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Student Activities

Activate an Existing Club

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").
5. Must submit roster of current club members to the Student Activities Office.

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

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.

Bookkeeping

Although both Fiscal Affairs and the Student Activities Office keep 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 the Fiscal Affairs Office and Student Activities Office.

Budget Accounts

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 un expended 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.

Prizes

- Before purchase, prizes must be pre-approved by Student Activities and Fiscal Affairs. Purchasing paperwork must indicate a prize is being purchased for an event to include vouchers and the p-card request form. All prizes, once purchased, must be brought to the Student Activities Office and stored in the Student Activities closet. A prize form, which can be found in the Student Activities Office, must also be on file with the Student Activities Office. All winners must pick up their prizes at the Student Activities Office by the end of each semester and winners must bring a valid Eastern ID. Prizes not picked up by the end of the semester may be forfeited to Student Activities.
- Clubs can purchase up to $50 in prizes per semester (pre-approved by BAM in the club's FRP). Clubs cannot purchase gift cards at locations that sell alcohol nor purchase Visa gift cards as prizes.

Charge Accounts

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

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.

Community Service Programs

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, Center for Community Engagement - Eastern, and can register for programs 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 Student Organizations Program Advisor 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 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, 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 Fiscal Affairs.

* * 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 Purchasing - Eastern (easternct.edu).

Personal Service Agreements (PSA)

The Personal Service Agreement (PSA) is used for the commitment of funds concerning all non-employment contracts for personal services that are required, Personal services include assistance and services performed by individuals, partnerships or corporations of a professional or technical nature. PSAs are not to be used in place of hiring regular, full-time, part-time, or temporary employees. PSAs will not be authorized for work that has been recognized as belonging to one of the collective bargaining units within the Board of Regents for the Connecticut State Colleges and University.

Honoraria

The Services and Honoraria Request Form is used for the commitment of funds concerning all non-employment contracts for personal services under $5,000 that are required. Services and Honoraria Request Form services include assistance and services performed by individuals, partnerships, or corporations of a professional or technical nature, professional services normally associated with academic guest lecturers or speakers for a university event. Honoraria are not to be used in place of hiring regular, full-time, part-time, or temporary employees. Honoraria will not be authorized for work that has been recognized as belonging to one of the collective bargaining units within the Board of Regents for the Connecticut State Colleges and University.

The forms (which can be found online) must be submitted at least 10 business days prior to the event. Club minutes need to be submitted along with the respective contracts (with all required signatures). Additionally, a W-9 for the person whose name appears on the check (and the contract is made out to) must be up to date and on file.

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 and the vendor can only be paid up to $99. 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 Eastern 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 vendorcontracts 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 Student Activities 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 Student Activities 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

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.

Dance Group Policy

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

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

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**.

Equipment

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 Fiscal Affairs.

Event Request

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 must be registered 10 days before the event date. Events not registered prior to this deadline could be subject to cancellation and reported to the Director of Student Activities. To register an event, fill out the Event Registration Form, (located on eWeb under the CCE and Student Activities box). This is an online survey which will be received via e-mail by the Student Organizations Program Advisor. 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.

Fall and Spring Fest Events

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.

Fashion Show Policy

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.

Food and Beverage for Events

Many clubs and organizations will serve food and beverages at their events. 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 e-mail at The Director of Food Services at least 3 weeks before your scheduled event.

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

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 the Student Activities Office.

Fundraising Accounts

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.

Fundraising Events

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.

Clubs are not permitted to accept cash at fundraisers nor accept funds via Venmo, Cashapp or Zelle. Payments must be made by check or credit card. All fundraising events must be coordinated through the Student Activities Office using the Showare system. Once approved, clubs will receive a link to share for selling tickets or fundraising items.

Gifts or Donations

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)."

Meetings

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

Metal detectors may be used for events that are open to the public as determined by the Campus Police Department.

Minutes

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		bam@my.easternct.edu
Club's Advisor(s)	Your Advisor(s)	Advisor(s) E-mail(s)
Club's Treasurer	Your Treasurer	Keep copy on club's z-drive

The minutes must be typed and submitted within 48 hours to minutes@easternct.edu as well as to the following individuals via email. Minutes should be submitted through the official Eastern club e-mail and should be sent as a Microsoft Word attachment. The Student Organizations Program Advisor 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

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.

Notification to Campus Attendees in the Event of an Emergency

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."

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 Organizations Suite in the Student Center, room 108
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 (total copies allowed: 68 total):

- Burnap Hall (4)
- Burr Hall (4)
- Constitution Hall (7)
- Crandall Hall (4)
- High Rise Apartments (9)
- Laurel Hall (8)
- Low Rise Apartments (1)
- Mead Hall (5)
- Niejadlik Hall (5)
- Noble Hall (4)
- Nutmeg Hall (7)
- Occum Hall (6)
- Shafer Hall (4)

Buildings where posting is allowed	**Buildings where posting is NOT allowed using above guidelines**
Communications Building	Admissions Building
David G. Carter Science Building	Campus Police
Fine Arts Instructional Center	Child and Family Development Center
Goddard Hall	Eastern Hall Facilities Building
Hurley Hall	Gelsi-Young Administration Building
Knight House	Health Services
Sports Center	Heating Plant

Student Center	Parking Garage
Webb Hall	Smith Library
Wickware Planetarium	
Wood Support Services Center	

Please drop off stamped flyers for Residence Halls to the Housing & Residential Life Office- Wood SSC, 2nd floor

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.

For full Social Media Policy, see https://www.easternct.edu/university-relations/guidelines/social-media-policy.html

Processing Paperwork

Any payment vouchers, requisitions, purchase orders, advances, or personal service agreements, must be submitted to 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 SGA, 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.**

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 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/Bingos

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 Charitable Games.

Reimbursements

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"

"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 disposable of paint supplies must be done properly by contacting Facilities.

Reservations may be made through the room reservation system, EMS.

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

Resources

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' 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 Student Organizations Program Advisor

One Drive: Clubs can access policies, paperwork and additional resources on the Clubs and Organizations One Drive. To access the One Drive, you must log into Office 365 using your club credentials

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.

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

To reserve any space on campus, both indoors and outdoors, you will need to request space through the EMS online booking system. Use your club credentials to log in. The link to EMS can be found at Events - Eastern. Be sure your event request has been approved before proceeding with the planning of the event and the reservation of the rooms.

Rosters

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

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.

Signatures

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

Go to Student Activities - Eastern to learn more about the office of Student Activities at Eastern Connecticut State University.

Student Use of State Vehicles

Only students who are certified and have a valid motor vehicle operator's license are permitted to drive a state vehicle. To be certified, students and staff must review the Safe Driver power point and sign the safe driver contract found on the Clubs and Organizations OneDrive.

To reserve a state vehicle for a club/organization, **an e-mail must be sent to the Student Organizations Program Advisor** and Student Activities 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

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.

Travel - Travel Protocol

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

1. All ECSU rules, regulations and policies are in effect while participating in official club travel.
2. The presence and/or use of alcoholic beverages are prohibited.
3. The use of profane language is prohibited.
4. When using State vehicles you must have one staff advisor in each vehicle.
5. The staff advisor(s) on each trip is the person(s) in charge and they are present to:
    1. Maintain a proper educational environment
    2. Insure all rules and regulations are followed
    3. 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.
    4. Act as the person "In Charge" in all situations including emergencies.
6. State vehicles are to be used only for the educational portion of the trip and not to shuttle people around for personal "Free Time".
7. 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 for in-state travel and at least four (4) weeks prior to departure for out-of-state travel 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 Student Activities 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 **Student Activities**. In some circumstances, 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 **Student Activities** 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 Student Activities 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

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 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 unde r Connecticut General Statute 4-165 and may cause loss of veh icle 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). 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 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.

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/VehicleAccidentApril5[1].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	**UNIVERSITY FLEET MANAGER / VOLUNTEER DRIVERS**
Scott Smith, Athletic Equipment Manager	Jim Howarth, VP for Finance & Administration
Sports Center Room 118	Gelsi-Young Hall Room 230
Office: 860.465.4326 Cell: 860.604.6618	Office: 860.465.4418
Fax: 860.465.4696	Fax: 860.465.5188

E-mail: smithsc@easternct.edu

VEHICLE MAINTENANCE

Jeff Smith, QCW/Mechanic

Facilities Building Room 103

Office: 860.465.0126

E-mail: smithsrj@easternct.edu

Nancy Harper, Maintenance Supervisor I

Facilities Building Room 212A

Office: 860.465.5345

Cell: 860.919.5680

E-mail: harpern@easternct.edu

E-Mail: howarthja@easternct.edu

CAMPUS POLICE

Main Number: 860.465.5310

E-mail: dispatch@easternct.edu

Voucher

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.

