
- (c) fire, health and safety, and cleanliness inspections made periodically, as well as at hall closing/vacation periods;
- (d) when there is reliable information that an emergency exists (including but not limited to fire, accident, sickness, or danger to the health and welfare of residents);
- (e) when there is reliable information that such entry is necessary for the purpose of removing items including, but not limited to, weapons or other contraband which pose a threat to the health and safety of students, faculty, staff, or visitors to the campus.
- (f) when there is reliable information that a University policy is being violated;
- (g) entries and searches conducted by authorized law enforcement officials under circumstances authorized by law.

1. Student organizations have the right to examine and discuss all questions of interest to them, to express opinions publicly and privately, to support causes by orderly means, to organize public demonstrations and protest gatherings, and to exercise the right of petition. However, this does not give individuals or groups the right to deprive others of the opportunity to speak or be heard, to invade the property of others, to damage state property of others, to disrupt the regular and essential operation of the University, or otherwise interfere with the rights of others.
2. Subject to the control of the Connecticut State Colleges and Universities Board of Regents for Higher Education and the authority of the board delegates to the University president, students have the right to participate in the formation of university policy. General and specific responsibilities of the University governing bodies are explicitly outlined in their constitutions.
3. Students are allowed to invite and to hear any person or group of their choosing. Those routine procedures required by the University before an event is held are designed to ensure that there is orderly scheduling of facilities and adequate preparation for the event and adequate security of individuals and University property. Sponsorship of guest speakers or groups does not necessarily imply approval or endorsement of the views expressed, either by the sponsoring group or the University.

1. Student publications are understood to be those financed by student fees and are free from censorship and advance approval of copy. Editors and managers are free to develop their own editorial policies and news coverage. An advisor serves as a resource to student staff in apprising them of copy which may result in any of the following charges: libel, indecency, undocumented allegations, and attacks on personal integrity and/or harassment. The freedom of student editors entails corollary responsibilities to abide by the canons of responsible journalism. The respective staffs of student publications have responsibility for election and removal of their own editors.
2. Editors and managers of student publications shall be protected from arbitrary suspension or removal from their respective positions solely because of editorial policy or content.
3. All student publications shall explicitly state on their masthead or flags that the opinions therein expressed are not necessarily those of the University or the student body.



1. Eastern Connecticut State University is committed to compliance with federal and state legislation. Copies of appropriate legislation and the guidelines related to confidential records are available in the University library reserve section. The official transcript of academic records contains only information about academic status. Information from academic, disciplinary, medical, and counseling files is not available to unauthorized persons on campus or to any person off campus without the written consent of the student involved, except under legal compulsion.
2. Academic records remain permanently on file in the Registrar's Office. ALL MEMBERS OF THE UNIVERSITY STAFF SHALL RESPECT CONFIDENTIAL INFORMATION ABOUT STUDENTS WHICH THEY ACQUIRE IN THE COURSE OF THEIR WORK. Information about student views, beliefs, political associations, and personal behavior which staff members acquire in the course of their work is considered confidential. Protection against improper disclosure is a professional obligation. Faculty or staff judgments of ability and character may be provided with the knowledge and consent of the student.
3. Students have the right to see their records in accordance with prevailing state and federal laws and guidelines.

## Uniform Campus Crime and Fire Safety Report

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The required uniform crime and fire safety report for the campus is available upon request from the University Police Department. Any individual requesting a copy may receive one from the above office. This report can also be view online at <https://www.easternct.edu/police/clery-crime-reporting/index.html>

## 2023 - 2024 EASTERN CONNECTICUT STATE UNIVERSITY VEHICLE REQUEST POLICY & PROCEDURES

(Updated June 2023)

**Failure to comply fully with this policy may result in loss of vehicle use privileges for the operator and the operator's department. Please contact Scott Smith, University Vehicle Coordinator, with any questions by e-mail at [smithsc@easternct.edu](mailto:smithsc@easternct.edu) or at (860) 465-4326.**

- 1. GENERAL USE** - All use of Eastern and State of Connecticut vehicles is covered under the guidelines outlined in General Letter No. 115 (Revised 11/2019) of the State of Connecticut's Department of Administrative Services and Eastern Connecticut State University's University & State-Owned Vehicle Safe Driver Policy & Contract document. To view General Letter No. 115, please copy and paste the following link into your browser: <https://portal.ct.gov/-/media/DAS/Fleet-Operations/DAS-GL-115.pdf>.
- 2.** All State of Connecticut laws as they pertain to the operation of motor vehicles and their passengers must be strictly adhered to by all users of Eastern and/or State of Connecticut vehicles. Any and all citations or tickets issued in connection with any vehicle misuse, incident or accident are the responsibility of the vehicle's operator. Eastern will not reimburse the operator for any fines paid.
- 3.** As of 6/16/2006, the Eastern administration has mandated that the publication entitled "Safety in Student Transportation: A Resource Guide for Colleges and Universities" be read by those individuals who operate Eastern and/or state of Connecticut vehicles for student transportation. The publication is available on-line through any search engine or you can copy and paste the following link into your browser: [http://worldcat.org/digitalarchive/content/cdm266301.cdmhost.com/CBT/p266401coll4/0000069683/safety\\_in\\_student\\_transportation.pdf](http://worldcat.org/digitalarchive/content/cdm266301.cdmhost.com/CBT/p266401coll4/0000069683/safety_in_student_transportation.pdf).
- 4. WHAT CAN UNIVERSITY / STATE VEHICLES BE USED FOR**- Eastern and State of Connecticut vehicles may only be used for Eastern and/or State of Connecticut-related business. Personal use of any kind is prohibited. All passengers must be affiliated directly with the State of Connecticut, Eastern or any of its sanctioned programs.  
*The willful neglect or misuse of any University or state-owned vehicle is cause for disciplinary action under Connecticut General Statute 4-165 and may cause loss of vehicle privileges for both the driver and their affiliated department*
- 5. WHO CAN REQUEST TO USE A UNIVERSITY / STATE VEHICLE**- Eastern and State of Connecticut vehicles may only be requested by Eastern faculty, staff or administration representatives. Students may **not** make vehicle requests unless they are accompanied by authorization from a proper University authority (faculty, staff or administrator).
- 6. REQUEST TIMELINE** - Requests are handled on a first-come, first-served basis. An advance notice of at least one business day is highly recommended for all vehicle requests. Weekly or extended use requests (for classes or programs) should be made at least a half semester in advance. Last minute or emergency requests are difficult to accommodate because of heavy usage.
- 7. HOW TO REQUEST A VEHICLE** - All vehicle requests must be made by e-mail to the University Vehicle Coordinator (Scott Smith / [smithsc@easternct.edu](mailto:smithsc@easternct.edu)). All requests must include:

