



STUDENT HANDBOOK
2011-2012
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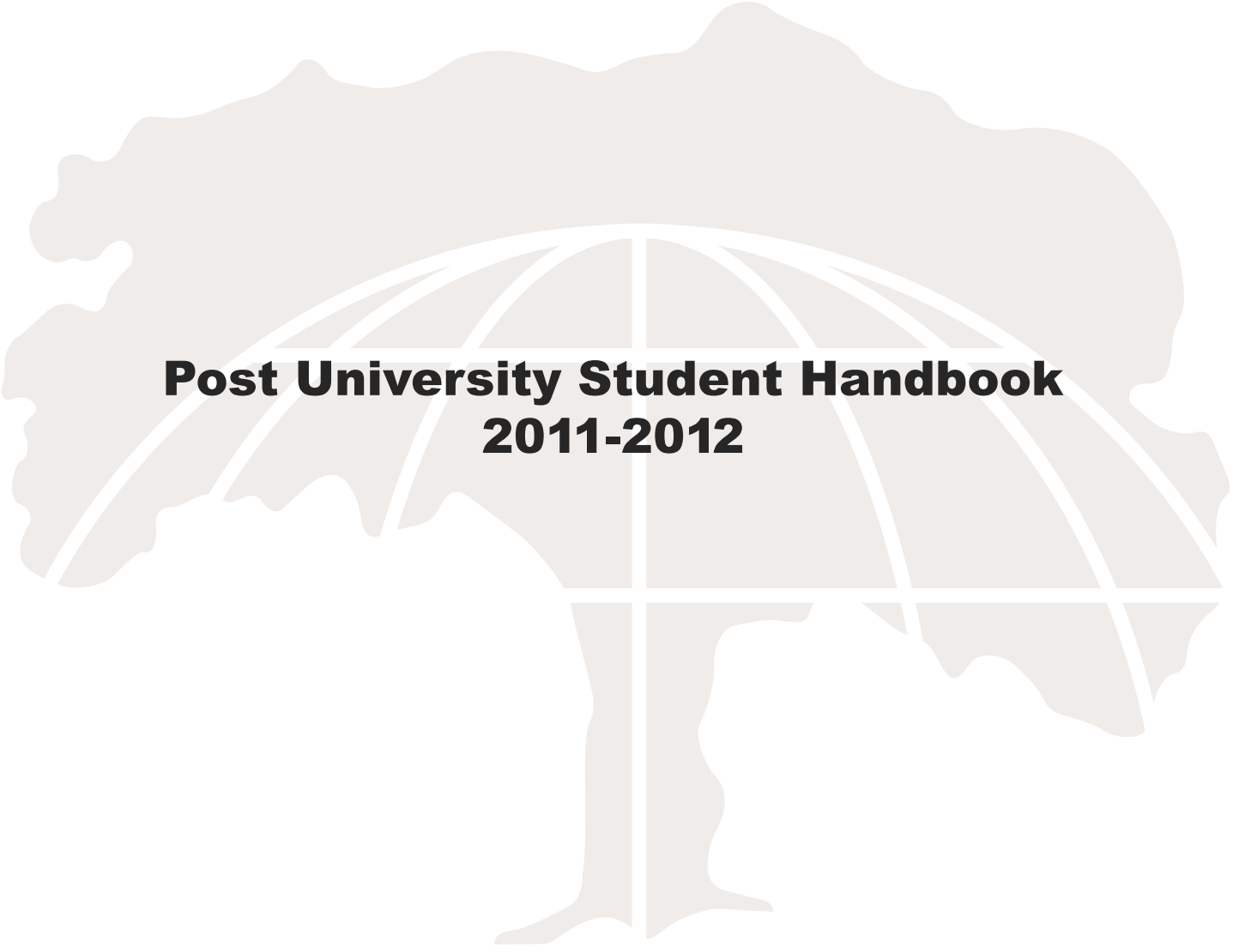
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**Post University Student Handbook
2011-2012**

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ACADEMIC CALENDAR

Fall Semester 2011

August	29	Monday	MOD 1 Begins
September	3	Saturday	First Year Orientation Begins
	4	Sunday	First Year Orientation Continues Residence Halls Open for New Students, 8:30 a.m.
	5	Monday	First Year Orientation Continues Residence Halls Open for Returning Students, 8:30 a.m. Labor Day
	6	Tuesday	Fall Semester Main Campus Classes Begin
	14	Wednesday	Last Day to Add a Main Campus Course or Change a Section Last Day to Drop a Main Campus Course Without a 'W'
	30	Friday	Last Day to Withdraw from a MOD 1 Course/Receive a Grade of 'W'
October	10	Monday	Student Midterm Break/No Classes for Main Campus Columbus Day
	17	Monday	Filing date for December Graduation Fall Semester Midterm Warnings due to Registrar's Office for Main Campus
	22	Saturday	MOD1 Ends
	24	Monday	MOD2 Begins
	26	Wednesday	MOD 1 Final Grades due to Registrar's Office
November	4	Friday	Last Day to Withdraw a Main Campus Course/Receive a Grade of 'W'
	7	Monday	Registration for Spring Semester 2012
	23	Wednesday	No Classes after 12:30 p.m., Residence Halls close at 2 p.m.
	24	Thursday	Thanksgiving Recess
	25	Friday	University closed
	27	Sunday	Residence Halls re-open at 12 p.m.
	28	Monday	Last Day to Withdraw a MOD 2 Course/Receive a Grade of 'W'
December	9	Friday	Last Day of Classes for Main Campus
	10-11	Sat.-Sun.	Reading Days
	12-15	Mon.-Thur.	Final Examinations for Main Campus
	15	Thursday	Residence Halls Close at 5 p.m.
	17	Saturday	MOD2 Ends
	21	Wednesday	Fall Semester and MOD 2 Final Grades due to Registrar's Office

ACADEMIC CALENDAR

Spring Semester 2012

January	9	Monday	MOD3 Begins
	15	Sunday	Residence Halls Open for Students at 10 a.m.
	16	Monday	Martin Luther King Day/No Classes
	17	Tuesday	Spring Semester Main Campus Classes Begin
	25	Wednesday	Last Day to Add a Main Campus Course or Change a Section Last Day to Drop a Main Campus Course Without a 'W'
February	10	Friday	Last Day to Withdraw a MOD 3 Course/Receive a Grade of 'W'
	15	Wednesday	Filing date for May Graduation
	20	Monday	Presidents Day/No Classes
	27	Monday	Spring Semester Midterm Warnings due to Registrar's Office for Main Campus
March	2	Friday	Residence Halls Close at 5pm
	3	Saturday	MOD3 Ends
	5-9	Mon.-Fri.	Main Campus students Spring Recess
	5	Monday	MOD4 Begins
	7	Wednesday	MOD 3 Final Grades due to Registrar's Office
	11	Sunday	Residence Halls Reopen at 12 p.m.
	23	Friday	Last Day to Withdraw from a Main Campus Course/Receive a Grade of 'W'
April	6	Friday	No classes after 12:30 p.m. Last Day to Withdraw a MOD 4 Course/Receive a Grade of 'W'
	9	Monday	Registration for Fall Semester 2012 begins
	28	Saturday	MOD4 Ends
	27	Friday	Last Day for Main Campus Classes
	28-29	Sat.-Sun.	Reading Days
	30	Monday	MOD 5 Begins Final Examinations for Main Campus Begin
May	1-3	Tues.-Thur.	Final Examinations for Main Campus Cont.
	2	Wednesday	MOD 4 Final Grades due to Registrar's Office
	3	Thursday	Residence Halls Close at 5 p.m.
	6	Saturday	Commencement
	9	Wednesday	Spring Semester Final Grades due to Registrar's Office
June	1	Friday	Last Day to Withdraw a MOD 5 Course/Receive a Grade of 'W'
	15	Friday	Filing Date for August Graduation
	23	Saturday	MOD5 Ends
	25	Monday	MOD6 Begins
	27	Wednesday	MOD 5 Final Grades due to Registrar's Office
July	27	Friday	Last Day to Withdraw a MOD 6 Course/Receive a Grade of 'W'
August	18	Saturday	MOD6 Ends
	27	Monday	MOD1 Begins
	29	Wednesday	MOD 6 Final Grades due to Registrar's Office