About Eastern

Eastern Connecticut State University is Connecticut's public liberal arts university. Serving 4,355 students in fall 2024, Eastern offers a vibrant, residential campus experience focused on academic excellence, hands-on learning, and community engagement. With 41 majors and 68 minors across the arts, sciences, and professional studies, Eastern prepares students to succeed in a rapidly changing world and workforce.

At the heart of every student's education is the **Eastern Liberal Arts Core (ELAC)**—a distinctive general education program that promotes integrative thinking and lifelong learning. ELAC includes:

- **Liberal Arts Perspectives (LAP)** courses that introduce students to multiple disciplines
- **Tier 2 Explorations** that support interdisciplinary connections
- A **Capstone experience** in each student's major that applies learning in a culminating project

Eastern also cultivates a set of **Five University Learning Outcomes** that define the skills and knowledge all students should develop:

1. **Communication** - the ability to express oneself effectively in common college-level written forms and oral presentations.
2. **Creativity** - the ability to formulate original ideas and concepts, apply novel solutions, and innovate across disciplinary boundaries.
3. **Critical Thinking** - the ability to analyze complex issues, evaluate evidence, and construct reasoned conclusions.
4. **Ethical Reasoning** - the ability to assess one's own values, recognize ethical issues, and evaluate the consequences of decisions.
5. **Quantitative Literacy** - the ability to reason and solve quantitative problems, evaluate data, and communicate findings.

Founded in 1889, Eastern has grown from a teacher training school into a nationally recognized liberal arts university known for inclusive excellence, small class sizes, and a strong sense of community.

Karim Ismaili	President
Jeremy Campbell	Vice President of Finance and Administration
LaMar Coleman	Vice President of Equity and Diversity
Michelle Delaney	Vice President of Student Affairs
Tony Hayes	Chief Information Officer
Niti Pandey	Dean, School of Education and Professional Studies and Graduate Division
Michael Pasquarella	Chief Development Officer, Alumni and Executive Director, ECSU Foundation
Emily Todd	Dean, School of Arts and Sciences
Kemesha Wilmot	Dean of Students, Student Affairs
Cheryl Wilson	Provost and Vice President of Academic Affairs

Eastern Connecticut State University's Mission Statement

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.

Student Government Association Executive Board

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.

Disclosure Statement

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.

Academic Calendar

You can find the academic calendar through the Eastern Connecticut State University web site at Academic Calendar 2024-25 - Eastern (easternct.edu)

Academic Success Center

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
- Global Learning
- Opportunity Programs
- Career Services
- 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-success/index.html

Advising Center

The Advising Center takes a proactive approach to academic advising and student development services for undergraduate students. The Center supports the University's dual-advising services for first-time and transfer students. All students are encouraged to visit the office for assistance with academic planning, course scheduling, placement testing, registering for courses and major exploration. The Center helps students apply the information they learn to their own unique educational goals and personal circumstances. 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 undergraduate 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
- Major/advisor assignment process
- Academic information and referral services
- Transfer and Articulation Policy (TAP) advising
- Bachelor of General Studies (BGS) Advising

For more information or to schedule an appointment, call (860) 465-4526 or visit www.easternct.edu/advising/index.html

Global Learning

Mission

The Office of Global Learning, located in the Academic Success Center, supports Study Abroad and National Student Exchange opportunities, as well as Global Field Courses. The office strives to make global and national travel for credit accessible and viable for as many Eastern students as possible. To learn more please access the webpage here: https://www.easternct.edu/global-learning/index.html

EXCHANGE PROGRAMS AND STUDY ABROAD

National Student Exchange (NSE)

Eastern is a member of the National Student Exchange (NSE). Full-time students may apply to study for one semester or one year at more than 200 member colleges or universities in the United States, its territories and Canada. Students pay tuition and fees to Eastern, while paying room and board and normally charged fees to the host institution. The program is open to sophomores and juniors. Students who wish to participate in NSE during their senior year must obtain approval by their faculty advisors and the Office of Global Learning coordinator. Students are required to have at least a 2.5 cumulative grade point average (GPA) and at least a 2.5 GPA at the end of the semester prior to their away term. Additionally, students must pay a $150 NSE application fee. Financial aid is awarded through the home institution.

The NSE program provides students with the opportunity to take advantage of educational experiences not available at Eastern and to become better acquainted with another region of the country. Students accepted into the program will receive equivalent credit and grades at Eastern for study satisfactorily completed. This means that all courses will appear on the student's Eastern transcript, including "F" graded courses, if any. Students must submit Transfer Course Requests for each class they plan to take away from Eastern. Students receive information about how these courses will transfer back to Eastern one the appropriate chair/Registrar's office reviews the request. The request form can be found on the student's Participant Release Form, which is provided to each student by the Office of Global Learning. NSE/host institution credits are calculated in a student's GPA at Eastern.

To learn more about NSE, click here: https://www.easternct.edu/global-learning/national-student-exchange/index.html

International Student Exchange Programs

Students accepted into Eastern's international exchange and study abroad programs will receive equivalent credit for study satisfactorily completed. Although the equivalent individual courses, credits and grades (including failed courses) will appear on the academic record, the grades will not be reflected in the student's grade point average. Students must submit Transfer Course Requests for each class they plan to take away from Eastern. Students receive information about how these courses will transfer back to Eastern one the appropriate chair/Registrar's office reviews the request. The request form can be found on the student's Participant Release Form, which is provided to each student by the Office of Global Learning.

Study Abroad is open to sophomores and juniors. Students who wish to study abroad during their senior year must obtain approval by their faculty advisors and the Office of Global Learning coordinator. Additionally, students are also required to have at least a 2.5 cumulative grade point average (GPA) and at least a 2.5 GPA at the end of the semester prior to their away term. All students who are registered in the International Study Program courses (ISP 300 and ISP 301) are automatically charged an application fee.

Costs for the international exchange program are the same for tuition and fees that a student would normally pay to attend Eastern; room and board varies with the type of accommodation.

The following is a partial list of all current international exchange opportunities available at Eastern:

• Baden-Wurttemberg Germany Exchange Program. As part of its new sister-state relationship, the Connecticut Legislature and the State Parliament of Baden-Wurttemberg, Germany, have created an innovative student exchange program involving universities in Baden-Wurttemberg and universities in Connecticut. This program is a one-for-one exchange whereby Eastern students pay tuition and fees at their home institution and receive full benefit of attendance at one of the 10 universities in Germany.

• Queen Margaret University Exchange Program. Eligible full-time Eastern students can spend a maximum of two semesters at Queen Margaret University in Musselburgh, Scotland. Students pay Eastern tuition and fees to Eastern.

To learn more about our partner schools, click here: https://www.easternct.edu/global-learning/study-abroad/partner-universities.html

Opportunity Programs

Dr. Christina Irizarry, Director, Opportunity Programs, Academic Success Center

Opportunity Programs is an office designed to support first-generation, low-income, undocumented students, underprepared and those from underrepresented communities at Eastern. Our mission is to assist these students in their academic journey while fostering growth and connection within both the campus and local communities.

The office provides academic and social support to students in the following programs: STEP/CAP, theDream.US, Hartford Promise, Waterbury Promise, New Haven Promise, Higher Edge, Hispanic Alliance of Southeastern Connecticut, Achievement First (Hartford & Amistad), DC-CAP, Independent Youth (students affiliated with the Department of Children and Families) and CARIBE. International students and First-Generation to College Students also receive social support from the office.

Opportunity Programs is located in Library 107. Our office provides a welcoming study area open to the entire campus community with a special focus on the students we serve. This space is a hub where students can relax, study, and find a sense of belonging. Additionally, we host exclusive events that offer students a chance to connect with peers who share similar experiences, whether they are part of the same program or another under our umbrella.

The Opportunity Programs office is more than just a physical space; it is a resource for students to seek guidance and support for both personal and academic challenges. Our goal is to create an environment where students feel empowered and equipped to thrive in their educational pursuits and beyond.

Office of Career Services

Director: Chris Ambrosio

Academic Success Center, Library 1st floor (860) 465-4458

https://www.easternct.edu/career/

The Office of Career Services 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 or a walk-in session with the Career Peer Coaches 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.

Handshake

Handshake 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.