**NAME OF REQUESTOR**

**CONTACT NUMBER**

**DEPARTMENT/ORGANIZATION**

**NUMBER & TYPE OF VEHICLES REQUESTED (Van, Mini-Van or Car)**

**NUMBER OF PASSENGERS INCLUDING THE DRIVER**

*(Van capacity is 12 including the driver. Mini-Van capacity is 7 including the driver. Car capacity is 4 including the driver.)*

**UNIVERSITY APPROVED DRIVER NAME(S)\***

*\*All driver names MUST be on the University's Approved Driver List.*

*\*It is the responsibility of the Requester to find approved drivers for their trips, the University does not provide drivers.*

**PICK-UP DATE & TIME / RETURN DATE & TIME**

**DESTINATION** (place, city, state)

**PURPOSE OF TRIP** (in detail)

Phone inquiries about availability are encouraged but are not considered formal requests (860.465.4326). All vehicle requests will be confirmed or denied via e-mail.

- 8. WHO CAN DRIVE** - As of 8/2012, Eastern and State of Connecticut vehicles (under lease from Fleet Operations) may be driven by any University representative who has followed the procedures to have their name placed on the University's Approved Driver List which is compiled by the Campus Police Records Office.
- 9. HOW TO GET YOUR NAME ON THE APPROVED DRIVER LIST**- All University personnel who drive or may drive University and/or State of Connecticut vehicles must have their name on the University's Approved Driver List. This process only needs to be done *one time* while the individual is employed or a member of the University community. If the State of CT or the University changes the driver requirements, test and/or contract, all individuals will be made aware of the requirement change and what would need to be done to keep their driving privileges. ***It is the responsibility of the driver to assure that they stay in compliance with all of the provisions on the contract.***

All of this information can be found on the Campus Police website using this link (copy and paste you're your browser and then click on **SAFE DRIVER INFORMATION**): <https://www.easternct.edu/police/campus-safety-initiatives.html>.

### HOW TO BECOME AN APPROVED DRIVER:

1. Watch the on-line PowerPoint presentation, pass the test at the end of the PowerPoint, and print out a copy of the test's result page.
2. Print out a copy of the University Driver Contract and staple the result page to it.
3. Fill out and sign the University Driver Contract.
4. Bring the Driver Contract to an appropriate University authority (Department Head, Supervisor, Director, Dean or Vice President) who must verify by signature that the potential driver's Operator's License is valid.

5. The entire original document must be brought to the Campus Police Records Office - during business hours - for name placement on the University's Approved Driver List.
10. **DRIVERS NOT ASSOCIATED WITH THE UNIVERSITY** - A department may have the need to request that a University Volunteer be allowed to drive an Eastern vehicle when no other University personnel are available to do so.
- If this is the case, a member of University's faculty or staff must submit a formal written request to the Vice President of Finance & Administration (Jim Howarth) for a Volunteer Letter to be drafted; allowing that individual, who is not an employee or student of the University, to drive University vehicles.
- The request must include specific information on what the volunteer's duties will be (including the driving of Eastern vehicles with passengers) and contain assurances that the faculty or staff member has verified that the individual's operator's license is valid. The faculty or staff member should also make their department head aware of the volunteer request and provide a copy to them of the official request.
- Also, before final approved volunteer driver status can be obtained, the volunteer must view the on-line Driver Safety PowerPoint, pass the test, complete Eastern's University & State Owned Vehicle Safe Driver Contract, have their operator's license verified by a an appropriate University authority (Department Head, Supervisor, Dean or Vice President), and bring the document to the Campus Police Records Office for processing.
- All volunteer driver requests should be made at least a week in advance of the first desired date of travel to allow time for processing.
11. **TRAVEL AUTHORIZATIONS FORMS** - A Travel Authorization Form (TA) must be obtained for all out-of-state travel. TA's may be obtained from Fiscal Affairs (x55392) and must be filed under the name(s) of all potential drivers prior to the trip's departure date.
- Be advised: All student-based clubs & organizations and some academic departments require TA's for in-state travel as well. Please check with your club's, organization's or department's travel policy.
12. **VEHICLE PARKING** - All Eastern pool vehicles must be parked on the first floor of the Cervantes Parking Garage (near the Tennis Courts) in designated spaces. All vehicles should be returned to their appropriate parking space upon return to campus.
13. **KEY PICK-UP & SIGN-OUT** - Keys for reserved vehicles must be signed out using the **VEHICLE KEY LOG NOTEBOOK** located at the University Police Department's Dispatch window and may **only** be picked up by the individual(s) listed as the "DRIVER(S)" for a particular reservation on the eReserve system.