ACADEMIC CALENDAR

Fall Semester 2012

September	2	Sunday	First Year Orientation Begins
	3	Sunday	First Year Orientation Continues
	3	Monday	Residence Halls Open for New Students, 8:30 a.m.
			First Year Orientation Continues
			Residence Halls Open for Returning Students, 8:30 a.m.
	4	Tuesday	Labor Day
	12	Wednesday	Fall Semester Main Campus Classes Begin
28	Friday	Last Day to Add a Main Campus Course or Change a Section	
		Last Day to Drop a Main Campus Course Without a 'W'	
October	8	Monday	Last Day to Withdraw a MOD 1 Course/Receive a Grade of 'W'
	8	Monday	Student Midterm Break/No Classes for Main Campus for Main Campus
			Columbus Day
	15	Monday	Filing Date for December Graduation
	20	Saturday	Fall Semester Midterm Warnings due to Registrar's Office for Main Campus
			MOD1 Ends
22	Monday	MOD2 Begins	
24	Wednesday	MOD 1 Final Grades due to Registrar's Office	
November	3	Friday	Last Day to Withdraw a Main Campus Course/Receive a Grade of 'W'
	6	Monday	Registration for Spring Semester 2013
	21	Wednesday	No Classes after 12:30 p.m.; Residence Halls Close at 2 p.m.
	22	Thursday	Thanksgiving Recess
	23	Friday	University Closed
	25	Sunday	Residence Halls Re-open at 12 p.m.
	27	Monday	Last Day to Withdraw a MOD 2 Course/Receive a Grade of 'W'
December	7	Friday	Last Day of Classes for Main Campus
	8-9	Sat.-Sun.	Reading Days
	10-13	Mon.-Thur.	Final Examinations for Main Campus
	13	Thursday	Residence Halls Close at 5 p.m.
	15	Saturday	MOD2 Ends
	19	Wednesday	Fall Semester and MOD 2 Final Grades due to Registrar's Office

ACADEMIC CALENDAR

Spring Semester 2013

January	7	Monday	MOD3 Begins
	20	Sunday	Residence Halls Open for Students at 10 a.m.
	21	Monday	Martin Luther King Day/No classes
	22	Tuesday	Spring Semester Main Campus Classes Begin
	30	Wednesday	Last Day to Add a Main Campus Course or Change a Section Last Day to Drop a Main Campus Course Without a 'W'
February	2	Friday	Last Day to Withdraw a MOD 3 Course/Receive a Grade of 'W'
	15	Friday	Filing Date for May Graduation
	18	Monday	Presidents Day/No Classes
	25	Monday	Spring Semester Midterm Warnings due to Registrar's Office for Main Campus
March	1	Friday	Residence Halls Close at 5 p.m.
	2	Saturday	MOD3 Ends
	4	Monday	MOD4 Begins
	4-8	Mon.-Fri.	Main Campus students Spring Recess
	6	Wednesday	MOD 3 Final Grades due to Registrar's Office
	10	Sunday	Residence Halls Reopen at 12 p.m.
	23	Friday	Last Day to Withdraw a Main Campus Course/Receive a Grade of 'W'
	29	Friday	No Classes after 12:30 p.m.
April	2	Monday	Registration for Fall Semester 2013
	5	Friday	Last Day to Withdraw a MOD 4 Course/Receive a Grade of 'W'
	26	Friday	Last Day of Classes for Main Campus
	27-28	Sat- Sun.	Reading Days
	27	Saturday	MOD4 Ends
	29	Monday	MOD5 Begins
	29-30	Mon.-Tues.	Final Examinations for Main Campus Begin
May	1-2	Wed.-Thur.	Final Examinations for Main Campus Cont.
	1	Wednesday	MOD 4 Final Grades due to Registrar's Office
	2	Thursday	Residence Halls Close at 5 p.m.
	4	Saturday	Commencement
	8	Wednesday	Spring Semester Final Grades due to Registrar's Office
	31	Friday	Last Day to Withdraw a MOD 5 Course/Receive a Grade of 'W'
June	22	Saturday	MOD5 Ends
	24	Monday	MOD6 Begins
	26	Wednesday	MOD 5 Final Grades due to Registrar's Office
July	26	Friday	Last Day to Withdraw a MOD 6 Course/Receive a Grade of 'W'
August	15	Thursday	Filing Date for August Graduation
	17	Saturday	MOD6 Ends
	21	Wednesday	MOD 1 Final Grades due to Registrar's Office

The academic calendar is subject to change.

STUDENT SERVICES

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Vice President for Student Services and International Relations

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Dean of Students

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Mission Statement

The Student Services division seeks to create an environment that supports students' personal, social, professional, and educational development so they can succeed in a multi-cultural and global society. The Student Services division focuses on the part of a student's education that occurs outside of the classroom. Students are encouraged to become involved in a wide variety of co-curricular activities, take an active role in campus life, develop their leadership skills, and extend their classroom learning.

Programs and Activities

Post University offers a wide array of clubs and activities for all students. Some events and programs are coordinated by the Post Social Coordinating Committee (P.S.C.C.); membership in P.S.C.C. is open to all students. Information regarding existing clubs may be obtained from the Student Activities Office. Information on creating new clubs and organizations is available in the Student Activities Office through the Student Government Association.

The Student Services Office includes Multicultural Student Affairs, Health Services, Residence Life, International Student Services, Student Disability Services, Retention and Outreach Services, Food Services, Campus Safety and the Counseling Center. Students experiencing problems with any aspect of student life are encouraged to meet with the Dean of Students or any other department head.

A-Team

The A-Team is a collaborative endeavor by faculty, staff and students to develop students' inter- and intrapersonal skills so that they are effective leaders and team players. By honing these skills, students will develop the leadership abilities they need to excel in University and professional organizations.

The A-Team provides opportunities for students to advance their leadership skills in a fun, interactive, and team-oriented atmosphere. A-Team events are open to all Post University students. Contact the A-Team through the Office of Student Activities in the Leever Student Center or e-mail them at A-Team@post.edu.

Activity Fee

An activity fee is collected annually to support the Student Government Association, Post Social Coordinating Committee, Campus Activities, the Counseling Center, and a wide variety of other University sponsored student services.

Leever Student Center

The Leever Center houses a variety of services including the University dining hall, Cyber Café, Eagles Nest, Student Government Association Office, Residence Life/Student Activities, Retention and Outreach Coordinator, Student Disability Services, Campus Store, Office of Multicultural Student Affairs and the Counseling Center.

Reserving a Room for Meetings or Functions

Recognized student clubs and organizations, University offices and departments may reserve space on campus for meetings or events. Space is available to outside groups or organizations at an additional fee.

Rooms in the following buildings may be reserved via the departments listed:

Eagles Nest and Eagles Nest Conference Room

- This conference room may be reserved at the Student Activities Office.
- Rooms must be reserved 2 weeks in advance of an event and are available on a first come, first served basis. To reserve a room, email residencelife@post.edu.

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Dining Hall

- The Dining Hall and Cyber Café may be reserved through the Director of Dining Services by sending an e-mail to jdonnelly@post.edu.

Athletic Facilities

- Includes all courts, fields and classrooms within the athletic department.
- These facilities may be reserved through the Athletic Director in Torrance Hall.

Classrooms, Lecture Halls and Labs

- These rooms may be reserved through the Registrar's Office.
- The rooms must be reserved 2 weeks in advance.

Library

- Library rooms, including the Library Boardroom, must be reserved through the Librarian

Student Government Association (SGA)

The Student Government Association represents all full-time, undergraduate, main campus division students. There are four class officers who serve as class representatives, as well as senators who represent residents, commuters, athletes, international students and academic programs, as well as a senator representing each club or organization. The SGA also provides funding for clubs and organizations through a petitioning process held during regular meetings.

As the main voice for the student body, the SGA maintains an open line of communication between the administration, faculty and students. The SGA encourages your input regarding University policies, events, programs and facilities. Meetings are held weekly, each Wednesday at 12:40 p.m. in the Eagles Nest during the regular semester and are open to all students, whose attendance is encouraged.

SGA Officers are elected each spring. Students interested in holding SGA offices must complete a petition two weeks prior to elections and meet the eligibility requirements outlined in the SGA constitution. Petition forms and constitutions are available from the Student Activities Office.

Officers of the 2011-2012 Student Government Association

President: **Lauren Donohue**

Vice President: **Brianna Docimo**

Secretary: **Alicia Mala**

Treasurer: **Paul Zhao**

Requirements for Holding Office

Students who wish to sit on the SGA Executive Board must have a GPA of 2.5 or higher. All leadership positions, as well as officers of clubs and organizations, must maintain a GPA of 2.25 or higher and be in good academic and judicial standing. Grades and disciplinary status are checked each semester. Students not meeting the grade point requirements will not be permitted to hold office. All leadership positions are held for the full academic calendar year. The University expects student leaders to hold themselves to the highest grading and judicial standards in representing the University at on or off campus programs, events, conferences or retreats.

Clubs and Organizations

Post University recognizes the value of student organizations, clubs and groups that support the University mission. The University lends its name, support and resources to these groups. Refusal or withdrawal of recognition or approval of an organization is left to the discretion of the University.

Recognition of groups is administered through the SGA. To be recognized, groups must develop a constitution, elect officers, publicize meeting times and secure an advisor who is a full-time employee of the University.