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

Dr. Rita Malenczyk, Director

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 the Academic Success Center, email asc@easternct.edu , or call (860) 465- 4310. For additional information and scheduling appointments, visit the Writing Center site - www.easternct.edu/writing-center/index.html

Placement Tests

First-year and transfer students who have not fulfilled the first stage of Eastern's writing Liberal Arts CORE Curriculum requirement prior to their enrollment must be placed in an appropriate writing course. Placement for the first-year writing course is based on a student's SAT or ACT scores and/or a placement survey.

The Mathematics Achievement Center ("MAC")

Director: Kate Dale MSc, Department of Mathematical Science

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

The Academic Success Center offers a robust tutoring program to help students gain clarity on course content, engage in meaningful academic discussions, and develop essential skills to excel in their classes. Our tutors pride themselves in providing individualized support to meet the needs of each student. All our tutors are trained and certified through the College Reading and Learning Association (CRLA) to collaborate effectively with students of all abilities, nurture a productive and scholarly tutoring environment, and equip students with sustainable learning and studying strategies to utilize throughout their college career and beyond. Additionally, our peers tutors can help students assess their current strengths and weaknesses among their academic routines and devise an improvement plan that addresses time management, organization, goal setting, note-taking, studying, and/or school-life balance.

Students are encouraged to book an appointment with one of our peer tutors via Insight: https://easternct-insight.symplicity.com/

For more information, visit https://www.easternct.edu/academic-success/tutoring-center.html .



AccessAbility Services

Main Office: Wood Support Services Center, 2nd Floor
Phone: (860) 465-0189
Fax: (860) 465-0136
Email: 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 facilities accommodations and support services to 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.

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.

Alumni Affairs

Christopher Dorsey, Director of Alumni Communication and Advancement Affairs, (860) 465-4509

Gelsi-Young Hall, First Floor, Room 130

https://www.easternct.edu/alumni-and-friends/

The Office of Alumni Affairs organizes events, activities, programs, and services that support and benefit alumni. Through live and virtual events, such as professional and social networking receptions, class reunions, and academic presentations, alumni can stay connected long after graduation. Additional resources include a monthly E-newsletter and notifications about campus events of interest.

The Office also coordinates "Class Notes" for Eastern Magazine and actively solicits news from alumni. Recently, it has partnered with the Office of Student Activities to combine the annual "Eastern Celebrates Reunion Day" with "Family Day," creating a more enriching experience for the entire Eastern community, including students, parents, and alumni of all ages.

Since 1969, Alumni Affairs has recognized alumni and special friends for their outstanding career achievements or service to the University. Additional resources available to alumni can be found at [insert URL or contact information here].Alumni and Friends - Eastern .

The Office of Alumni Affairs encourages alumni to demonstrate their pride in their Eastern education by supporting the University's programs through tax-deductible donations to the ECSU Foundation Annual Fund, or by offering internships and mentoring to current students.

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 are interested are encouraged to apply for unpaid internships in the Office of Alumni Affairs. These internships focus on promoting alumni activities and campus news of interest through social media, as well as assisting with event planning and operations management.

Athletics

TBD 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 also 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, flag football, golf, 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. Flag football is played on a new turf field at the Mansfield Sports Complex. 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 may 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. 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.

Bookstore

Amanda Rose, Manager, (860) 465-0199

Student Center
http://ecsu.bncollege.com/

The Eastern Bookstore, operated by Barnes & Noble, is located in the Student Center. The bookstore offers everything students need for academic success, including new, used, rental, and digital textbooks, as well as school supplies and residence hall essentials. It is also the place to find school spirit merchandise, such as apparel and gifts. In addition, the bookstore carries current bestselling fiction and nonfiction, snacks, and cold beverages, making it a convenient stop for everyday necessities.

Textbooks may be ordered online for in-store pickup or UPS delivery through the bookstore's website: http://ecsu.bncollege.com/. Bookstore hours for the Fall, Winter Session, Spring, and Summer terms are posted on the website and are subject to change.

Counseling and Psychological Services (CAPS)

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

Licensed Full Time Counselors: Dr. Greg Betz, Licensed Psychologist, Christi Craig, LCSW, Dr. Vicki DeVeau, LCSW

Post-Graduate Counseling Fellows: Joseph Mongillo, LPCA

Graduate Trainees: Megan Avery, Arden Hill, Leah Nelson, Margaret Njomo, Zachary Pitchler, Natalee Toree

Psychiatric APRN: Andrea Reischrel, APRN

Part Time Counselors: Dr. Melonie Bland, LPC, Meradith Ganow, LPC, Emily Reyes, LCSW

Administrative Assistant: Alicia Chandler, (860) 465-0181 or via email at chandlera@easternct.edu

Location: 4th Floor, Webb Hall Room 423

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 Licensed Psychologists and a 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 on the 4th floor of Webb Hall, 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 on a first come, first serve basis.

Dean of Students

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 Office of AccessAbility Services, , Student Activities, Wellness Education Outreach and Veteran Care, and the Unity Wing (Intercultural Center, Pride Center, and Women's Center).

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 & Interpersonal Violence 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
Carolyn Hetrick, Resident District Manager, (860) 465-5051
Catering Department, (860) 465-5207

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

Meal Plan Options

The following meal plan options are available during the 2026-27 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. Additional detailed meal plan information is available in the Dining Services brochure and on our website.

SILVER PLUS $125 Meal Plan - The cost of this plan is **$3,634** per semester. This meal plan includes $125 Dining Dollars, ten Guest Meals, and allows unlimited access to Hurley Dining Hall. The SILVER PLUS $125 Meal Plan is required for all resident first-year students and residents of Burnap, Burr, Constitution, Crandall, Mead, Niejadlik, 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 **$3,734** per semester. This meal plan includes $225 Dining Dollars, ten Guest Meals, and allows unlimited access to Hurley Dining Hall. 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 **$3,834** per semester. This meal plan includes $325 Dining Dollars, ten Guest Meals, and allows unlimited access to Hurley Dining Hall. The SILVER PLUS $325 Meal Plan is available to all students.

150 BLOCK Meal Plan - The cost of this plan is **$2,077** per semester. This meal plan includes $150 Dining Dollars and allows 150 meals in Hurley Dining Hall 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 **$1,040** per semester. This meal plan includes $75 Dining Dollars and allows 75 meals in Hurley Dining Hall 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 **$694** per semester. This meal plan includes $50 Dining Dollars and allows 50 meals in Hurley Dining Hall 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 Dining Hall and Student Center Food Court. 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 Dining Hall for all meal periods throughout the day. 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 Dining Hall when you plan to take 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 each meal period, not to be used in conjunction with a regular meal. You are permitted to take two pieces of fruit with a to-go 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 to talk about how to best accommodate your situation.

Guest Meals
Enjoy a meal with a guest at Hurley Dining Hall. 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	$9.50
Continental Breakfast	$7.50
Brunch	$12.90

Hot Lunch	$12.90
Lite Lunch	$11.70
Dinner	$16.70

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 are 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 Dining Hall.

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. Please visit the department website at easternct.catertrax.com.

Hurley Dining Hall, ext. 40026
Hurley Dining Hall is located on the second floor of Hurley Hall. Hurley Hall Dining Hall 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 entrée 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 Dining Hall also accepts cash and debit/credit cards.

View Daily Menus by visiting www.dineoncampus.com/easternct or download the DineOnCampus app.

HOURS:
WEEKDAY

Breakfast	7:15 a.m. to 10:00 a.m.
Continental Breakfast	10:00 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 Local Leaf, salads are made to order with a variety of fresh local produce. Windham Street Subs offers handcrafted deli sandwiches on bread, wraps & rolls, and are accompanied with house-made potato chips. Burger 860 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. Warriors Kitchen is a weekly rotating concept that offers different regional cuisines which include Asian, Italian, Fresh-Mex, Mediterranean, and mac and cheese bowls. The Student Center Food Court accepts cash, Dining Dollars, EXPRE$$ CASH, debit, and credit cards.

View Daily Menus by visiting 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 to learn more.
Hours:

Monday to Friday	8:00 a.m. to 9:00 p.m.
Saturday & Sunday Starbucks & Burger 860 Stations Only	1:00 p.m. to 5:00 p.m.
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.