**Valid Eastern ID is required to pick up the key(s) to University or State of Connecticut vehicles.**

The operator's ID will be kept at the Police Department until the vehicle key(s) have been returned.

**\*FACULTY/STAFF KEY PICK-UP** - Members of the Eastern Faculty, Staff and Administration listed as a "DRIVER" may pick up more than one key with their valid Eastern ID or valid Operator's License. They will then be responsible for the return of all keys in their possession. No other individuals are allowed to pick up reserved vehicle keys without permission from the University Vehicle Coordinator or Campus Police Dispatch.

14. **PRE-TRIP & POST-TRIP VEHICLE INSPECTIONS / PICTURES**- All vehicle operators must perform a pre-trip & post-trip vehicle inspections to assess whether there is any physical damage to the vehicle that may have occurred either prior to or during their vehicle use.
- Drivers are strongly encouraged to take a photo of any dents or scrapes found on their assigned vehicle prior to departing campus.**
- Pictures should be emailed to both Scott Smith [smithsc@easternct.edu](mailto:smithsc@easternct.edu) and Nancy Harper [harpern@easternct.edu](mailto:harpern@easternct.edu) along with the following information: Name / Department or Organization / Vehicle License Plate Number / Date / Time.**
- It is the driver's responsibility to report any damage (no matter how minor) or accident that occurs while a University/State vehicle is in their possession. See Policy Statement 19 for more information.**
- Failure to report new damage may result in loss of driving privileges for the driver and possibly the department or organization they belong to.**
- University staff will be inspecting all University / State Vehicles for unreported damage daily. Any unreported damage will be investigated.**
15. **VEHICLE RETURN / CLEANING / MILEAGE SHEET COMPLETION / KEY RETURN & SIGN-IN**- Upon return to campus, the inside of the vehicle(s) must be thoroughly cleaned. The **DESTINATION & ENDING ODOMETER READING must be recorded on the appropriate vehicle's Key Sign-Out/Sign-In/Mileage Log Sheet located in the VEHICLE KEY LOG NOTEBOOK** located on the counter at the University Police Department's Dispatch window.
16. **KEY SIGN-OUT / SIGN-IN / ENDING ODOMETER READING PROCEDURE**- The following information is required to be filled out by each vehicle's driver on the appropriate vehicle sheet in the **VEHICLE KEY LOG NOTEBOOK** - Make sure you are using the correct vehicle's sheet in the notebook. The vehicle's registration number is located in the upper left portion. The following information must be provided for every vehicle used:

DATE	TIME	PRINT	DEPT,	DESTINATION	DATE	TIME	PRINT	ENDING
OUT	OUT	NAME	CLUB, ORG	(Town, State)	IN	IN	NAME	ODOMETER
			NAME					READING

**PLEASE WRITE LEGIBLY** - All information must be passed on to the State of CT DAS Office of Fleet Operations.

17. **MECHANICAL ISSUES** - Any and all mechanical or physical problems with any of the vehicles should be reported promptly to University Police and the University Vehicle Coordinator so appropriate work orders may be submitted.
- Every effort will be made to provide an alternate vehicle in case of a sudden mechanical or physical problem but may not be possible given scheduling conflicts. If a vehicle is removed from service for a mechanical or physical problem, as much notice as possible will be given to those affected by its removal. If available, a substitute vehicle will be provided. This is not always possible, however due to the large volume of requests.*
18. **ROADSIDE EMERGENCIES** - A vehicle may become disabled during use, requiring emergency roadside assistance or service. A disabled vehicle may include mechanical failure, flat tire, running out of gas or being locked out of the vehicle. In the event the vehicle becomes disabled follow these guidelines:
- With the safety of the driver and passengers the highest priority, please make an effort to get the vehicle to a safe location and then:**

1. **Contact the Eastern Campus Police Dispatch Office at 860.465.5310.**
2. **Provide Campus Police with your Name, Cell Phone Number, Vehicle Plate Number, Location (closest landmark, street name, town, state), Vehicle Issue (what happened to the vehicle) and how many passengers are in the vehicle\*.**
3. **The Campus Police Dispatch Office will contact University Vehicle Maintenance/Facilities to arrange for Vehicle retrieval/repair as soon as possible.**
4. **You may be asked to call any existing roadside assistance program available to you, such as AAA or your own insurance company, to get the vehicle moved to a safe location.**

***\*Due to staffing and vehicle availability limitations the University may not be able to send an additional vehicle to pick up groups displaced by vehicle breakdowns.***

19. **ACCIDENTS / VEHICLE DAMAGE** -It is the driver's responsibility to report an accident or any damage that occurs while a University/State vehicle is in their possession. ***Failure to report this damage may result in loss of driving privileges for the driver and possibly the department or organization they belong to.***

-No matter how minor, all accidents and vehicle damage must be reported to Campus Police 860.465.4326 and the University Vehicle Coordinator 860.465.4326 as soon as possible.

-The **ON-LINE DAS VEHICLE INCIDENT/ACCIDENT REPORT** must be completed and submitted as soon as possible. This form must be submitted to the State of Connecticut DAS Office of Fleet Operations and the Comptroller's Office by Eastern within 48 hours of the accident/damage occurring.

The link to the form is available here:

<https://www.easternct.edu/police/documents/das-vehicle-accident-form.pdf>.

Once completed, the on-line form must be sent to the following email address: [easternfleetmva@easternct.edu](mailto:easternfleetmva@easternct.edu).