Starting a New Club or Group

To start a new group, students must follow the instructions below:

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1. Contact a member of the SGA Executive Board requesting the petition be placed on an SGA agenda for a regular meeting a minimum of one week in advance. Representatives of the group must attend the appropriate SGA meeting to give a brief presentation of the organization's purpose and to answer questions the SGA may have.
2. Come to the meeting prepared with a group constitution that outlines the purpose of the organization, defines officer responsibilities, indicates the structure of meetings and verifies that the group will follow University policy. Clubs or organizations affiliated with a national organization must also submit the national organization's constitution. The University policy supersedes all policy or protocol established by outside organizations.
3. Submit a list of officers who meet the academic requirements, along with a list of interested members (all clubs must maintain a minimum of 4 ACTIVE members who also may serve as the club's officers). The list of officers must include e-mail addresses and phone numbers for each officer.
4. Designate an advisor. The advisor must submit a letter to the SGA Administrative Advisor confirming his or her intent to assist the organization.
5. Establish the time and location of club meetings.
6. Submit a list of proposed activities, fundraisers and community service projects. The Administrative Advisor will recommend to the Student Government Association that new clubs meeting the criteria and approved by the University be recognized and funded by the SGA. Each recognized club will have one vote and hold one senate seat on the SGA for the academic year. The senator is generally the Vice President of the organization and must abide by the SGA Constitution and its guidelines and be academically and judicially eligible to serve as a senator.

Once approved, the organization must complete a club registration form with the Administrative Advisor to the SGA.

Benefits associated with recognition include the following:

- Use of the University name
- Use of University facilities
- Participation as a recognized organization, club or group in official programs of the University
- Conduct fundraising events on campus with approval (see fundraising guidelines)
- Listing in official University publications and web page
- Participation in annual club fair held in the fall semester
- Publishing of group events and activities in various University calendars
- Petitioning of funding from SGA for group projects and activities
- Leadership training seminars for club and organization members
- Support from the Student Activities Office in program development and implementation.

List of Clubs and Organizations

Accounting Club	Lacrosse Club
Art Club	Newman Club
Chinese Culture Club	Post Pride
C.I.S. Club	Post Spirit Squad
Criminal Justice Society	Post Theatrical Players
Dynasty Step Squad	Smooove Legacy
Equine Club	Sport Management Club
Future Business Leaders of America	

Guests at Student Activities and Events

The Student Services area encourages Post University students to bring guests to the activities and events hosted on campus. Guests are defined as friends, family members, partners, siblings, etc.

- Students are required to accompany their guest to and from each event and remain with their guest at all times.
- All guests must be registered with Campus Safety through the Campus Safety gatehouse kiosk at the South Gate.

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- Guests must register and obtain a guest pass for all Post University events, present a valid photo ID and include the full name of his or her Post University student host. The University reserves the right to hold an ID of any guest until the conclusion of an event, or to deny access to any guest at any time.
- Guests will be asked to leave an event if they are disruptive.
- The Dean of Students and/or Office of Residence Life will take judicial action against any host who has guests on campus that disrupt an event or violate any University policy.
- The University reserves the right to ban any guest who does not follow Post University policies from attending future events.
- Post University administrators also reserve the right to contact the police and have a guest removed from campus and charged with trespassing.
- The University may limit the number of guests per student during particular events at any time.

Fund-Raising Policy and Guidelines

I. Policy Statement

As a general rule, Post University encourages student organizations to support their endeavors by actively raising money for their organizations. Furthermore, the University acknowledges the need for recognized charities to seek student donations for their causes. Therefore, subject to the guidelines and conditions stated below, student organizations, individuals, and recognized charities may engage in fund-raising activities on the University's campus, including, but not limited to, collecting dues or club fees, soliciting donations, conducting sales, and charging admission. However, fundraising efforts may not infringe upon the privacy of residents of the University, nor may they interrupt or disrupt any activity sponsored or approved by the University.

II. Guidelines and Conditions

A. University-Recognized Student Organizations and University Students

1. Fund-raising events by University-recognized student organizations and University students must be scheduled two weeks in advance and must be accompanied by an Event Registration Form obtained through the SGA.
2. Where the fund-raising event involves operating concession stands or soliciting funds, an application must be submitted to the SGA by the student or an officer of the student organization at least two (2) weeks prior to the proposed event. The application must state the purpose for which the funds will be used and must identify the place where the event will occur. Additional time for reviewing the application may be required at the discretion of the SGA. (Please note: all events involving operating concession stands need to be pre-approved by the Director of Dining Services.)
3. Unless exceptional circumstances exist, each University student and each University-recognized student organization will be limited to five (5) days a month for operating concession stands and soliciting funds.
4. Revocation of concession or solicitation privileges for up to one calendar year will be used as a penalty for willful violation of the University's policies.
5. University students and University-recognized student organizations may not act as agents for off-campus individuals, firms, organizations, charities, or other enterprises. University students and University-recognized student organizations, however, may sponsor such individuals or enterprises, provided these individuals and enterprises have first obtained the permission of the Dean of Students to operate on campus and have further complied with the requirements of section B of these guidelines. The University reserves the right to deny a fund-raising request if it represents a conflict with the business interests of the University.
6. All funds raised by University students and University-recognized student organizations must be deposited in the SGA Office and accurately accounted for by the end of the next business day following the conclusion of the event. Officers of the student organization will be held responsible for allocating funds to the organization's stated purpose. Funds raised must include details of profits and expenses incurred with appropriate receipts attached.

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B. Non-Recognized Organizations and Off-Campus Individuals

1. Fund-raising events by non-University individuals, by non-University enterprises, or by University organizations that are not University recognized, including enterprises sponsored by University-recognized organizations, must be scheduled in advance and must receive approval from the Dean of Students. The University reserves the right to deny a fund-raising request if it represents a conflict with the business interests of the University or the University Mission Statement.
2. If the fund-raising event involves operating concession stands or soliciting funds, a special application must be made with the Dean of Students. In reviewing this application, the Dean of Students will consider:
3. Individuals and enterprises sponsored by University students or University-recognized student organizations must include in their contract:
 - a) The name of the enterprise, or if an individual, the name of the individual;
 - b) The address of the enterprise or individual;
 - c) The telephone number of the enterprise or individual;
 - d) The Federal Tax Identification Number of the enterprise or the Social Security number of the individual;
 - e) The time, location and date of the proposed activity; and
 - f) The type of products to be sold and the average price of such products.

C. Areas for Concessions or Solicitations

1. Academic buildings and classrooms may not be used for concessions or solicitations.
2. All areas to be used for concessions or solicitations must be approved in writing by the Dean of Students. The following areas are examples of places that have been used for such fund-raising activities in the past:
 - a) The Leever Student Center lobby.
 - b) The lawn and sidewalk area in front of the Leever Student Center.
 - c) The lounge areas in the residence halls, provided the organization or individual seeking this privilege obtains the written consent of the Dean of Students, and, where appropriate, complies with the guidelines and conditions in the following paragraphs.
3. Students are not permitted to use their University-owned or sponsored housing for any commercial purpose.
4. No one soliciting funds or acting as a salesperson or agent may contact students for commercial purposes anywhere on campus.
5. Enterprises and individuals who have not complied with the requirements of section B of these guidelines may use the common areas in University- owned residence halls or apartments for the limited purpose of demonstration and/or sales to the residents of the residence hall or apartment building, but only if that enterprise or individual has first received the explicit written invitation of the Office of Residence Life and/or Residence Hall Association and has further complied with paragraph 2(c) above.
6. No canvassing of any kind is permitted in University-owned housing, except by University officials who, at times, may need to solicit information from students for institutional purposes.

III. Vendor Policy at Post University

The Student Activities office must approve all vendors. A fee may apply to all vendors who wish to sell items on Post University property or at Post University-sponsored events. Approval will be granted by Student Activities after consideration of the goods/services offered to Post University students. Credit card vendors are not permitted on campus. Vendors found on campus without the approval of the Student Activities Office will be asked to leave immediately. The University is private property and vendors may be prosecuted at the University's discretion for trespassing.

IV. State Licensing Considerations

Consistent with all policies and regulations established herein, any services or sales requiring licensing in the State of Connecticut or subject to health inspection must conform to all legal and regulatory requirements. Examples of services requiring licensing include the selling of food, the styling or cutting of hair and massage services.