Office of Vice President for Student Affairs	
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	(860) 465-5066
AccessAbility Services	(860) 465-0189
Brooks Scavone, Director	(860) 465-5573
Athletics	(860) 465-5179
Jason Mlodzianowski, Director	(860) 465-5091
Center for Community Engagement	(860) 465-0090
Lana O'Connor, Director	(860) 465-4436
Counseling and Psychological Services	(860) 465-0181
Bryce Crapser, Director	(860) 465-5778
Health Services	(860) 465-5263
Joseph Breton, Director	(860) 465-5778
Housing and Residential Life	(860) 465-5297
Paul Serignese, Director	(860) 465-0147
Intercultural Center	(860) 465-5749
Josiah Cook, Coordinator	(860) 465-4421
Office of Student Conduct	(860) 465-0090
Dwayne Cameron, Director	(860) 465-0063
Pride Center	(860) 465-0015
Alex Corey, Coordinator	(860) 465-0056
Student Center and Student Activities/Orientation	(860) 465-0036
Casey Kensey, Director	(860) 465-4446
Wellness Education & Veteran Care	(860) 465-2821
Angela Bazin, Director	(860) 465-2821
Women's Center	(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 website https://www.easternct.edu/financial-aid/index.html specifies policies, procedures, and helps with frequently asked questions. Additional questions from students and their families can be directed to our staff, by email, or phone as follows:

- Financial Aid, FinancialAid@easternct.edu, 860.465.5205
- Veterans Affairs, veteransaff@easternct.edu, 860.465.5096

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

Once a student is enrolled in classes at Eastern, they will need to complete a FERPA authorization to determine whom our staff is able to speak with regarding 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 each year** 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 links to these resources can be found on our website. 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 Progressand is reflected in both a quantitative (credits attempted) and qualitative (grade point average/GPA) measurement. The quantitative component requires completion of at least 67% of all credits attempted 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 borrowing of Federal Direct Loans. Both must be finalized before these loans will be paid 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 different documents and comparing those documents to the FAFSA making updates where appropriate. The Financial Aid Office has partnered with Inceptia, a third party organization, 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 from an email sent out by Inceptia. Students must respond within two weeks of notification. Failure to respond in a timely manner could result in a reduction in the financial aid award. 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 by the FAFSA. The Financial Aid Office can review these situations to see 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.

Health Services

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 confidential and will not be released without the student's written consent.

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

Maria Brennan, A.P.R.N., , Associate Director

Colleen Laskowski, A.P.R.N, Associate Director

Christine Walley, R.N. Assistant Director

Erin Conlan, Administrative Assistant

WHERE IS THE HEALTH SERVICES OFFICE and HOW DO I MAKE AN APPOINTMENT

Student Health Services is located on campus behind the Science Building, next to the Low-Rise Apartments:

165 Birch Street, Willimantic, CT, 06226

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

Please call for an appointment. While we do accept walk-ins, you most likely will be given an appointment at a later time that day or the next day.

WHAT SERVICES ARE OFFERED?

We function as an Urgent Care Center. Common issues we see include cold or flu symptoms, musculoskeletal injuries, concussions, seasonal allergies, and minor traumatic injuries. We also offer services for women's health including screening tests. We perform testing for all students at risk of sexually transmitted infections whether you have symptoms or would like screening tests (no symptoms but have concerns).

For significant symptoms like chest pain, palpitations, difficulty breathing, allergic reactions, major injuries or significant trauma, we recommend the Emergency Department at Windham Hospital. If you believe your symptoms warrant the Emergency Department, you should go.

We also offer allergy, Depo-Provera injections and Hormone injections. ALL of these must come with specific instructions on medication name, dosing and schedule from the original prescriber. For allergy injections, your first dose of new medications or an INCREASE in dose MUST be done at the original prescriber's office (usually an Allergist.)

Besides the services listed above, we encourage students to make an appointment for any health concerns. This may include feelings of depression or excessive worry/ anxiety. We do recommend C.A.P.S. (Counseling Services) but we are also available should there be a delay in getting an appointment.

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 diagnostic testing, both for a fee. If diagnostic testing is not available at Student Health Services (Cat Scans, MRI, Blood work) then your health insurance will be billed by that outside provider.

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

NON-EMERGENCIES: https://www.easternct.edu/health-services/index.html, click on the "After hours Care" link

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 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: Students are not required to have health insurance to attend Eastern. The Student Health Services Office not only strongly recommends, but URGES all students (full time, part time, and graduate) to have health insurance coverage. 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. Be sure you have your current health insurance information with you here at school.

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.

Paul Serignese, Director
Blaine Fisher, Associate Director for Housing Operations
Troi Branham, Associate Director for Residential Engagement
Jill Knowlton, 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 2,300 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, or being part of a Peer Success Group 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	High Rise Apartments, Low Rise Apartments	
Burr Hall	Laurel Hall	
Constitution Hall	Niejadlik Hall	
Crandall Hall	Noble Hall	
Mead Hall	Nutmeg Hall	
Occum Hall	Occum Hall	
Winthrop Hall	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 1st and 2nd floors of Occum Hall. Meal plans are also available for purchase for any other student living on campus.

Janice Wilson, Director of Library Services, (860) 465-4466
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.

Media Services

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

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.

RELIGIOUS LIFE:

Pastor Paul Doyle (UCC Congregational) 860-423-6827

Rabbi Jeremy Schwartz (Jewish) 860-423-3743

Reverend John Heald (Christian) 860-456-4626

Campus Ministry Office 860-423-0856

easternct.edu/campus-ministry/

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 at Knight House, 2 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 easternct.edu/campus-ministry/ for more information. All are welcome.



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 food and hygiene products, which are 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.

Thursday Knight Cafe

Every Thursday night Campus Ministry hosts Thursday Knight Cafe which is held from 8:00 - 10:00pm (pancakes are served from 8:30 - 10:00pm) in the Student Center Cafe. All Eastern students are welcome to come and enjoy free pancakes and some sort of entertainment. Whether it is Karaoke, Kahoot, open mic, a student band or a talent show, it is always a fun night and a great way to meet new friends!

Student Activities Business Office (SABO)

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 Room 227

Study Abroad - Eastern [https://www.easternct.edu/global-studies/study-abroad/index.html]
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 with a letter grade, although Study Abroad host institution credits are not calculated in a student's grade point average at Eastern. Students must have their faculty advisor's approval before registering for courses.

For more information, contact the Study Abroad office at 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 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 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 Brochure and Dining Services Brochure and on the Card Services website.

Printing Funds
The University adds $20 in Printing Funds each semester to students' Eastern EXPRE$ CARD for copying and printing on-campus. Any Printing Funds remaining at the end of the fall semester will roll over 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.

University Police

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

44 Charter Oak Road
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, 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 webpage: https://www.easternct.edu/police/_documents/2023-clery-report.pdf?1117).

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, Marines, Navy, Air Force, Space Force, and Coast Guard) as well as any branch component (National Guard, Retired, Reserve, or Active). Together with other student support services at Eastern, it is our hope that veterans and service members can find the resources they need to be successful in their academic career. 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 Support Services Building, Room 207. If you have any questions comments or concerns, feel free to get in contact with us through telephone: (860) 465-2821 or email: bazina@easternct.edu

Wellness Education and Outreach

Office of Wellness Education Outreach
Wood Support Services Center, Room 207
Angela Bazin
Director, Wellness Education Outreach and Veteran Care
(860) 465-2821

bazina@easternct.edu

https://www.easternct.edu/wellness-education-outreach/

The Office of Wellness Education Outreach 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, intellectual, and financial), Eastern students are better able to meet the challenges of higher education.

- The office is located in Wood Support Services, Room 207. Students can visit the website, email, or call for more information. The office is open Monday - Friday, 8:00am-5pm.

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.

History

The Arthur L. Johnson Unity Wing is named after Dr. Arthur L. Johnson, former sociology professor at Eastern Connecticut State University. 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 and civil rights activist, Dr. Johnson was a life member of the NAACP (National Association for the Advancement of Colored People). He dedicated himself 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.

The Pillars

Intercultural Center

1st Floor Student Center

Arthur L. Johnson Unity Wing, Room 114

Josiah Cook (he/him)

Cookjosi@easternct.edu

(860)465-4421

www.easternct.edu/interculturalcenter/

The Intercultural Center is dedicated to advancing diversity, equity, and inclusion as guiding principles in the pursuit of knowledge, personal growth, and social transformation. We work to dismantle systemic barriers that limit the advancement of marginalized communities by fostering authentic relationships, formal/informal mentorship, and intercultural dialogue. Through a culture rooted in trust, belonging, and holistic connection, we create a space where individuals are encouraged to bring their full selves, support one another's journeys, and grow together. Our commitment empowers communities to lead with empathy, advocate for justice, and collectively build a more inclusive and equitable future for all.