***\*BE SURE TO GET ALL PERTINENT DETAILS WHILE AT THE SCENE OF THE ACCIDENT.***

#### **ON-CAMPUS ACCIDENT PROCEDURES**

1. Remain calm. Take immediate action to prevent further damage or injury. If anyone is injured call 9-1-1 and signal for emergency assistance. Do not move injured persons unless they are in immediate danger. Do not move vehicles unless necessary for safety reasons or damage is minimal.
2. Contact University Police (860.465.5310) so they can respond to file the appropriate report for documentation.
3. The driver must complete the **ON-LINE DAS VEHICLE INCIDENT/ACCIDENT REPORT** immediately and submit it to their department administrator for their approval.
4. A department representative must forward the completed form to the University Police [easternfleetmva@easternct.edu](mailto:easternfleetmva@easternct.edu) for statewide distribution.

#### **OFF-CAMPUS ACCIDENT PROCEDURES**

1. Remain calm. Take immediate action to prevent further damage or injury. If anyone is injured call 9-1-1 and signal for emergency assistance. Do not move injured persons unless they are in immediate danger. Do not move vehicles unless necessary for safety reasons or damage is minimal.
2. Contact the local police department within the jurisdiction where the accident took place.
3. Make sure to obtain the accident report number from the responding officer.
4. Obtain a copy of any written Accident Report and provide a copy to University Police.
5. Complete the online DAS Vehicle Incident/Accident/Damage Report on-line and submit it to [easternfleetmva@easternct.edu](mailto:easternfleetmva@easternct.edu) within 48 hours.
6. If the vehicle must be towed, be sure to get the name of the towing company and the address of where the vehicle is being towed to.
7. Contact University Police (860.465.5310) to report the accident and provide information as to where the vehicle has been towed.
8. Any and all traffic violations or tickets are the responsibility of the vehicle driver. Eastern will not reimburse operators for fines paid.

20. **GAS** - Be sure that the vehicle is fully gassed prior to leaving Eastern. Gas is available from Eastern's Heating Plant and most State of Connecticut Department of Transportation garages or campuses. The computer fob attached to the vehicle's key ring is all that is needed to obtain gas at any CT State DOT gas station. Place the fob into the pump monitor and follow the directions on the screen. There is no direct cost to the operator or the operator's department for this gas. Eastern departments/organizations that own pool vehicles reserve the right to charge other departments for gas costs on a monthly basis. This arrangement will be made prior to any trip if applicable.

**Please be sure there is at least a ¼ tank of gas remaining in the vehicle upon return to campus**

21. **GAS CARDS** - Eastern Voyager Fleet cards are attached to each vehicle's key ring and are provided for GAS EMERGENCIES ONLY. Voyager Fleet card reimbursement is the responsibility of the operator's department. Any Voyager Fleet card receipt should be signed and the user's department name should be written on the receipt. Receipts should be sent to Fiscal Affairs, Gelsi-Young Hall Room 344. Additional Voyager Fleet cards may be requested by contacting Fiscal Affairs at 860.465.5370.

**THE ACCESS CODE FOR ALL UNIVERSITY CARDS IS 06226.** If the code is repeatedly entered incorrectly, access to the card will be denied. **If the Voyager Fleet card is damaged or missing on the key ring, please alert the University Police Dispatcher and Fiscal Affairs as soon as possible.**

22. **NO PETS** - No pets of any kind are allowed in Eastern or State of Connecticut vehicles. Guide dogs are permitted, however.

23. **NO SMOKING** - **SMOKING IS PROHIBITED** in Eastern or State of Connecticut vehicles.

24. **VEHICLE POOL** - As of 7/2023, the Eastern Vehicle Pool consists of the following vehicles (subject to change):

12-passenger\* Vans (10): Pool (8) 46-12, 46-19, 46-30, 46-37, 46-51, 46-66, 46-67, 46-75

Housing (2) 45-05 & 46-59

7-passenger\* Minivan (1): Pool (1) AV-51426

4-passenger\* Cars (2): Pool (2) 46-20 & 46-61

***\*Total includes the driver.***

#### **IMPORTANT UNIVERSITY CONTACT INFORMATION**

**UNIVERSITY FLEET MANAGER / VOLUNTEER DRIVERS**

**Jim Howarth, VP for Finance & Administration**

Gelsi-Young Hall Room 230

Office: 860.465.4418

Fax: 860.465.5188

Email: [howarthja@easternct.edu](mailto:howarthja@easternct.edu)

**UNIVERSITY VEHICLE COORDINATOR**

**Scott Smith, Athletic Equipment Manager**

Sports Center Room 118

Office: 860.465.4326, Cell: 860.604.6618

Fax: 860.465.4696

Email: [smithsc@easternct.edu](mailto:smithsc@easternct.edu)

**VEHICLE MAINTENANCE**

**Nancy Harper, Maintenance Supervisor I**

Facilities Building Room 212A

Office: 860.465.5345

Cell: 860.919.5680

Email: [harpern@easternct.edu](mailto:harpern@easternct.edu)

**Dan Butler, QCW - Automotive**

Facilities Building Room 103

Office: 860.465.0126

Email: [butlerd@easternct.edu](mailto:butlerd@easternct.edu)

**Christopher Sanborn, QCW - Mechanic**

Facilities Building Room 103

Office: 860.465.0126

Email: [sanbornch@easternct.edu](mailto:sanbornch@easternct.edu)

**CAMPUS POLICE - DISPATCH**

Main Number: 860.465.5310

Email: [dispatch@easternct.edu](mailto:dispatch@easternct.edu)

#### **Policy on Hover Boards and Other Electronically Operated Skateboard Type Devices**

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Due to safety concerns about both fire and rider safety, hover boards or other electronically operated skateboard type devices shall not be allowed to be either charged, operated or stored on the Eastern Connecticut State University campus or any of its facilities. This prohibition is consistent with the CSCU Student Code of Conduct, Article I, Part D., section 12 which prohibits "behavior or activity which endangers the health, safety or well-being of others."

For more information, please contact the University Police Department.