STUDENT SERVICES

Guidelines for Distributing or Posting Written Materials

The following guidelines must be followed if any individual, club, committee or organization wishes to distribute or post written materials on campus:

1. Materials distributed or posted by a recognized club, committee or organization should be reflective of the mission statement of the University. For that reason, all printed materials must be approved and signed by the Student Activities Office prior to posting. Any material considered inappropriate will be removed.
2. Materials distributed or posted by a recognized club, committee or organization must identify the club, committee, or organization. University-recognized clubs and organizations that distribute or post materials without this identification may be decertified and/or may have their budgets frozen.
3. All materials must be posted on bulletin boards. No posting is permitted on windows, doors, or large areas without the prior approval of either the Student Activities Office or Office of Residence Life by order of the State Fire Marshall. Materials should be posted without defacing, damaging or littering University property.
4. Due to limited space on University bulletin boards, only one posting per bulletin board for a particular event will be permitted. In addition, postings should not be larger than 21" x 14" without the prior approval of either the Student Activities staff or the Residence Life staff.
5. Bulletin boards in the residence halls, Leever Student Center, academic buildings, Torrance Hall, library, and Drubner Center may have areas designated and set aside for special purposes by the staff in those buildings. Postings that do not meet these special purposes may be removed.
6. Materials distributed or posted by any individual, club, committee or organization should be informational and should not advocate or incite unsafe or unlawful action or the use of controlled substances, alcohol or tobacco. In addition, materials distributed or posted by any individual, club, committee or organization must comply with the University's policy against harassment. Materials should not include defamatory or hostile statements that are offensive on the basis of race, religion, national origin, disability, age, gender or sexual orientation.
7. Student Activities staff, Residence Life staff, and members of student organizations are responsible for removing outdated postings and written materials that do not conform to these guidelines. The University also reserves the right to remove outdated postings and any written material not conforming to these guidelines.
8. University property is private property. Therefore, all advertisements for goods or services proposed to be distributed or posted by non-University affiliated individuals, clubs, committees and organizations must be approved and stamped by either the Student Activities Office or Office of Residence Life.

International Student Services

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The Post University Office of International Student Services (OISS) staff administers the F-1 visa program at Post University. The staff acts as the University's official liaison with the U.S. Department of State, foreign and American consulates, the U.S. Department of Homeland Security (DHS, formerly known as INS) including the Student and Exchange Visitor Information System (SEVIS), and many foundations and government agencies involved with international student issues.

The OISS is responsible for issuing all visa documents, including the SEVIS I-20 form, and advising students on all immigration matters including:

- Issuance of initial SEVIS I-20 visa documents for initial entry to the United States
- SEVIS tracking and monitoring
- Revalidation of documents for re-entry to the United States

STUDENT SERVICES

- Visa renewal
- Travel outside the United States, including Canada, Mexico and the Caribbean
- Extension of stay
- Change of visa status
- Replacement of lost or stolen visa documents
- Employment regulations both on- and off-campus
- Authorization of school immigration transfer from American colleges and universities
- Letters verifying status
- Listing of foreign consulates and embassies in the United States
- Listing of United States consulates and embassies abroad
- Maintenance of legal non-immigration status
- Medical evacuation and repatriation insurance

The OISS staff assists international students in adjusting to life at Post University by providing information, assistance, and referrals concerning:

- Cultural adjustment issues
- Legal rights/responsibilities
- Medical or other emergencies
- Personal problems
- Academic advising related to non-immigration status
- General information such as, CT driver's license, health insurance, and Social Security numbers
- Support services
- Immigration, civil, and criminal attorneys
- Tax information

The OISS staff members serve as liaisons with University departments and the Waterbury community to advocate for, and address the special needs of, international students. The OISS serves as an information resource to assist international students in adjusting to the United States, Post University, and the Waterbury community.

The OISS sponsors and co-sponsors a number of programs each year to welcome new students and to promote cross-cultural sharing and understanding between international and American students. Programs include:

- International student orientation, including Social Security number sign up, introduction to the American classroom, health services, banking, understanding American culture, tax laws, immigration regulations and introduction to the campus and the greater Waterbury area;
- "International Ambassadors" is a select group of students whose mission is to strengthen, preserve, and build the relationships of students, alumni, parents, and friends within the University community. Ambassadors help promote cultural awareness and exchange, and assist in orientating new students;
- Immigration, employment, and tax workshops;
- International coffee hours and other co-sponsored events;
- English language practice;
- Staff development for department contacts and others working with international students.

OISS Office Hours

When the office staff are busy or other appointments have been previously booked, walk-in visits may be limited to 5 minutes. If you anticipate you will require more time, please call ahead and schedule an appointment with an OISS staff member.

	Morning	Afternoon
Monday	9:00a.m. - 12:00p.m.	1:00p.m. - 5:00p.m.
Tuesday	9:00a.m. - 12:00p.m.	1:00p.m. - 5:00p.m.
Wednesday	9:00a.m. - 12:00p.m.	1:00p.m. - 5:00p.m.
Thursday	9:00a.m. - 12:00p.m.	1:00p.m. - 5:00p.m.
Friday	9:00a.m. - 12:00p.m.	1:00p.m. - 5:00p.m.

Office hours are subject to change without notice.

ATHLETICS

Post University is a Division II member of the National Collegiate Athletic Association (NCAA) and the Central Atlantic Collegiate Conference (CACC). Post University also belongs to the Eastern Collegiate Athletic Conference (ECAC), and is a member of the Collegiate Sprint Football League (CSFL).

The Department of Athletics offers a variety of intercollegiate, intramural and recreational sports programs. The University firmly believes that sports participation develops leadership, teamwork, and competition skills and encourages all students to get involved.

The Director of Athletics supervises all intercollegiate sports, intramural sports and the fitness institute. Staff offices are located in the Drubner Center. Schedules for all intercollegiate and intramural events also are available in the Drubner Center.

Mission Statement

The mission of Eagle Athletics at Post University is to provide every student athlete with a supportive environment that encourages leadership, integrity, sportsmanship and respect for others by promoting the balance between academic and athletic excellence. The Athletic Department encourages all students to understand that the development of their unique athletic abilities will enhance lifelong learning experiences throughout their personal and professional lives. Post University Athletics strives to be the bridge that connects student athletes to the knowledge, personal skills and experience they need to achieve their full potential. Post University Athletics is committed to ensuring that our programs are a sense of pride to our student athletes, staff, alumni, and the University community.

Intercollegiate Athletic Teams

Men	Women	Club Sports:
Baseball	Basketball	Equestrian
Basketball	Cross Country	Dressage
Cross Country	Soccer	
Golf	Softball	
Soccer	Swimming	
Tennis	Tennis	
Swimming	Volleyball	
Sprint Football	Lacrosse	

Students who wish to compete on intercollegiate teams must meet the eligibility standards as set up by the National Collegiate Athletic Association (NCAA) and/or the Collegiate Sprint Football League and the University, as outlined below. Student-athletes are required to provide proof of health insurance coverage and must also have a physical examination on record in the Health Services Office. Questions regarding eligibility should be addressed to the Athletics Program Compliance Officer, Karin Mann.

Intramural Sports (Men, Women & Co-Ed)

The objective of the Post University Intramural Program is to provide our students with an opportunity to express themselves through sport. The program and its activities gives students the opportunity to grow and develop as individuals and as teammates. We provide both recreational and competitive activities in order to accommodate the different preferences of our student body. Students will be able to enjoy themselves in either environment within a fair, sportsman-like atmosphere.

Activities Offered:

Ultimate Frisbee	Softball	Indoor Soccer
Basketball 5 v 5	Singles Tennis	Flag Football
Volleyball 3 v 3	Basketball	Doubles Tennis

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In order for individuals to participate as members of a team, they must abide by the Guidelines listed below.

Intramural Guidelines for Participation

In order for an individual to participate as a member of a team he/she must comply with the following FOR EVERY COMPETITION:

1. Be an enrolled Post University student, or a member of the Post faculty or staff
2. Present a current Post University ID card
3. Be listed on the Official Roster

(No Exceptions. If the ID card does not match the individual and the name on the roster, he/she may not participate.)

Program Expulsion or Game Ejection:

Students are expected to refrain from using abusive language and engaging in offensive or aggressive behavior at all times during intramural play and practice. Game ejection or program expulsion may result, as follows:

1. Foul or Abusive Language

Foul or abusive language directed toward an official, opponent, teammate or a spectator will not be tolerated.

An offense will result in immediate ejection from the game of the guilty student.

(Expulsion pending review by the Director of Intramurals.)

Repeated offenses by team members will result in the game being called and the offending team charged with a forfeit.

2. Fighting or Aggressive Physical Behavior

Fighting or aggressive physical behavior will not be tolerated under any circumstances, and will result in immediate ejection from the game and expulsion from the program.

(Expulsion pending review by the Director of Intramurals.)

3. Any other action as deemed inappropriate by the intramural staff and/or intramural director.

Eligibility for Participation

Initial Eligibility Requirements for Incoming Student Athletes

In order to participate in our NCAA Division II intercollegiate athletic program, incoming first year student-athletes must register with the National Collegiate Athletic Association Initial-Eligibility Clearinghouse.

After the Clearinghouse has received a completed application as well as final high school transcripts and either SAT or ACT scores, applicants will be certified as either a Qualifier, a Partial Qualifier or a Non-Qualifier.

Qualifier-Student athletes are eligible to practice, compete and receive athletically related financial aid as a freshman.