Pride Center

1st Floor Student Center

Arthur L. Johnson Unity Wing, Room 108G

Alex Corey (He/Him)

Coreyal@easternct.edu

860-465-0056

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

860-465-4313

Women's Center - Eastern

The Women's Center empowers women across the academy to boldly envision and fully realize their potential by fostering self-leadership, collective strength, and resilience. Guided by an intersectional framework, we engage the campus through innovative programming, scholarship, and activism that build community, celebrate identity, and promote personal growth. The Center also responds to and works to prevent interpersonal violence while expanding access to resources and opportunities that support the success and well-being of women and all members of the campus community. Rooted in Power, we affirm, advocate, and act in solidarity to create lasting change.

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

The Student Employment Office is located on the 3rd Floor, Room 338, of the Gelsi-Young Building. The Office also retains a website Student Employment - Eastern 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, 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 https://www.ecsujobs.org/ 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 is 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 Student Organizations Program Advisor 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 Student Organizations Program Advisor or Director of Student Activities.

MEETING WITH STUDENT ACTIVITIES:

The first step in creating a new club or organization is scheduling a meeting with the Student Organizations Program Advisor 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 group's interests so you can formulate the organization's purpose. Once you have agreed to a statement that best describes the organization's functioning purpose, this will be 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 website: Forms and Policies - Eastern

When the constitution is completed, the members must vote to ratify the constitution, and this 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 should be attending some 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 to know exactly which club members of the organization can 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 case of a vacancy, a new Authorized Signature form should be completed when new executive members are elected.

THE FINAL STEPS

Once all the forms are completed and approved, the group officers must meet with the Student Organizations Program Advisor to discuss them. Student Organizations Program Advisor will review them to ensure that they contain nothing that violates any University policies, State or Federal Laws. Student Organizations Program Advisor 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, and report to the Recreation Specialist and the Director of Student Center /Activities. 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.

- Establishing a club sport. The base criteria to consider a Club Sport for recognition are:
  - An expressed interest by students for an athletic activity which is not available at the intercollegiate varsity level.
  - Appropriateness of activity for the University.
  - A qualified coach is approved by the Recreation Specialist.
  - A designated Club Advisor.
  - Competitive and physical activity involving competition with other teams on a club or collegiate level which holds progressive competition.
  - 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 Recreation Specialist. All athletic equipment must conform to NCAA Standards for that sport when appropriate. For sports not recognized or sanctioned by the NCAA, clubs will conform to the rules and regulations 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. The Coach will be responsible for ensuring that equipment meets appropriate safety standards before each practice 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.

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

- Disestablishing a club sport.

The base criteria to disestablish a club sport are:

- The club sport no longer warrants continued operation.
- A varsity sport is established in the same sport.
- The club forfeits more than three contests because it cannot field enough roster players.
- The club fails to submit required reports.
- A team fails to practice on scheduled practice days.
- The Club averages less than 75% attendance of its roster during practices and games.
- 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 Recreation Specialist 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 Recreation Specialist 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 and Recreation Specialist. The Club will submit a facility request form with their advisor's signature well in advance (minimum of two weeks' 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 Recreation Specialist.

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 Recreation Specialist along with the names and phone numbers of three individuals who can provide professional recommendations for the candidate. 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 Director of Student Activities 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 Recreation Specialist
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. Display the proper image befitting that of a coach and/or instructor and representative of Eastern and the Department at all times.

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 Recreation Specialist immediately.

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 reported the injury via email 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.

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 Recreation Specialist.

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.

Membership

Membership in all recognized student club and organizations at Eastern Connecticut State University must be open to all currently enrolled full-time students. Organizations may establish reasonable requirements for active membership, such as attendance, participation, or dues, provided they are applied fairly and are consistent with university policies.

Student Clubs and Organizations

See the following link on the Clubs - Eastern for the current list and web pages of Student Government Association approved clubs and organizations at Eastern Connecticut State University.

Club Membership

Membership in an organization recognized and funded by the Student Government Association must be open to all Eastern students, part time or full time. To be an executive board member of a club, students must be registered for 9 credits or more and hold a cumulative GPA of 2.5 or higher.

Political Endorsement

An official action or public statement by a recognized student organization in good standing with SGA and BAM expressing support for a candidate seeking elected office, or encouraging others to vote for that candidate.

Recognized student organizations may endorse political candidates in their capacity as independent student organizations. Such endorsements do not constitute endorsement by Eastern Connecticut State University. Organizations making endorsements must clearly identify themselves as the sponsoring organization, include the required institutional disclaimer on all public communications, comply with applicable federal, state, and local laws, and adhere to all institutional policies governing student organizations, facilities, communications, and conduct. The institution will administer this policy in a viewpoint-neutral manner and will not approve or deny endorsements based on political affiliation, ideology, or the identity of the candidate.

Policy

1.) Organizational Authority

Endorsements represent the student organization, not individual members unless explicitly stated.

Examples:

- Endorsements must be approved through the organization's established governance process (i.e. membership vote).
- The organization should maintain documentation of the vote.
- The organization should identify who is authorized to make public statements on its behalf.

Nothing in this policy limits personal political speech or activities of individual students acting in their personal capacities. Individual members do not speak on behalf of the organization unless authorized through the organization's governance procedures.

2.) Clear Disclaimer

Organizations must be clear that they are not speaking for the institution.

Examples:

"This endorsement is made solely by [Organization Name] and does not represent the views or endorsement of Eastern Connecticut State University, its administration or faculty.

This disclaimer should appear:

- On social media posts
- Press releases
- Flyers
- Event advertisements
- Websites
- Candidate endorsement letters

3.) Use of Institutional Resources

Not Allowed:

- Use of university logos in a manner implying institutional endorsement
- Student activity fee money cannot be used to make contributions to campaigns

Recreational Sports

Eastern offers students, faculty, and staff the opportunity to participate in a wide variety of recreational 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 recreational sports, as a participant or an official, should contact the Recreation Specialist.

Student Government Association

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 student newspaper, informs the Eastern community of news, sports, activities, and other newsworthy information. All interested students are welcome to join the staff. Send an email to lantern@my.easternct.edu. Additional information is available on the Student Activities website at Campus Lantern Student Newspaper - Eastern

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: WECS Radio - Eastern

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

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. The University views academic advising as an essential educational service and encourages students to take full advantage of the available advising resources. 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 2026, 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 2026, 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 regard 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:

1. 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.

2. 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).

3. 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.

4. 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.

5. 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).

6. 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 (Psychological Science)
6. Delta Mu Delta (International Business Honor Society)
7. Alpha Mu Alpha (Business Administration, Marketing)
8. Omicron Delta Kappa (Leadership-Student Activities)
9. Upsilon Pi Epsilon (Computer and Information Disciplines)
10. Pi Alpha Theta (History)
11. Sigma Tau Delta (English)
12. Beta Beta Beta (Biology)
13. Pi Sigma Alpha (Political Science)
14. Alpha Kappa Delta (Sociology)
15. Lambda Pi Eta (Communication)
16. Phi Alpha (Social Work)

17. Phi Theta Delta (Health Science)
18. Alpha Omicron Delta (Honors Program)
19. Iota Iota Iota (Women's and Gender Studies Program)
20. Chi Alpha Sigma (Athletics)
21. Pi Kappa Lambda (Music)
22. Phi Sigma Tau (Philosophy)
23. Alpha Psi Omega (Theater)

Office of the Registrar

Registrar's Office:

- Jennifer Huoppi, Registrar
- John Bazin, Associate Registrar - Supportive Programs
- 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

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 https://www.easternct.edu/emergency-alerts/index.html.