The Admissions Building is located on High Street near the Foster Clock Tower and the J. Eugene Smith Library.

More than 9,000 prospective students, parents, and guidance counselors visit Eastern each year to learn first-hand about our quality public liberal arts education. Whether it is a group information session or personal interview, the Admissions Building provides the professional staff with a collegial environment to assist prospective students and their families.

Located in the Fine Arts Instructional Center, the Art Gallery is dedicated to the public liberal arts mission of the University and committed to providing exhibition programming with depth and relevance to multiple disciplinary perspectives and a diverse campus and community audience. In particular, the Art Gallery strives to provide an environment dedicated to inspiration and the interchange of ideas among these constituencies.

The Office of Gallery and Museum Operations installs new exhibitions in The Art Gallery five times each year, featuring the works of established and emerging artists in a variety of media. Gallery and Museum Operations manages a permanent art collection of more than 1,300 objects, focusing on contemporary work tied to the region. In addition to modern and contemporary artists such as Sol LeWitt, Ellen Carey, Janet Fish, Wolf Kahn and Emily Mason, the collection includes work by international artists such as Nahum Tschacbasov of Russia, Antonio Martorell and Ramon Vargas of Puerto Rico, Rigoberto Mena of Cuba, Ilan Ossendryver of South Africa, Mina Momeni of Iran and Peng Hung-Chi of Taiwan.

There are also many faculty and student artworks displayed throughout the campus, as well as a collection of public works of art commissioned through the Connecticut Art in Public Spaces program. The Art Gallery also showcases art by Eastern graduating students each spring. Internships in gallery management/exhibition administration are available to qualified students.

## Burnap Hall

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For information on Burnap Hall, please see the [housing website](#) and check under the Residence Hall tab.

## Burr Hall

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For information on Burr Hall, please see the [housing website](#) and check under the Residence Hall tab.

## Cervantes and Shakespeare Parking Garages

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The Cervantes Garage provides 719 parking spaces for faculty, staff, commuter students, and visitors.

The Shakespeare Garage, opened in the 2011 Spring semester, provides 807 parking spaces to serve students, faculty, staff and visitors. This includes 6 Electric vehicle charging stations on the ground floor. The garage is located adjacent to the existing Cervantes Garage. The garages accommodates a total of 1526 parking spaces.

For more information, please refer to the Parking Regulations Manual, which can be obtained at the University Police Department or at <http://www1.easternct.edu/police/>.

The mission of the Margaret S. Wilson Child and Family Development Resource Center of Eastern Connecticut State University is to promote the social, emotional, cognitive, language, aesthetics, and physical development of young children of diverse backgrounds, to inspire, support, and educate their families, to provide a model program for future teachers and early childhood professionals, and to serve as a hub of innovative research and professional development. The Center serves as a laboratory school to Eastern students in education as well as other disciplines. The facility, serving children 18 months to 5 years, currently has four preschool classrooms and one toddler classroom. The Center features state of the art technology, playground, gardens, and family resources in order to provide a comprehensive support system of early care and education.

The Communications Building, which is newly renovated, is located on the North Campus and connected to Goddard Hall.

## Constitution Hall

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For information on Constitution Hall, please see the [housing website](#) and check under the Residence Hall tab.



## Crandall Hall

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For information on Crandall Hall, please see the [housing website](#) and check under the Residence Hall tab.

## Eastern Hall

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Eastern Hall is located behind the J. Eugene Smith Library and serves as a temporary classroom and offices during several construction projects over the next few years.

Located on Charter Oak Road, the Facilities Management and Planning Building houses most divisions of the department, as well as the University's shipping and receiving department.

## Gelsi-Young Hall

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The Frederick A. Gelsi and Leslie T. Young Hall, which is connected to the Alvin B. Wood Support Services Center, houses most of Eastern's executive offices. University Relations, Institutional Advancement, and Alumni Affairs are located on the first floor. The office of the president, those of the vice presidents, and the Office of Equity and Diversity occupy the second floor, as does the Connecticut Room. The Offices of Fiscal Affairs and Human Resources are on the third floor. The building also houses several conference rooms. Student employment is also located on the third floor.

Located on the north campus and connected to the Communications Building, Goddard Hall contains Education, Psychology, faculty offices, general purpose classrooms, and a lecture hall.

The Student Health Service is at 185 Birch Street, adjacent to Windham Street Apartments. For information regarding hours and services, see the "Student Services" section of this handbook.

## Hurley Hall

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Located on the north campus, Hurley Hall serves as Eastern's dining room, providing meals for all students on board plans. Cash customers are also welcome.

The J. Eugene Smith Library supports and enriches the University's teaching, learning, research, and outreach objectives by providing services and resources that foster intellectual curiosity and integrity, promote critical inquiry, and encourage awareness of the world beyond the campus. We provide a welcoming and comfortable space for quiet study or collaborative efforts, and a professional staff to offer assistance and expertise.



## **Knight House**

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Located adjacent to Winthrop Hall at 2 Windham Street Extension, the Knight House is the location of the Multifaith Center. Full- and part-time campus ministers of several major faiths are available to students by appointment. A number of religious and spiritual groups meet at Knight House regularly. This building also has an office for Higher Edge.

## Laurel Hall

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For information on Laurel Hall, please see the [housing website](#) and check under the Residence Hall tab.

## Mead Hall

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For information on Mead Hall, please see the [housing website](#) and check under the Residence Hall tab.

## Niejadlik Hall

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For information on Niejadlik Hall, please see the [housing website](#) and check under the Residence Hall tab.

## Noble Hall

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For information on Noble Hall, please see the [housing website](#) and check under the Residence Hall tab.

## Nutmeg Hall

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For information on Nutmeg Hall, please see the [housing website](#) and check under the Residence Hall tab.