Requirements:

1. Graduate from high school;
2. Achieve a 2.00 GPA in 14 core academic courses.
3. Achieve an 820 on the SAT (combined on critical reading and math) or an 86 (sum of scores) on the ACT. The highest scores achieved on the verbal and math sections may be combined to achieve the highest score for both tests.

Partial Qualifier-Student athletes are eligible to practice at institution's home facility. Students are not able to compete in athletic competitions during their first year in residence. However, students may receive institutional financial aid, including athletically related scholarships.

Requirements:

1. Graduate from high school;
2. Successfully complete 14 core academic courses with a minimum 2.00 GPA OR achieve a 68 on the ACT (combined score) or an 820 on the SAT (combined reading and math score)

ATHLETICS

Non-qualifier-A student athlete certified as a non-qualifier cannot practice or compete in his/her first year in residence. Students may receive institutional financial aid, but cannot receive athletically-related aid. A non-qualifier does not meet any of the requirements established for the qualifier and partial qualifier.

If you have any questions regarding the Clearinghouse or academic eligibility, contact Karin Mann in the Athletic Department at **203.596.4669**.

Continuing Eligibility for Returning Student Athletes

In order to be eligible for intercollegiate competition, student athletes must maintain satisfactory progress towards a bachelor's degree and be in good academic standing as defined by our Student Handbook. All student athletes (freshman, sophomore, junior or senior) must be enrolled in a minimum of 12 credits to be eligible for practice and competition.

NCAA requirements for continuing eligibility are based on a year-to-year review of cumulative grade point averages and cumulative credits earned.

The following requirements have been set forth by the NCAA to determine continuing eligibility, at the completion of:

- 24 credit hours, a student athlete must have a 1.80 GPA
- 48 credit hours, a student athlete must have a 1.90 GPA
- 72 credit hours, a student athlete must have a 2.00 GPA

Any student athlete who is placed on academic probation as determined by the institution is not eligible for intercollegiate competition. He or she may participate in team practices but cannot travel to away contests with the team.

Student athletes who will not be eligible for the upcoming semester are notified through a letter sent by the compliance coordinator. If they have questions regarding their eligibility status, they should contact **Karin Mann at 203.596.4669**.

Fitness Center Facility Policy

All full-time traditional Post University students have a free membership to the Drubner Center Fitness Institute. In order to use the facility, all students, including student athletes, must present their Post University ID. **NO OTHER FORM OF IDENTIFICATION IS ACCEPTABLE; THERE ARE NO EXCEPTIONS TO THE STUDENT ID RULE.**

After handing in your student ID, you must sign in the student logbook; upon leaving the facility you must sign out and pick up your student ID. Students may bring one guest with them to use the facility for a \$3 guest fee. Post University students are required to be with their guests at all times while using the facility. Part-time and ADP students may purchase a membership at a discounted rate. Disregard for these policies will result in termination of fitness center privileges.

Intramural and recreational programs are developed to encourage lifelong habits of exercise, wellness, and physical activity. Gym hours are posted on a monthly basis in the main office of the Drubner Center. All athletic facilities must be reserved through the Athletic Department. Organized groups must reserve facilities well in advance. Please be advised that athletic facility use is at a premium, and may not be available when requested.

ATHLETICS

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RESIDENCE LIFE

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Mission Statement

The Office of Residence Life seeks to help students reach their potential. We embrace and foster understanding and acceptance of differences and similarities by celebrating each individual's contribution to the campus community. We strive to promote this vision through individual enrichment and leadership development opportunities.

Office of Residence Life

The Office of Residence Life offers information on University services, sponsors programs, and assists with student accommodations.

Resident Directors (RDs)

Post University's Residence Directors (RDs) are professional staff who reside in campus housing. RDs staff and manage residence halls and are responsible for judicial processes across campus. RDs coordinate room changes, counsel and refer students in need of personal assistance and act as liaison with other University departments. RDs also directly supervise a group of student para-professional staff members – Resident Assistants, Peer Educators, and Peer Educator Assistants.

Building Coordinators (BCs)

Post University's Building Coordinators (BCs) also live in the residence halls and work closely with the Residence Life staff to maintain an environment that is conducive to the emotional, social, and academic growth of students. BCs help ensure that all maintenance and facilities issues are addressed, and that the needs of the building population are being met. The BCs also work as role models, advisors, mentors, and counselors for all students and residence life staff living in the residence halls.

Resident Assistants (RAs)

RAs are members of the student body as well as members of the Residence Life staff.

RAs are chosen after an intense selection process and training program. Each hall has an RA on duty during evenings and weekends to assist students and insure that all students' rights are maintained. RAs are available for referral, programming, personal assistance and advice. They are considered University staff and must be treated as such.

RA On-Duty (RAOD)

Each evening a member of the RA staff is available to members of the resident hall community. This is a commitment by the Office of Residence Life known as On-Duty.

- RAs rotate in an On-Duty scheduling pattern each evening and throughout the weekends. RAs do periodic rounds of the building to insure safety, answer questions, advise residents, and address policy violations. The RAOD can always be reached through Campus Safety at **203.596.4502**, and nightly duty schedules are posted in the residence halls.
- All RAOD shifts begin promptly at 7:00p.m. and end at 8:30a.m. the following morning. RAs are responsible for On-Duty coverage throughout the entire weekend, as well.

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Peer Educators (PEs)

PEs are members of the student body, as well as members of the Residence Life staff. PEs are chosen after an intense selection process and training program. Each residence hall has a Peer Educator Office that is staffed each day in the evening hours for homework assistance from the PEs or the Peer Educator Assistants (PEAs). PEs help teach the Career and Self-Awareness courses during the fall semester. PEs are available for referral, programming, personal and homework assistance, and advice. They are considered University staff and must be treated as such.

Programming

Programs, activities, and events within the residence halls are considered the 'exercises' used to keep a residence hall healthy. It is our belief that each resident should assist with programming in the halls as well as reap the benefits of sponsored programs.

Residence Hall Association (RHA)

The RHA assists with residence hall programs, facility improvements, and department initiatives that address student needs and concerns. The RHA is advised by a professional Residence Director.

Residence Hall Living Guidelines and Policies

This section of the handbook is provided to familiarize students with the specific policies, procedures, guidelines and standards associated with living in a campus community.

This section does not provide a policy or guideline for every isolated situation/incident. It does, however, establish a set of boundaries in which the residential community functions. These guidelines exist to ensure the smooth operation of the residence halls while simultaneously supporting the rights/responsibilities that each community member has within the residence halls. The University reserves the right to add or delete policies as it deems necessary and appropriate. Resident students are required to read and know each policy. RAs and professional staff can assist with any questions that arise concerning departmental policies, procedures, guidelines, or standards.

Quality of Life Survey

At the end of each semester, all residents have the opportunity to evaluate their overall quality of campus life. The results of the survey are shared with the residential community.

Room Assignments

Rooms are assigned without regard to race, color, creed, or national origin. Room assignments are made during a designated period prior to opening day. If there has been a preference provided on the Residence Life questionnaire for a nonsmoker, a specific residence hall, or a roommate from home, an effort will be made to fulfill the request, but there is no guarantee.

Room Change Policy

During the first two weeks of each semester there is a freeze on room switches. After this two-week period, each room switch must be pre-approved by the Residence Director. If students move out of their rooms, they need to sign out with their RAs and be signed into their new rooms. Students who change rooms must return their room keys before they are issued a key to their new room.

Room Consolidation Policy

The Office of Residence Life reserves the right to consolidate single rooms to make maximum use of available space. Consolidation may occur whenever a double room is occupied by only one student.

Housing Registration–Room Selection for Returning Students

Room selection for returning students takes place every April for the following year. Students wishing to register for housing MUST be registered as full-time students and pay a non-refundable room deposit of \$150 to the Office of Student Accounts prior to the selection process.

Check-In/Check-Out

At the beginning of the academic year, resident students will check-in to their residence hall rooms. During the academic year, students who change rooms are required to check out of the first room and check in to the new room.

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The check-in/check-out process consists of:

At the beginning of the academic year, resident students will check in to their residence hall rooms. During the academic year, students who change rooms are required to check out of the first room and check in to the new room. The check-in/check-out process consists of:

1. The return or issuance of residence hall keys; key fobs for O-Hall
2. An assessment of room and room furniture conditions through a residence hall inventory form
3. Approval signatures
4. Damage billing, if applicable

Damage and Room Condition Inventories

At the beginning of each semester and each time students change rooms, a room inventory is made. It is essential that both the inventory form and the room be carefully examined to ensure that the condition of the room is accurately indicated. To ensure limited deviation from the original room condition form and minimize damage to the room, students may not remove or alter room furniture.

Students are responsible for the condition of their room and room furniture. The occupants of each room will be responsible for any damage charges that occur unless a written agreement is filed with the Office of Residence Life that only one person is financially responsible. It is the student's responsibility, when moving from one room to another, to complete a new inventory form.