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

Chris Drewry, Director of Co-Curricular Academic Programming

Library, Room 227

Global Field Courses 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

Arts & Sciences	Dean's Office		
Dr. Emily Todd, Dean	(860) 465-5295	todde@easternct.edu	Webb Hall-Room 264
Amy Coffey, Associate Dean	(860) 465-5383	coffeya@easternct.edu	Webb Hall-Room 263
Beth Leslie, Administrative Assistant	(860) 465-5371	leslieb@easternct.edu	Webb Hall-Room 259
School of Educational & Professional Studies	Dean's Office		
Dr. Niti Pandey, Dean	(860) 465-5293	pandeyn@easternct.edu	Webb Hall-Room 165
Ryan Colwell, Associate Dean	(860) 465-4556	colwellr@easternct.edu	Webb Hall-Room 164
Paula Goyette, Administrative Assistant	(860) 465-5292	goyettepa@easternct.edu	Webb Hall-Room 160
Accounting & BIS			
K.Niki Kunene, Department Chair	(860) 465-0647	kunenek@easternct.edu	Webb Hall-Room 349
Mohd RuJoub, Assistant Chair	(860) 465-5284	rujoubm@easternct.edu	Webb Hall-Room 337
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Art & Art History			
Maeve K. Doyle, Chair	860-465-4345	doylemae@easternct.edu	FAIC-Room 322
Lora Lee, Assistant Chair	860-465-5132	libo@easternct.edu	FAIC - Room 319
Beth Leslie, Administrative Assistant	860-465-5371	leslieb@easternct.edu	Webb Hall, Room 259
Biology			
Joshua Idjadi, Chair	860-465-0034	idjadij@easternct.edu	Science Building-Room 358
W. Brett Mattingly, Asst. Chair	860-465-4499	mattinglyw@easternct.edu	Science Building-Room 364
Julie McGowan, Secretary II	(860) 465-4369	mcgowanju@easternct.edu	Science Building-Room 368
Business Administration			
Fatma Pakdil, Chair	(860) 465-0880	pakdilf@easternct.edu	Com 203
Mihyun Kang, Assistant Chair	(860) 465-0414	kangm@easternct.edu	Com 210
Denise Kegler, Secretary	(860) 465-4369	keglerde@easternct.edu	Com front desk
Communication, Film and Theater			
Alycia Bright-Holland, Chair	(860) 465-5596	brighthollanda@easternct.edu	FAIC 226
Andrew Utterback, Assoc. Chair	(860) 465-4386	Utterbacka@easternct.edu	FAIC 309
Jena Lopes, Secretary II	860-465-5073	lopesje@easternct.edu	FAIC 244
Computer Sciences			

Garrett Dancik, Chair	(860) 465-4587	dancikg@easternct.edu	Science Building-Room 257
Cheryl Le Beau, Secretary II	(860) 465-4510	lebeauc@easternct.edu	Science Building-Room 168
Economics & Finance			
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Education			
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Dr. Xing Liu, Associate Chair	(860) 465-5167	liux@easternct.edu	Webb Hall-Room 153
Dana Drouin, Secretary II	(860) 465-4530	drouind@easternct.edu	Webb Hall-Room 124
English			
Steve Ferruci, Chair	(860) 465-0653	ferrucis@easternct.edu	Webb Hall-Room 230
Jordan Youngblood, Associate Chair	860-465-1018	youngbloodj@easternct.edu	Webb Hall-Room 255
Miranda Lau, Secretary II	(860) 465-4570	laum@easternct.edu	Webb Hall-Room 225
Environmental Earth Sciences			
Bryan Oakley, Chair	(860) 465-4418	oakleyb@easternct.edu	Science Building-Room 265
Steve Nathan, Assistant Chair	(860) 465-5579	nathans@easternct.edu	Science Building-Room 262
Beth Leslie, Administrative Assistant		leslieb@easternct.edu	Webb HAll, Room 259
Health Sciences and Nursing			
Amy Bataille, Department Chair	(860) 465-4002	bataillea@easternct.edu	Goddard 217
Yaw Nsiah, Assistant Department Chair	(860) 465-4524	nsiah@easternct.edu	Goddard 212D
Jennifer Spellman, University Assistant	(860) 465-5008	spellmanj@easternct.edu	Goddard 212
Thany Litrico, Secretary I	(860) 465-5027	litricot@easternct.edu	Goddard 212
History			
Caitlin Carenen, Chair	(860) 465-5033	carenenc@easternct.edu	Webb Hall-Room 331
Scott Moore, Asst. Chair	860-465-5105	mooresc@easternct.edu	Webb Hall-Room 352
Robin Marrotte, Secretary II	(860) 465-4594	marrotter@easternct.edu	Webb Hall-Room 326
Mathematical Sciences			
Megan Heenehan, Chair	(860) 465-5009	heenehanm@easternct.edu	Science Building-Room 166
Cheryl Le Beau, Secretary II	(860) 465-4510	lebeauc@easternct.edu	Science Building-Room 168
Music			

Timothy Cochran, Department Chair	(860) 465-5193	cochranti@easternct.edu	FAIC-Room - 233
Jena Lopes, Secretary II	(860) 465-5325	lopesje@easternct.edu	FAIC-Room 244
Physical Sciences			
John Toedt, Chair	(860) 465-0182	toedtj@easternct.edu	Science Building-Room 456
Darrell Koza, Assistant Chair	(860) 465-5346	kozad@easternct.edu	Science Building-Room 457
Beth Leslie, Administrative Assistant	860-465-5371	leslieb@easternct.edu	Webb Hall, Room 259
Political Science/Philosophy/ Geography			
Martin Mendoza-Botelho, Chair	(860) 465-5257	mendozabotelhom@easternct.edu	Webb Hall-Room 325
Robin Marrotte, Secretary II	(860) 465-4594	marrotter@easternct.edu	Webb Hall-Room 326
Psychological Science			
Alita Cousins, Department Chair	(860) 465-4546	dillerj@easternct.edu	Webb Hall-Room 125
Lyndsey Lanagan-Leitzel, Assistant Chair	(860) 465-5065	lanaganleitzell@easternct.edu	Webb Hall-Room 142
Dale Dubina, Secretary II	(860) 465-4540	dubinad@easternct.edu	Webb Hall-Room 122
Sociology/Anthropology/ Criminology/Social Work			
Theresa Severance, Chair	860-465-4656	severancet@easternct.edu	Webb Hall Room 432
Marsha Cwikla, Secretary II	(860) 465-4550	cwiklam@easternct.edu	Webb Hall-Room 421
World Languages & Cultures			
Kin Chan, Chair	(860) 465-5328	chank@easternct.edu	Webb Hall-Room 226
Secretary II	(860)		

Academic Misconduct Report

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, referred to 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) 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. 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 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 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

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 Outreach and Veteran Care.

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 simultaneously to alcohol or drug use will be adjudicated separately.

Student Conduct

Dwayne Cameron, Director of Student Conduct
Alvin B. Wood Support Services Center, Room 247

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 247. 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

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 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.

Parental Notification Policy for Conduct Incidents

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:

To foster closer communication with parents and guardians, the University has implemented a parental notification policy. Under FERPA, colleges and universities are permitted to inform the parents or guardians of students under the age of 21 if the student is found to be in violation of the university's alcohol or drug policies. The Student Conduct Office will notify parents or guardians when a student under 21 is found responsible for violations of the University's alcohol and/or drug policies. This notification will typically occur either 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 who are found responsible for violations to inform their parents about the incident and the resulting consequences.

Emancipated students are responsible for providing the Student Conduct Office with the necessary documentation before a finding of responsibility is made, to prevent notification to their parents. It is solely the student's responsibility to ensure this documentation is submitted; failure to do so will result in a notification being sent to the student's permanent address. While the University will not contact parents or guardians of students who are 21 years of age or older, we encourage these students to communicate with their parents independently.

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 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, computer software, computer hardware or other 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 use of computer software and/or computer hardware;

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, computer software, computer hardware 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 any 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;

Using unauthorized computer software to wholly or partially generate, compose or edit written work;

Using unauthorized computer software to wholly or partially generate or create other types of academic work (e.g. video, audio, images, graphics, artwork, etc.).

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 or is generated by authorized computer software, 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:

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).

by précis (i.e., condensing part of a writer's argument).

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 members 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:

If the faculty member believes the imposition of additional sanctions against the student is appropriate.

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.

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 requests 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 to prepare 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:

Find sufficient evidence of academic misconduct, and:

- Terminate the student's 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;
- 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).
- Find that there is insufficient evidence of academic misconduct and reverse the sanctions 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.
2. Suspension from the University. The length and the beginning date of this suspension will be determined by the Committee.
3. 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 decide 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:

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.

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 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 except for 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 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 enough 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 CSCU 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.

- https://www.ct.edu/policies/student-code-of-conduct

  https://www.ct.edu/files/pdfs/2.1%20StudentCodeofConduct.pdf

Student Code of Conduct

https://www.ct.edu/files/pdfs/2.1%20StudentCodeofConduct.pd https://www.ct.edu/policies/student-code-of-conduct

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
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Willimantic, CT 06226
Phone: 860-465-0063
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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 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.

Click Here to see the Interim Discriminatory Harassment, Nondiscrimination, and Title IX Policy.

Campus Parking Appeal Board

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 within the T2 Parking Portal no less than ten business days of the issued ticket (https://easternct.t2hosted.com/cmn/auth_ext.aspx).

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, the Dean of Students, and the Director of Counseling and Psychological Services.

This team has two important functions:

The first is to heighten awareness of 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 beforehand.
- 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 threating 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 https://cm.maxient.com/reportingform.php?EasternCTStateUniv&layout_id=3 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 https://cm.maxient.com/reportingform.php?EasternCTStateUniv&layout_id=3 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

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

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.