## Occum Hall

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For information on Occum Hall, please see the [housing website](#) and check under the Residence Hall tab.

## Public Safety Building

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The Public Safety Building which is located on the corner of High Street and Charter Oak Road houses the university police department in a two story, 8,636 square foot building with a state of the art dispatch center, administrative offices, records department and all the basic space you would find in support of a police department. Students can go to this building to get parking passes.



Opened in fall 2008, the Science Building consolidates all science disciplines taught at Eastern Connecticut State University into one facility. The building houses the departments of Biology, Math and Computer Science, Environmental Earth Science, and Physical Science, as well as the Institute for Sustainable Energy. It includes general-purpose classrooms, laboratories, a greenhouse, a large resource room, and a 150-seat lecture hall with state-of-the-art audio-visual systems. All labs and classrooms are fitted out with the latest lab systems and equipment and has a state of the art data center. The building also provides spaces on each floor where students can study and work collaboratively.

Building systems and construction materials were designed to minimize energy use and the impact on natural resources in accordance with the U.S. Green Building Council LEED Accreditation System. The building meets the Silver rating of the USGBC LEED. Technologies used to minimize energy usage include day-lighting, a 440 KW fuel cell, a grey water system, chilled beams for cooling office space, and variable speed drives on hoods to maximize energy efficiency. The building site also was designed to reduce the impact on the environment and includes a bioswale to limit the amount of storm water runoff. The building was also designed to be flexible in order to accommodate the changing needs of sciences over the life of the building.

With more than 173,000 square feet across six floors, Eastern's Science Building provides a modern space for excellent science instruction, enhances student-faculty research, and serves as a catalyst for interdisciplinary studies.

## Shafer Hall

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Shafer Hall, is located on the 1889 site of the first building of the Willimantic Normal School. Shafer hall is an upper level students residence hall. For information on Shafer Hall, please see the housing web site and check under the Residence Hall tab.

## Sports Center

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The Sports Center, located on the North Campus between the Communication Building and the Student Center, has numerous recreational and athletic facilities available for student use. These include three regulation basketball courts, four racquetball courts, a weight room, cardio-conditioning room, dance studio, swimming pool, showers, and locker facilities.

The Sports Center houses Intercollegiate Athletics as well as the Intramural and Recreation programs. The building also contains two classrooms, a conference room, the Eastern Athletics Alumni Hall of Fame Room, and faculty and administrative offices.

The Student Center enhances University spirit and helps to create University culture as the focal point for all students. Students are engaged in our liberal arts community through various opportunities of participation, such as hanging out in the building with friends, eating a meal, using the bookstore, attending meetings with faculty and staff for advising and other official business, attending a social, cultural or educational event, or as a member of a student organization.

### Upper Level

The **Atrium Lobby** is a great place to sit and watch TV, take in an entertainer on the main stage, grab a bite to eat, head to the bookstore, or hang out between classes. Seating includes couches in lounges and tables and chairs for dining in and around the bookstore, the food court, the information desk, and the "main street" of the building.

The **Bookstore** is operated by Barnes and Noble and has the feel of a store you would find in a local mall. From textbooks to best sellers, from supplies to snacks, from school shirts to greeting cards, this bookstore has everything you need.

The **Food Court** is operated by Chartwells Corporation and features the latest offerings in healthy food options along with the traditional fare. From a "grab and go" section to individually prepared meals, you will have the variety and options to try something different all the time.

Located in the center of the building, the **Information Desk** is staffed whenever the building is open with employees trained and ready to assist you with all aspects of building services.

The **Café** is the place you can play a game of pool, sit and watch TV, catch an acoustical performance, surf the Internet, hang out with friends in front of the fireplace, or attend a reception. With a spectacular view, this multipurpose facility is the place to be and be seen.

The **Theatre**, with all of its technology and surround sound, serves as a movie theatre, lecture hall, and performance and presentation facility.

The **Betty Tipton Room** is a multipurpose facility that serves as the Center's ballroom and is used for just about any type of event imaginable including banquets, receptions, speakers, performances, conferences, and award ceremonies.

The **Meeting Rooms** (4) on this level are used by the University community for meetings, conferences, and events. Each one is equipped with the latest technology and will support most conference needs.

### Lower Level

The **Fitness Center** is a 4000-square-foot facility with over 60 pieces of exercise equipment, and a flat screen TV with state-of-the-art technology. Plug your personal headset into equipment to listen to music or watch television while you exercise.

**CAB** - CAB is a student workforce skilled in project management and event planning tasked with planning and implementing the many student events and activities that occur within the building and beyond its boundaries.

**SGA** - The Student Government Association and all of its subcommittees and senators are located in the middle of the action, working to fund and organize the 60+ student organizations. Conducting business in the meeting room with glass walls, you can see all the action as it happens.

**Student Organizations** - Over 60 clubs work in their own office suite and share workspace and storage. The "Campus Lantern" (newspaper) and "Sustinet" (yearbook) also have offices in the suite.

The **Intercultural Center** (Room 114) - The office assists international, multicultural, and commuter students with transition, retention/persistence, and intervention issues, while providing unity and exposure to diversity.

The **Women's Center** (Room 116) - The office provides resources for students and promotes gender equality by critically examining cultural ideals of gender and gender relations.

The **Meeting Rooms** (4) on this level are used by the University community for meetings, conferences, and events. Each one is equipped with the latest technology and will support most conference needs.

## Webb Hall

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The Charles R. Webb Hall houses modern instruction and office facilities. Its classroom wing contains 23 classrooms and laboratories, including a small auditorium, specialty instruction rooms, five instruction computer rooms, a 108-station general purpose computer laboratory and student lounges. Its office wing contains more than 100 offices for faculty, conference rooms, offices for academic departments and administration, a faculty lounge, and a language laboratory. The entire building is equipped with computer, communication, and multimedia resources.