Prior to check out, Residence Life staff will review the room inventory form with the resident(s) of the room and require a signature verifying that all information is correct. Residents who do not officially check out with Residence Life staff are held responsible for all damage associated with the room or apartment they occupied.

After the residence halls close, a final, more thorough room inspection will be completed by Residence Life professional staff. Any damages not noted on the room inventory but found during the RD inspection will be added to the residents' end of semester bill.

To keep costs down for everyone, students are asked to report any known damage to Residence Life staff. Whenever damage occurs in a public area and the persons responsible can be identified, they will be charged immediately. If the perpetrator(s) cannot be identified, the charges will be shared equally by all members of the floor/area or residence hall.

The inventory form exists as a binding, legal contract. A fee will be assessed to individuals failing to complete proper checkout.

Housing Contracts/Releases

Students must make themselves familiar with the Housing Contract that is signed by all resident students. This contract contains the basic conditions of residency. All items listed in the Housing Contract are considered an extension of this section in the handbook. The Housing Contract, signed by each student at check-in, is in effect for the entire 2010-11 academic year. Residents who have a housing-related problem, should first discuss it with an RA or RD.

Storage

Due to lack of space within the residence halls, storage space beyond what's provided in the rooms is not available to any student. Students needing to arrange for storage of personal items may contact the Office of Residence Life for a list of outside resources. Items left in residence hall rooms after a student has moved out will be discarded after reasonable attempts are made to contact the student. Students who fail to remove personal belongings will be subject to a fine.

Residence Hall Closing

Room and board fees do not include housing and meals during academic breaks (Thanksgiving, winter, spring, and summer); all residence halls close during these breaks. During scheduled breaks, meal and postal services may not be available. In addition, 24-hour quiet hours are in effect during winter and spring breaks along with a no visitation policy; summer break policies may be different. Overnight guests are not permitted during the holiday recesses/

RESIDENCE LIFE

scheduled breaks and closing. Students who have received permission to remain in residence during break periods (see catalog) will pay for this non-contracted period of time, and must remember that remaining on campus is a privilege, not a right. Students needing on-campus accommodations during scheduled breaks must contact the Office of Residence Life no later than two (2) weeks before the start of the break with the understanding that break housing is not guaranteed. Any student remaining after closing without prior authorization will be assessed an hourly charge.

Exterior Door Locking

Residence hall exterior doors are locked 24 hours a day, 7 days a week for safety and security purposes. Resident students must use exterior door keys or an Okinaga Hall key card to gain entrance to their assigned residence hall. Non-resident students and guests are allowed into locked buildings unless accompanied by a resident of that building.

Visitation Policy

Residents who wish to have visitors to the residence halls must register their visitor with Campus Safety upon the visitor's arrival to campus so that proper registration forms may be processed. All visitors must present a valid form of photo ID to Campus Safety upon arrival to campus. Campus Safety will record all visitor information including name, address, ID number and type, length of stay, and name of host. Visitors will be issued a guest pass by Campus Safety that must be carried with them at all times while on campus. It is each community member's responsibility to assist in the security of the residential environment. Any unfamiliar person in the hall after hours should be reported to the RA or RD.

Additional detail on the University's Visitor Policy can be found on page 36. As a resident student, you are responsible for understanding and abiding by all visitor policies and procedures.

Bathroom Use

For the comfort and consideration of all resident students, residence hall bathrooms are designated male or female by floor (single sex). Visitors to a floor of the opposite sex must utilize the appropriate bathroom for their gender. This policy includes student and non-student visitors to the residence halls.

Room Occupancy

Gatherings of more than 6 people in a designated single, 8 people in a designated double, or 10 people in a designated triple room are unacceptable. The maximum occupancy of any Okinaga Hall apartment is limited to 15 people. Gatherings of more than 15 people in a residence hall lounge must be approved in advance by the RD. Room gatherings deemed problematic may be cleared at the discretion of Residence Life staff.

Room Access

Entry may only be gained to a residence hall room by the use of a University-provided key. Anyone 'carding' into a room or gaining other means of illegal entry will be subject to disciplinary action and/or legal action. 'Carding' into a residence hall room is strictly prohibited, even if the person doing the 'carding' is the occupant of the room.

Keys/Key Cards

All members of the residential community are issued keys/key cards upon check-in to the residence halls. At no time may a student or staff member make duplicate copies of keys/key cards. This action will result in judicial action being taken through the Student Conduct Code.

Above all, residents must be responsible for the safety and security of their room by carrying their room key/card at all times. Students or staff members are also required to refrain from lending room keys/cards to friends. Students found with keys not belonging or issued to them by the Office of Residence Life will be subject to judicial action. Students who lose their keys/key cards must report the loss to the Office of Residence Life immediately.

Lock Out Policy

If students are locked out of their rooms, they must contact Campus Safety (x4502). Being admitted into his/her room is a privilege, not a right, and Campus Safety will open a room door at their earliest convenience. Campus Safety will only admit students into their own room after seeing a valid Post University ID card. There is a charge each time Campus Safety lets students into their rooms.

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Roommate Conflict Resolution

Resident students are considered to be adults and are expected to communicate their problems and concerns to their roommate(s). On some occasions, effective communication may require the involvement of a member of the Residence Life staff.

Steps for resolution of roommate conflicts:

1. Speak to your roommate and discuss how you can make the situation better for both of you
2. Speak to your RA and discuss a roommate contract or agreement
3. Speak to your RD with your roommate and RA

Room Entry and Search:

The University reserves the right to enter and/or search any University residence hall room, regardless of whether the occupant is present or not, if there is a reasonable belief that there are violations of University policy, or a concern for the safety, health, and welfare of the community. Searches must be authorized by the Director of Residence Life or a designee, and may include:

- Visual searches
- Searches of closets, drawers, containers, refrigerators, mattresses and any personal belongings and other areas in the room where an object could be concealed.

A University administrator, under the authority of the Dean of Students, may request students to open their residence hall room doors. Should the request be refused, the University administrator has the authority to enter the room anyway. Any refusal to allow access is grounds for serious disciplinary action.

Health & Safety Inspections:

The University reserves the right to periodically enter all rooms for the purpose of ensuring compliance with all health and safety codes and to remove those items that are prohibited or pose a threat to the safety, health and welfare of the community. Residence Life staff will enter the room for the inspection whether the student is present or not. Inspections are done whenever school is in recess for a designated break (spring, Thanksgiving, and winter breaks, etc.).

Prohibited Items

Due to electrical limitations, certain items are not permitted to be used or stored in student rooms. Prohibited items include but are not limited to:

- Refrigerators larger than 2.5 cubic feet
- Air conditioners
- Large microwave ovens or those over 700 watts
- Hot plates/hot pots/open coil burners
- Stoves or fryers
- Any appliance not UL labeled
- Space heaters
- Immersion heaters
- Extension cords or outlet strips that are not surge protected
- Toasters/toaster-oven-broilers
- Dart boards
- Lofts
- Water beds & inflatable 'kiddie' pools
- Torchiere lamps with non-fluorescent bulbs
- Any item hanging from a room's ceiling

In addition to prohibited items, the Office of Residence Life prohibits the following fire hazards within the residence halls:

- Candles, with or without wick
- Multiple outlet plugs (unless surge protected)
- Incense, either burned or unused

RESIDENCE LIFE

- Stored flammables (gasoline, lighter fluid, charcoal, propane tanks, etc.)
- Motorized bikes or other combustible engines
- Live holiday trees or wreaths
- Dangerous and flammable room decorations, including fishing nets and cloth wall hangings

Decorations

Provided damage is not done to the room/furnishings, residents may decorate rooms to their liking. The Office of Residence Life reminds students that tape, tacks, and nails cause damage to walls and such damage is billed back to the residents of the room. Some decorations that pose fire hazards, including all the items listed above, are prohibited.

Violators of these regulations are in violation of the Student Conduct Code. Residents are expected to exercise every precaution to prevent fire in wastebaskets and lights/lamps brought to the room.

Confiscation

Items that are potential fire or safety hazards or are considered illegal will be confiscated by staff when observed in plain view. All confiscated items are documented and held at the Office of Residence Life. Post University reserves the right to remove and confiscate any item that is non-compliant with University regulations. Items that appear to be in violation of federal or state regulations (fire arms, controlled substances, etc.) may be turned over to local law enforcement authorities or destroyed. The University reserves the right to surrender substances for testing by local authorities if there is a question regarding the legality of the substance. When it is believed imminent danger exists, the decision to enter the room and conduct a search will not be made without consulting the Director of Residence Life or designee.

Bed Board Requests/Extra-Long Mattresses

The Office of Residence Life does not provide bed boards or extra-long mattresses in all residence hall rooms. Any resident student requesting a bed board or extra-long mattress should see the RD in his or her area.