ConnSCU Policy Statement on Student Use of University Computer Systems and Networks

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

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 constitutes unauthorized student use.

5. The Chief Information Officer or designee(s) at each University in the CSCU System and at the System Office may monitor student 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.

Copyright and File Sharing Policies

Please click on the following link to find information and related articles on this topic.

Copyright Guide: https://library.ctstate.edu/c.php?g=1337669

CSU Policy Regarding Racism and Acts of Intolerance

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's 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. For more information on how to file a complaint, please visit:

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
• 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.

Eastern Interim Resolution Process Procedure for Title IX Sexual Harassment

Click Here to see the Eastern Sexual Assault Policy and Procedures.

1. INTERIM CONNECTICUT STATE COLLEGES AND UNIVERSITIES RESOLUTION PROCESS

PROCEDURE FOR BOR POLICY 4-13 INTERIM DISCRIMINATORY HARASSMENT,

NONDISCRIMINAT

Link: https://www.ct.edu/files/pdfs/Interim-Policy-4-13-Procedures-FINAL.pdf

2. Procedure for Pregnancy-related Adjustments and Supports

(BOR Policy 4-13, Interim Discriminatory Harassment,

Nondiscrimination, and Title IX Policy).
Link: https://ct-edu.b-cdn.net/files/pdfs/Final-Procedure-regarding-Pregnancy-and-Related-Conditions_May-1-2025.pdf

You can always link the page that has all these policies as well. That way when it is updated, you don't have to worry about updating the direct link. (just a suggestion).
Link https://www.ct.edu/compliance/nondiscrimination

Eastern Statement on Discrimination and Sexual Harassment

Policy Statement

It is the policy of Eastern Connecticut State University that unlawful discrimination is prohibited. Consequently, it shall be a violation of University's 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 ensure 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 do so by completing the Bias Incident Reporting Form. The report is submitted directly to the Office of Equity and Diversity, who will respond via email or phone within 48 hours when the University is open to conduct additional inquiry and ensure the well-being of the affected individual(s) and campus community.

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.

4 - Policy on Non-Discrimination

Email as an Official Form of Correspondence

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, 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 requirements 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.

Tony Hayes

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

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 or digital transmission and online services 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.

Notification to Campus Attendees in the Event of an Emergency

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. 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."

Policies and Procedures for the Status of Students Called to Active Duty

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 their 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

Policy Governing Student Events Open to the Public

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 its duration.

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. The event must end by 12:00AM
      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

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 filing a complaint against employees are located on the Office of Equity and Diversity's website at: Equity and Diversity - Eastern. The direct links to the forms are:

Equity and Diversity - Eastern Discrimination and Sexual Harassment - Eastern.

Report a Bias-Related Incident - Eastern.

LaMar Coleman, Ed.D.
Vice President for Equity and Diversity
Gelsi and Young Hall, Room 255
Telephone: (860) 465-5112
Email: Colemanla@easternct.edu

Brooks Scavone
Director of AccessAbility Services
Wood Support Services Center, Room 200

Telephone (860) 465-5573
E-Mail scavonek@easternct.edu

Policy on Solicitation

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

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.

Procedure for Students with Disabilities to Request Academic and/or Housing Accommodations

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 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.

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/ 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

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.

Student On-Campus Housing - Entry and/or Search Policy

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.
4. Clubs must follow the Student Activities Event policies to include submitting an event request and reserving space though EMS.

Student Publications

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.

Student Records and Disclosure

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

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 viewed online at https://www.easternct.edu/police/clery-crime-reporting/index.html

2026-27 EASTERN CONNECTICUT STATE UNIVERSITY VEHICLE POLICY & PROCEDURES

(Updated June 2026)

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 or by calling 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 1/2026) 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/das/-/media/das/fleet-operations/das-gl-115.pdf?rev=867040e5bc614639a4533cd05194113a&hash=BBDE6E8D6E7ABC12582AA5BEBB069BCF
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. **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.*
4. **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).
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 email to the University Vehicle Coordinator (Scott Smith / smithsc@easternct.edu). Phone inquiries about availability are encouraged but are not considered formal requests (860.465.4326). All vehicle requests will be confirmed or denied by email. All requests must include:
    1. **NAME OF REQUESTOR**
    2. **CELL PHONE NUMBER**
    3. **DEPARTMENT/ORGANIZATION**
    4. **NUMBER & TYPE OF VEHICLES REQUESTED (12-Passenger Van, 6-Passenger Mini-Van or 4-Passenger Car)**
    5. **UNIVERSITY APPROVED DRIVER NAME(S)***
        1. **All driver names MUST be on the University's Approved Driver List.*
        2. **It is the responsibility of the Requester to find approved drivers for their trips - drivers are not provided.*
    6. **PICK-UP DATE & TIME / RETURN DATE & TIME**
    7. **DESTINATION** (place, city, state) **All out-of-state travel requires a Travel Authorization Form to be on file prior to the trip.Travel Authorization information is available at this link: https://portal.ct.gov/das/-/media/das/fleet-operations/das-gl-115.pdf?rev=867040e5bc614639a4533cd05194113a&hash=BBDE6E8D6E7ABC12582AA5BEBB069BCF*
    8. **PURPOSE OF TRIP** (in detail)
7. **WHO CAN DRIVE** - 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 once while the individual is employed or a member of the University community. If the State of CT or the University changes the driver's requirements, test and/or contract, all individuals will be made aware of the change of the requirement and what needs to be done to keep their driving privileges. It is the responsibility of the driver to ensure that they stay in compliance with all the provisions in the contract.

All of this information can be found on the Campus Police website using this link (copy and paste) if you're in your browser and then click on *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 / UNIVERSITY VOLUNTEERS** - 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 who oversees their department requesting a Volunteer Letter 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 one month in advance of the first desired date of travel to allow time for processing.

10. **TRAVEL AUTHORIZATION FORMS** - A Travel Authorization Form (TA) must be obtained for all out-of-state travel. TA's may be obtained from Fiscal Affairs 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, organization or department travel policy.

    *Travel Authorization information is available at this link:

    https://www.easternct.edu/fiscal-affairs/travel/travel-policies-and-procedures/travel-authorization.html

11. **VEHICLE PARKING** - All Eastern Pool Vehicles are located 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.

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 EMS system.
    1. ***Valid Eastern ID is required to pick up the key(s) to University or State of Connecticut vehicles.***
    2. The operator's ID will be kept at the Police Department until the vehicle key(s) have been returned.
    3. ***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. **PRE-TRIP & POST-TRIP VEHICLE INSPECTIONS / PICTURES** - All vehicle operators must perform a pre-trip & post-trip vehicle inspection to assess whether there is any physical damage to the vehicle that may have occurred either prior to or during their vehicle use.
    1. ***Drivers are strongly encouraged to take a photo of any dents or scrapes found on their assigned vehicle prior to departing campus.***
    2. **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.**
    3. **Failure to report new damage may result in loss of driving privileges for the driver and possibly the department or organization they belong to.**
    4. **University staff will be inspecting all University / State Vehicles for unreported damage.**
    5. **Any unreported damage will be investigated.**
14. **VEHICLE RETURN / CLEANING / MILEAGE SHEET COMPLETION / KEY RETURN & SIGN-IN**
    1. Upon return to campus, the inside of the vehicle(s) must be thoroughly cleaned.
    2. The **DESTINATION & ENDING ODOMETER READING must be recorded on the appropriate vehicle's Log Sheet in the *VEHICLE KEY LOG NOTEBOOK*** on the counter at the University Police Department's Dispatch window.
15. **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.*** *Please make sure you are using the correct vehicle's sheet in the notebook. There are tabs with the vehicle's registration number on them, as well as in the upper left hand corner of the sheets.

    PLEASE WRITE LEGIBLY - All information must be passed on to the State of CT DAS Office of Fleet Operations.
16. **MECHANICAL ISSUES** - Any and all mechanical or physical problems with any of the vehicles must be reported promptly to University Police, the University Vehicle Maintainers 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.
17. **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 x3.

    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*.

    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.

    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.
18. **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 860.465.5310 and the University Vehicle Coordinator 860.465.4326 as soon as possible and the ONLINE DAS VEHICLE INCIDENT/ACCIDENT REPORT FORM 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://portal.ct.gov/-/media/das/fleet-operations/vehicle-accident-form.pdf

    Once completed, the on-line form must be sent to the following email address:

    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 people 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**) 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 people 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** 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 x3) 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.