Webb Hall also houses the deans for the School of Arts and Sciences and Education, Professional Studies, the Graduate Division, and the following academic departments:

- Economics and Business Administration
- Education
- English
- Sociology, Anthropology and Social Work
- History/Political Science/Philosophy/Geography
- Psychology
- Modern and Classical Languages

The Wickware Planetarium houses a star planetarium and offices for faculty.

## High Rise and Low Rise Apartments

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For information on High Rise and Low Rise Apartments, please see the [housing website](#) and check under the Residence Hall tab.

## Winthrop Hall

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For information on Winthrop Hall, please see the [housing website](#) and check under the Residence Hall tab.



## Wood Support Services Center

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The Alvin B. Wood Support Services Center was named in honor of CSU Board of Trustees member and longtime Eastern supporter, Alvin B. Wood. Many support service and administrative offices are located in this building.

### Ground Level

Copy Center  
Vending area  
Elevator access

### Level I

Bursar's Office  
Financial Aid  
International Programs/NSE  
Registrar's Office

### Level II

Card Services Office  
Career Services  
Housing and Residential Life Office  
Office of Student Conduct  
National Guard  
Student Art Gallery  
Veteran's Education and Transition Resource Center  
Wellness Education and Promotion



Words by: Jennie E. Dennehy  
Music: 16th century folk tune  
Westphalia, Prussia

New England's hills are fair and green  
Alma Mater, mother dear,  
With oak and laurel's tangled screen,  
Alma Mater, mother dear.  
We've spent the happy days among  
These beauties which the bards have sung,  
While to thy guiding hand we've clung,  
Alma Mater, mother dear.

Thy gentle voice has soothed us oft,  
Alma Mater, mother dear;  
On aching brows thy touch was soft,  
Alma Mater, mother dear.  
Yet firm and fearless, straight and true,  
You taught us still the right to do.  
Oh, all our best we owe to you,  
Alma Mater, mother dear.

## American Red Cross Blood Drives

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Eastern has four blood drives every academic year, two in the fall and two in the spring semesters. The dates for the fall blood drives are September 26 & 27 and November 29 & 30. All blood drives are held in the Betty Tipton Room of the Student Center. The Center for Community Engagement and the Office of Campus Ministry are co-sponsors of the drives in conjunction with the American Red Cross. Please visit their website at [www.redcrossblood.org](http://www.redcrossblood.org) - code **Eastern** for the next campus blood drive or contact Nancy Brennan at [brennann@easternct.edu](mailto:brennann@easternct.edu), 860-423-0856, for more information.

## Building Codes for Course Locations

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Please click the following link for building Codes for course locations

<https://www.easternct.edu/registrar/forms/building-codes.html>

Eastern has designated parking facilities for its students, faculty, and staff. Therefore, we ask that anyone parking on campus observe the following regulations:

- In order to obtain a parking permit, you must submit an application form (along with a copy of your valid vehicle registration, and proof of enrollment-valid student I.D. or current semester schedule) to the University Police Department. Once this information has been verified, you will be issued the appropriate parking permit. For a student permit application, go to: <https://www.easternct.edu/police/documents/2021-2022-parking-permit-application-rev0604122021.pdf>. A copy of campus parking regulations is issued with each permit. All members of the Eastern community are expected to be aware of these regulations and to abide by them.
- Resident first-year students with less than 24 total credits, are not permitted to have vehicles on campus.
- Students are required to park their vehicles in designated student parking lots and are not permitted to drive to and from classes, except for disabled students with special permission.
- Parking fines are assessed for violations of campus parking regulations in amounts approved by the Board of Regents. If not paid within 10 business days, a fine doubles. Fines may be paid by mail or at the Bursar's Office in the Support Services Center. All parking fines are deposited into an appropriate scholarship account within the operating fund.
- An appeal may be filed with the Parking Appeals Board; appeal forms are available from the University Police Department or at [https://www.easternct.edu/police/documents/form\\_parking\\_appeal\\_online.pdf](https://www.easternct.edu/police/documents/form_parking_appeal_online.pdf). An appeal must be initiated within 10 days of the violation and may be mailed to or handed in at the Eastern Police Department Records Office. Payment of the fine will be deferred pending outcome of the appeal.

All Clubs and Organizations have a university email address that may be used for Student Organization business. A student organization email directory can be found on the [Student Activities Website](#). Any mail or packages sent to Clubs or Organizations may be delivered to the Student Activities Office, Student Center, room 224.

## Directions to Eastern

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Directions to Eastern can be obtained on the Eastern website at <http://www.easternct.edu/map/driving-directions/>



Student workers are paid on a bi-weekly basis. Students should enter their time in Core-CT time and labor timesheet module and should reach out to their supervisors if assistance is needed. Instructions are located on the payroll website. Students should opt for direct deposit to the bank of their choice. The forms are located on the payroll website and should be submitted electronically from an Eastern email address to [payroll@easternct.edu](mailto:payroll@easternct.edu). If a student does not opt for direct deposit, the paycheck will be mailed, from the State Comptroller's Office to the home address provided on your Student Employment paperwork. The payroll office is open from 8:00-5:00 Monday through Friday. Paychecks are no longer available for pick up in the payroll office. All paycheck information, regardless of direct deposit or live paycheck, can be viewed online by all employees in Core-CT. Students may obtain tax forms on the payroll website and completed forms should be submitted electronically from an Eastern email address to [payroll@easternct.edu](mailto:payroll@easternct.edu).

The ECSU Payroll website is <https://www.easternct.edu/fiscal-affairs/payroll.html>.