Bicycles

Bicycles are permitted in the residence halls, but for safety reasons they cannot be stored in public areas, hallways, or stairwells. Public areas need to be kept free of these items so that they are safe thoroughfares. Bicycles left in these areas will be removed. Resident students should seek an appropriate storage area for their bicycles. Gas-powered scooters or other such devices are not allowed inside the residence halls at any time.

Weapons/Explosives

Possession, sale or distribution of weapons or explosives of any sort is prohibited on Post University's campus. Please refer to page 38 for complete information on Post University's weapons/explosives policies. As a Post University student, you are responsible for abiding by all University policies regarding weapons or explosives.

Martial Arts Implements/Other Items

Any martial arts implement or other item with expressed or implied use as a weapon must be registered with the Campus Safety Office and maintained there. Any item not registered will be confiscated and brought to the Campus Safety Office. If an item is to be displayed, the student must receive written permissions from the Director of Residence Life.

Animals

Any pets being maintained in the residence halls (except fish) will be dealt with in an appropriate fashion by professional staff. Fish aquariums are permitted up to a combined maximum of 10 gallons. Students found to have pets in their room in violation of these guidelines will be given a reasonable timeframe to remove the illegal animal from the University.

Due to the nature of their position on campus, professional live-in residence hall staff are not subject to this policy but must conform to the direction of the Director of Residence Life regarding type, size, and number of pets allowed.

RESIDENCE LIFE

Residence Life Emergency Response

In the event of a campus emergency, the primary role of the Residence Life staff is within their residential community. RAs will keep in contact with professional staff who will determine appropriate courses of action.

In the event of an emergency within the residence hall, resident students are requested to alert residence hall staff immediately. Although Residence Life staff are trained in handling emergencies, it is important to refer extreme situations to proper resources. RAs will, in some cases, contact the RD on Duty (RDOD) or their facility RD. The RDOD can be reached by contacting Campus Safety at **203.596.4502**.

In the event of a true, life-threatening emergency, emergency services should be contacted by dialing 9-1-1.

Evacuation

All residents and visitors/guests are required to exit a building when a fire alarm sounds. The following procedures must be followed:

Students must exit the building and once outside, move away to a designated area. If time and safety allow, students also should close their room window and door as they leave, wear a coat and shoes, as well as take a towel to aid in breathing should smoke be encountered. Failure to evacuate a building during a fire alarm warrants judicial action and potential fines.

Resident Assistants Must:

- Call Campus Safety and the RDOD to notify them that an alarm is activated.
- Proceed to a designated meeting point assigned by the RD.
- Once outside, instruct students to move away from the building to the designated area.

The RDOD and Campus Safety will determine whether or not it is a false alarm. Once Campus Safety and the RDOD determine that the building is safe, students will be allowed to return to the interior of the building.

Students failing to comply with this evacuation procedure may face judicial action.

Fire, Fire Alarms/Drills & Fire Equipment

Fire is a serious concern to the residential community. For the safety of all residents, specific guidelines and procedures have been devised to adequately minimize the threat of fire or loss of life/property due to fire. The University reserves the right to enter student rooms for the purpose of compliance whenever an alarm sounds.

Fire Drills - Fire drills are held regularly in the residence halls so that residents gain first-hand knowledge of the appropriate procedures to be used in the event that the alarm sounds. These drills also provide the residence hall staff a chance to practice their roles in handling an alarm. It is important that residents evacuate the building promptly and without panic should they hear an alarm. Individuals who do not cooperate with specified fire drill evacuation procedures will be immediately confronted by Residence Life staff and may face judicial action.

Fire Equipment - Fire alarm pull stations, smoke detectors, alarm units, and fire extinguishers are located in strategic areas throughout the residence halls and are provided for use in emergency situations. These items are only to be used in the event of a fire. Tampering with and/or misuse of this equipment is a serious matter and will lead to campus judicial action, as well as legal action. All students in the residence hall will be charged for a non-emergency fire extinguisher discharge if the person(s) responsible is/are not identified.

Post University follows the laws of the State of Connecticut in regard to the sounding of a false alarm. The following is a statement from Title 17A Sec. 509 of the Connecticut Revised Statutes:

1. A person is guilty of false public alarm or report if:

He/she knowingly gives or causes to be given false information to any law enforcement officer, member of a fire fighting agency, including a volunteer fire department, or any other person knowing that such other is likely to communicate the information to a law enforcement officer or member of a fire fighting agency, concerning a fire, explosive or other similar substance which is capable of endangering the safety of persons, knowing that he has no information relating to the fire, explosive or other similar substance.

2. False public alarm is a Class D Crime.

RESIDENCE LIFE

Fire and Emergency Exit Doors

When closed, fire doors keep fire and smoke from spreading. When the doors are propped open, their effectiveness is lost. Thus, a consistent effort must be made by all members of the residential community to keep these doors un-propped. Fire doors should be used for fire emergencies only.

Food Preparation/Cooking

Limited cooking is allowed within the confines of residence hall rooms. Due to the electrical structure of the residence halls, the only acceptable appliances within the residence halls are coffee makers, hot air popcorn poppers, electric teapots, blenders, and small microwave ovens. Indoor grills (George Foreman™) are only to be used in residence hall kitchens, not in individual rooms. All other heating/cooking appliances are considered fire hazards and are prohibited.

Any illegal appliances found within a residence hall room will be confiscated. Residence hall staff is required to confiscate any illegal appliances when they are in clear and open view. Confiscated appliances will immediately be turned over to the Office of Residence Life. Any student found to be cooking illegally (or in possession of a prohibited appliance) will be subject to judicial action.

Gambling

Gambling in any form is prohibited on the Post University campus. Gambling means risking money, credit, deposit, or other things of value for gain on the outcome of a contest, as stated in the Connecticut General Statutes, Sec. 53-278a. For more information on Post University's gambling policy, refer to page 39. As a Post University student, you are responsible for abiding by the University's gambling policy.

Hall Sports

For the safety of all residents, as well as for the security of the residence halls, hall sports are prohibited. This includes but is not limited to Frisbee, basketball, hockey, playing catch, golf, kickball, lacrosse, etc.

Violators of this policy will be confronted by residence hall staff and may be handled through the judicial system. Special exceptions to this may occur only when written permission from the RD and the Director of Residence Life is obtained. A specific example of a special exception would be a hall mini-golf tournament sponsored by an RA.

Identification Cards (ID)

Students are required to carry their ID card with them at all times. Specific ID card regulations are listed on the back of each student ID and on page 36. ID cards are provided for each student's use. The ID gives students access to campus events, and allows students to utilize a variety of campus services. ID cards are required when entering the Dining Hall and Drubner fitness center.

Students are responsible for their ID card at all times. The lending or alteration of an ID card is considered a serious violation of University policy. Students must show their ID card when requested to do so by any University official (Residence Life staff are considered University Officials).

Maintenance Requests

If there is any residence hall repair needed, at any time, students should submit a maintenance request through an RA or RD. By filing a maintenance request or asking for one to be filed, the student gives maintenance staff implied authorization to enter the student's room for the purpose of completing a repair. Maintenance staff will only enter a student's room after knocking and properly announcing themselves as maintenance staff. Specific students responsible for damage should be identified for billing purposes to the RD.

Pregnant Students in Residence

Students who are pregnant and choose to live in residence do so at their own and their unborn child's risk. Students who become pregnant are required to inform Health Services and/or the Dean of Students as soon as possible to sign a University release. While it is never the intent of the University to place students at risk, dangerous situations can occur in residence halls. All individuals living in the residence halls or buildings owned by the University do so at their own risk.

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Painting of Rooms/Murals

No student should paint a residence hall room. Students who wish to have their rooms painted should file a maintenance request with the Office of Residence Life. The decision on whether to paint the room is made by the Office of Residence Life. Blacklight-sensitive or glow-in-the-dark paint, laundry detergent, and other substances are prohibited from use in resident hall rooms and apartments.

On occasion, clubs or students have volunteered their services to paint murals within the residence halls. If students or groups are interested in painting a mural, they must obtain written approval from the Dean of Students.

Common Area Postings/Flyers

Posters, banners, flyers, or other promotional designs for the advertisement of a sponsored residence hall activity will require the approval of the RD. Posters or flyers to be disseminated through other residence halls or posted in designated areas require approval from the Office of Residence Life.

No postings will be allowed on residence hall glass surfaces. Notices posted on glass will be removed immediately by housekeeping or residence hall staff.

Courtesy Hours

Courtesy hours exist 24 hours a day, 7 days a week in and around the residence halls. All students are expected to show respect for others' rights to sleep or study. Staff will encourage residents to personally confront violations of this policy.

Quiet Hours

Quiet hours exist to insure an individual's right to sleep or study. All residence halls have established, posted quiet hours to provide an atmosphere conducive to an academic achievement. This policy is in effect both inside and around the residence halls. All residents share in the constant enforcement of quiet hours.