19. **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 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 monthly. 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.**

20. **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. It is recommended to keep a copy of the Voyager Fleet Card receipt if the card is used. Receipts should be sent to Fiscal Affairs, Gelsi-Young Hall Room 340. Additional Voyager Fleet Cards may be requested by contacting Fiscal Affairs at 860.465.5730 during business hours.

    THE ACCESS CODE FOR ALL UNIVERSITY CARDS IS: 006226

    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.

21. **NO PETS** - No pets of any kind are allowed in Eastern or State of Connecticut vehicles. Guide dogs are permitted, however.
22. **NO SMOKING** - ***SMOKING IS PROHIBITED*** in all Eastern or State of Connecticut vehicles.
23. **VEHICLE POOL** - As of 6/2026, the Eastern Vehicle Pool consists of the following vehicles (subject to change):

    - 12-passenger* Vans (8): 46-5, 46-12, 46-30, 46-37, 46-51, 46-59, 46-66, 46-67
    - 6-passenger* Minivan (3): 46-19, 46-75, AV-51426
    - 4-passenger* Cars (2): 46-20 & 46-61

    *Total includes the driver.

IMPORTANT UNIVERSTIY CONTACT INFORMATION

UNIVERSITY FLEET MANAGER

Jeremy Campbell, VP of Finance & Administration

Gelsi-Young Hall Room 230

Office: 860.465.4601

Fax: 860.465.4485

Email: campbelljere@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

VEHICLE MAINTENANCE

Will Rivera, Facilities Management & Planning

Facilities Building Room 203A

Office: 860.465.5567 / Cell: 860.576.6766

Email: riveraw@easternct.edu

Dan Butler, QCW Automotive

Facilities Building Room 103

Office: 860.465.0126

Email: butlerd@easternct.edu

David Brockett, QCW Mechanic

Facilities Building Room 103

Office: 860.465.4686

Email: brockettdav@easternct.edu

CAMPUS POLICE - DISPATCH

Main Number: 860.465.5310

Email: dispatch@easternct.edu

Policy on Hover Boards and Other Electronically Operated Skateboard Type Devices

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.

Admissions Building

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.

Akus Art Gallery

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

For information on Burnap Hall, please see the housing website.

Burr Hall

For information on Burr Hall, please see the housing website.

Cervantes and Shakespeare Parking Garages

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 accommodate 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/.

Child and Family Development Resource Center (CFDRC) - Eastern

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.

Communication Building

The Communications Building, which is newly renovated, is located on the North Campus and connected to Goddard Hall.

Constitution Hall

For information on Constitution Hall, please see the housing website.

Crandall Hall

For information on Crandall Hall, please see the housing website.

Facilities Management and Planning Building

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

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.

Goddard Hall

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.

Health Services Building

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

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.

J. Eugene Smith Library

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

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

For information on Laurel Hall, please see the housing website.

Mead Hall

For information on Mead Hall, please see the housing website.

Niejadlik Hall

For information on Niejadlik Hall, please see the housing website.

Noble Hall

For information on Noble Hall, please see the housing website.

Nutmeg Hall

For information on Nutmeg Hall, please see the housing website.

Occum Hall

For information on Occum Hall, please see the housing website.

Public Safety Building

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.

Science Building

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 460 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

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 website.

Sports Center

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.

Student Center

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

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

Wickware Planetarium

The Wickware Planetarium houses a star planetarium and offices for faculty.

High Rise and Low Rise Apartments

For information on High Rise Apartments and Low Rise Apartments, please see the housing website.

Winthrop Hall

For information on Winthrop Hall, please see the housing website.

Wood Support Services Center

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
Office of Accessability
Housing and Residential Life Office
Office of Student Conduct
National Guard
Student Art Gallery
Veteran's Education and Transition Services Center
Wellness Education and Outreach

Alma Mater

Words by: Jennie E. Dennehy
Music: 16th century folktune; 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

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 - code **Eastern** for the next campus blood drive or contact Nancy Brennan at brennann@easternct.edu, 860-423-0856, for more information.

Building Codes for Course Locations

Please click the following link for building Codes for course locations

https://www.easternct.edu/registrar/forms/building-codes.html

Off campus locations that can be removed from the handbook:

Off-Campus Locations

3-Rivers	Three Rivers Community College
CAPITAL CC	Capital Community College
MCC	Manchester Community College
NFA	Norwich Free Academy

Campus Parking

Eastern has designated parking facilities for its students, faculty, and staff. Therefore, we ask that anyone parking on campus observe the following regulations:

- To obtain a parking permit, you must submit an application through the T2 parking system (https://easternct.t2hosted.com/cmn/auth_ext.aspx). Once registered you will receive a digital parking permit.
- 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. Fines may be paid within 30 days of the issuance of the violation through the T2 portal (https://easternct.t2hosted.com/cmn/auth_ext.aspx). 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 can be filed through the T2 parking portal (https://easternct.t2hosted.com/cmn/auth_ext.aspx). An appeal must be initiated within 10 days of the violation. Payment of the fine will be deferred pending outcome of the appeal.

Club and Organization Mail

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 Organizations Suite in the Student Center, 108.

Directions to Eastern

Directions to Eastern can be obtained on the Eastern website at http://www.easternct.edu/map/driving-directions/

Distribution of Student Paychecks

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 completed forms must be returned to the payroll office with an Eastern ID. If a student does not opt for direct deposit, the paycheck will be mailed, from the State Comptroller's Office to the address listed in Core-CT. 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 in person to the payroll office with an Eastern ID.

The ECSU Payroll website is https://www.easternct.edu/fiscal-affairs/payroll.html

Items Allowed/Not Allowed In Residence Halls

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

Lost and Found is located at the University Police Department. Eastern is not responsible for the loss of personal property.

Payment of Tuition and Fee Bills

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, 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, Visa, MasterCard, Discover card or through a tuition-payment plan. Credit Card payments can be made on-line via your student account or at the Bursars Office and will be assessed a 3% 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. A hold may be placed on your account. 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)
- Registration Fee: Nonrefundable $60
- ***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 30th 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 1st 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/.

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.

What is Eastern Alert?
Eastern Alert is the university's emergency notification system, powered by Everbridge. It delivers timely alerts via text, email, phone, and other methods during critical situations affecting the campus community.

Who is enrolled?
All current students, faculty, and staff are automatically enrolled using their Eastern email address. You can customize how you receive alerts by logging into the Eastern Alert portal.

What types of emergencies are covered?
Eastern Alert is used for major university-wide incidents, such as:

- Campus closures (e.g. snow days)
- Severe weather (e.g. hurricanes or tornadoes)
- Fire or hazardous material emergencies
- Safety/security threats
- Evacuation or lockdown alerts

More localized events (e.g. a fire alarm in one building) will be communicated through other means such as email or PA systems.

How will I recognize a message from Eastern Alert?
Messages will begin with:
"EASTERN ALERT", followed by a brief, clear message.
Examples:

- *Eastern Alert. Eastern is closed today (date). Essential staff should report.*
- *Eastern Alert. A campus-wide lockdown has been issued. Seek shelter immediately.*
- *Eastern Alert. Evacuate (location) immediately.*

What devices can receive alerts?
You can register:

- Cell phones (text and/or voice)
- Landline phones
- Email addresses
- TTY-enabled devices

Can my family receive alerts?
Yes. You may add your parent or guardian's phone number or email address to your Everbridge profile. Please note that Eastern Alert is a closed system—only those with a connection to the university may be added manually.

Are there any costs?
Enrollment is free. However, depending on your phone plan, standard charges may apply for receiving texts or voice messages.

How is my privacy protected?
Your contact information is stored securely by Everbridge and will never be sold or shared. Only authorized University personnel can access this information.

How do I update my contact preferences?
You are responsible for managing your contact preferences. Visit Eastern Alert Preferences to:

- Add or remove phone numbers or email addresses
- Choose your preferred notification methods
- Keep your contact info up to date

Will there be tests of the system?
Yes. The university conducts periodic tests (At least one per semester). You may be notified in advance, and test messages will be clearly marked.

What happens after I leave Eastern?
When you are no longer affiliated with the university, your Eastern Alert account will be deactivated automatically. You can remove non-Eastern contacts (such as your cell phone) at any time.

Need help?
For questions or assistance with your Eastern Alert account, contact:
easternalerts@easternct.edu
(860) 465-5735

Also available:
Weather Hotline: (860) 465-4444 or toll-free (800) 578-1449
During storms, updates are posted daily at 6:30 AM (day schedule) and 2:00 PM (evening schedule), or as needed.

Manage Preferences

University Directory

Please click the link below to go to the Eastern Connecticut State University Online Directory:

https://www.easternct.edu/sitemap/index.html