## Items Allowed/Not Allowed In Residence Halls

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For a list of items allowed and not allowed in the residence halls at Eastern, please refer to the [housing website](#) where you can find a copy of the current housing contract.

## Lost and Found

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Lost and Found is located at the University Police Department. Eastern is not responsible for the loss of personal property.

As with any school or institution, there are many rules and regulations regarding tuition and fees. If you or your family members have questions about any of the following information, please call the Bursar's Office in the Alvin B. Wood Support Services Center at ext. 55255, or off-campus at (860) 465-5255.

**Non-Payment of Bill:**

If you fail to pay your student account bill or any monies due and owing Eastern Connecticut State University by the scheduled due date, Eastern Connecticut State University may place a financial hold on your student account, preventing you from future course registration and/or receipt of other University services, transcripts of grades or other official papers. Eastern Connecticut State University may assess a late payment charge in the amount of \$50.

Your account may be referred to a collection agency and the university may no longer accept direct payments. You are responsible for paying the collection agency fee which may be based on a percentage at a maximum of fifteen percent (15%) of your delinquent account balance, together with all costs and expenses necessary for the collection of your delinquent account. Your delinquent account may also be reported to one or more of the national credit bureaus.

When Financial Aid Awards are received, they will be automatically applied to the student account. Students may pay by cash, check, American Express, MasterCard, Discover card or through a tuition-payment plan. Credit Card payments can only be made on-line via your student account and will be assessed a 2.95% convenience fee. Eastern also offers a monthly payment plan where you can pay your semester's bill in up to 5 monthly installments. For more information go to: <https://www.easternct.edu/fiscal-affairs/bursar/the-eastern-payment-plan.html>

**Returned Checks:**

If a check made out to Eastern is returned for any reason, a \$20 bad-check penalty will be posted to your account, along with the outstanding balance. The Bursar's Office will place a restriction on your account until payment is received. If a check is returned, Eastern reserves the right to ask that payment be made by certified check, bank check, money order, or cash. Students who repeatedly issue bad checks will be reported to Campus Police and subject to Student Conduct action.

**Refund Policy:**

A student wishing to withdraw from Eastern must coordinate the withdrawal through the Advising Center. This is important because the date on the withdrawal form filed with the Advising Center becomes the student's official withdrawal date, which affects the refunding of fees. Tuition, State University fee, University General fee, Student Activity Fee, and the balance of housing fees are refundable as follows:

**Refund Policies for Full-Time Fees:**

- **Application Fee:** Nonrefundable
- **Admissions Binder:** Nonrefundable \$200 (applied to tuition fee)
- **Housing Binder:** Nonrefundable \$250 (applied to housing fee)
- **Tuition and Fees:**
  - Prior to the first day of classes: 100%
  - During the first week of classes: 90%
  - During the second week of classes: 60%
  - During the third and fourth week of classes: 40%
  - No refund after the fourth week of classes
- **Housing Fees:**
  - Prior to the first day of classes: 100%
  - During the first week of classes: 90%
  - During the second week of classes: 60%
  - During the third and fourth week of classes: 40%
  - No refund after the fourth week of classes

**Annual Housing Contract:**

Eastern has an annual housing contract, which binds students to campus housing for the entire academic year (fall and spring semesters) when a student pays the non-refundable housing deposit and/or completes the housing application and receives a housing assignment. New incoming and returning students have until June 30<sup>th</sup> to cancel their request for housing for the upcoming academic year. New incoming spring semester students and new requests for housing for continuing students in the spring have until December 1<sup>st</sup> to cancel their request for housing. After those dates, students must file an appeal to request to be released from the contract. If the Housing Cancellation Review Committee does not approve a request to be released, the student remains assigned to housing and is responsible for paying all fees associated with housing. Any student removed from living on campus in a residence hall for disciplinary reasons via the University's Student Conduct process shall not be issued any refund of any Housing fees.

For more information and the appeal forms, please visit this link, <http://www1.easternct.edu/housing/annual-contract/>.

**Meal Plans\*:**

- Meal Plan refunds are made on a prorated basis only upon withdrawal from the University or upon withdrawal from University housing, at the option of the student and with concurrence of the University.

\*No refund of housing or meal plan fees will be made for weekend absences or meals missed.

**NOTE:** Refunds for students receiving financial aid under Title IV are made according to Public Law 102-325, Section 484B, of the Higher Education Amendments.

**Check or cash payments on student accounts should be mailed or delivered to the Bursar's Office:**

Eastern Connecticut State University  
83 Windham Street  
Willimantic, CT 06226-2295  
c/o Bursar's Office, Wood Support Services Building  
Phone: on campus at ext. 55255, or off-campus at (860) 465-5255

**Vending Machines**

Vending Machines on-campus no longer accept the Eastern EXPRE\$\$ CARD. The machines are equipped with readers that will accept MasterCard, Visa, Discover and American Express debit and credit cards, *ApplePay*, *GooglePay* and cash. The ability to use EXPRE\$\$ CASH may be available in the future.

## Weather Hotline

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Eastern has a weather hotline telephone service with information on delays, changes, or class cancellations due to inclement weather or emergencies. When weather conditions necessitate canceling classes or closing Eastern, the hotline posts information no later than 6:20 a.m.

The hotline numbers: (860) 465-4444, (800) 578-1449 (CT)

Information regarding evening classes is available no later than 1 p.m. The hotlines are updated daily.

During inclement weather, Eastern encourages students, faculty, and staff to listen to local radio and television stations for information about cancellations or closures at Eastern. This information is available on the Eastern web site at [www.easternct.edu/easternalert/](http://www.easternct.edu/easternalert/)



Please click the link below to go to the Eastern Connecticut State University Online Directory

<https://www.easternct.edu/sitemap/index.html>