Quiet hours are as follows:

- Sunday through Thursday nights, 9:00p.m. to 8:30a.m. the following morning
- Friday and Saturday nights, 12:00a.m. to 10:00a.m. the following morning
- During the week of final examinations, 24-Hour Quiet Hours are in effect

Outside Disturbances

In order to maintain community standards and protect the rights of others to study and sleep, loud music or conversation in or around any residence hall is strictly prohibited during Quiet Hours. Students should lower their music and bass when driving on campus. Students and visitors should refrain from pulling cars onto walkways or fire lanes in front of residence halls. Students found in violation of this policy will be issued a \$50.00 ticket by Campus Safety. Repeat offenders may face loss of campus driving privileges.

Roofs and Windows

Students and visitors are not permitted on the roofs or overhangs of any residence hall; nor should students sit in or hang out of open windows.

Screens must remain in place in residence hall windows at all times. Screens removed from windows will be replaced at cost to the room residents. Continued removal of room screens will result in judicial action.

Students are prohibited from throwing or dropping anything from a room window. Shouting or yelling out of a room window may also result in judicial action. Individuals are not permitted to exit the residence halls through a window unless an emergency situation exists (fire, etc.).

Smoking

Smoking is prohibited in all Post University residence halls and buildings and within 50 feet of all buildings at all times. In compliance with Connecticut law, all areas are designated as non-smoking areas with the exception of designated outdoor areas.

RESIDENCE LIFE

Soliciting and Selling

Solicitation is not permitted in the residence halls. Residence Life staff or Campus Safety should be notified of the presence of any solicitors or salespeople. Trespassers may be subject to arrest and prosecution. Campus groups or organizations wishing to solicit in the residence halls should first contact the Director of Residence Life for approval and then submit an Event Registration Form, obtainable in the Student Activities Office.

Laundry

Laundry machines and dryers are available in each residence hall. All new students are given laundry cards that can be charged at value-adder-plus machines located in the Dining Hall and lobby of Okinaga Hall. Replacement cards may be purchased from the value-adder-plus machine in the Dining Hall.

Insurance

Post University is not liable for damage or theft of personal property. Students should consult their parents' homeowners or renter's policy for description of coverage. Student property insurance policy brochures are available in the Office of Residence Life for students seeking coverage. Post University is not affiliated with this program in any way. Students should insure against personal liability, personal property loss, or damage.



GENERAL REGULATIONS REGARDING STUDENT CONDUCT

University Conduct Code

It is the expectation that all persons and organizations directly or indirectly affiliated with the University will treat each other with respect and dignity. The University is committed to promoting an environment that is supportive of each individual's right to work and/or study in an environment that is free from any form of harassment, intimidation, bullying or other unacceptable behavior.

If any person, persons or other entity affiliated with the University is found to be in violation of this policy, the University reserves the right to impose disciplinary or probationary sanctions, rescission of the offer for admission, dismissal from the University, or rescission of employment or other contractual agreement.

Student Code of Conduct

In addition to the University code of conduct, students are expected to adhere to federal and/or state laws and policies governing residence halls and all other University-owned or otherwise-utilized property. Additionally, Post University defines student misconduct as any behavior that interferes with the success of University's stated mission.

If it is determined that student conduct presents an imminent danger to the University itself, other students, faculty, staff (including outside vendors), University property, or the property of University affiliates, the University reserves the right to immediately remove that student from campus pending a special administrative hearing.

Statement Regarding Student Conduct Off-Campus and Online

Post University students may be held accountable for their actions while on and/or off campus and while online, with sanctions ranging from formal warning to suspension/release from the institution. A variety of factors may be taken into account when adjudicating any alleged off-campus or online policy violations.

Statement Regarding Online Social Networks

The proliferation of student-oriented social networking websites such as Facebook, MySpace and others pose unique challenges for students. It is each student's responsibility to be aware of all statements, discussions, disclosures, photographs, video clips, sound bites, etc. posted by or on behalf of the student. Post University reserves the right to address alleged violations of the Student Conduct Code located through such online resources when they are reported and, if warranted, sanction students for behavior inconsistent with the established policies and the educational mission of the institution.

Policy on Civility

Post University actively encourages individuals of many backgrounds and experiences to be active members of the campus community. This is accomplished through a caring and compassionate environment that encourages acceptance of individual differences and is characterized by fair and equitable treatment of all people.

Belligerent and degrading language is more than "just words." Indeed, research shows, this language has serious negative impacts in at least two ways. First, on a campus in which the use of hostile language becomes commonplace and accepted, the environment soon becomes an environment in which hostile language escalates to harassment, harassment to threats, and threats to physical violence. Second, even without escalation, the use of hostile and degrading language has a significant impact on students, faculty and staff, making some feel uncomfortable and unaccepted in their surroundings, and making others feel fearful.

Therefore, at Post University we have adopted a policy on civility that calls for each member of our campus community to take responsibility for maintaining standards of behavior that create an environment in which all people are respected.

Disrespect or harassment, actual or threatened physical violence, or intentional reckless injury to persons or property shall be the basis of sanctions or disciplinary action.

Students who are unable to comply with the policy will be referred to the appropriate office for judicial proceedings. Sanctions may include loss of privileges, loss of residence or administrative withdrawal from class. Significant and/or continued violations may result in dismissal from Post University.

GENERAL REGULATIONS REGARDING STUDENT CONDUCT

Acts of Intolerance

Post University is committed to providing an environment that is free from bias, harassment, and other forms of intimidation. The University condemns and will not tolerate any harassing or abusive behavior directed at any individual or group because of their race, ethnicity, ancestry, national origin, religion, sexual preference, age, gender, or physical or mental disability. Examples of harassing or abusive behavior include, but are not limited to, the use of derogatory names, inappropriate jokes, anonymous notes, threatening phone calls, electronic messages, use of message boards, videotaping, or other activities that gratuitously draw attention to individual differences.

Every member of the Post University community should be treated with dignity and in a fair and equal manner. Those individuals who engage in activities that are threatening, harassing, which foster intolerance or act in a manner inconsistent with the mission of Post University may face dismissal from the institution.

Section One – ALCOHOLIC BEVERAGES

Post University's Alcohol Policy is designed for the safety of all students, faculty and staff, and in accordance with all federal and state laws.

- 1.1 Alcoholic beverages shall not be used/consumed in violation of federal and Connecticut state law.
- 1.2 Persons under the age of 21 shall not consume or have in their possession alcoholic beverages on the Post University campus and Post-utilized off campus sites.
- 1.3 Public alcohol intoxication (up to and including obvious physical or mental impairment) is prohibited.
- 1.4 Drinking or possessing alcoholic beverages at public events such as plays and other performances, concerts, trips to off-campus venues, or athletic events, is prohibited; for those of legal drinking age, prior approval for specific events where alcohol is present must be obtained from the appropriate University official(s).
- 1.5 Drinking/possession of alcoholic beverages by any student or student organization while riding in University-owned/operated vehicles, or vehicles used in the name of the University is prohibited.
- 1.6 Post University prohibits activities that encourage increased alcohol consumption. Such activities include, but are not limited to, beer pong, Kings, and other drinking games. Party buses are prohibited from all campus grounds and events.
- 1.7 All persons in a room/apartment, lounge, vehicle, or public campus area where alcohol and/or alcohol paraphernalia is present may be subject to judicial action and/or referral to the University's alcohol and drug education program. This policy extends to any and all off-campus sites used/rented by or on behalf of the University.
- 1.8 Hosts (residents of the room/suite, lounge, or vehicle) where alcohol and/or alcohol paraphernalia are present will be subject to a higher level of responsibility and sanction, and possible criminal action and/or referral to the University's alcohol and drug education program.
- 1.9 Persons suspected of driving under the influence of alcohol on Post University grounds will be subject to a higher level of responsibility and sanction, in addition to criminal action and/or referral to the University's alcohol and drug education program.
- 1.10 Alcohol paraphernalia (e.g., kegs, empty cans or bottles, taps, empty cases, funnels, etc.) are not permitted on campus. Collections of special bottles/cans are not permitted.
- 1.11 Alcohol promotional/decorative items (beer signs, lamp shades, etc.) are not permitted in residence hall windows, displayed on the outside of room/apartment doors, or in public lounges, or to be visible from outside of a residence hall room.
- 1.12 Community sources of alcohol are prohibited in University residence halls. Community sources include, but are not limited to, kegs, beer balls, garbage cans, and any container that is intended as a primary source of alcohol for one or more people. Possession of a community source of alcohol will be subject to a higher level of responsibility and sanction.

Alcohol Guidelines for Students of Legal Drinking Age

The University permits persons of state-mandated legal drinking age (currently 21) to possess and consume alcoholic beverages in University-administered housing units, providing all occupants of a given room are of legal drinking age. Thus, situations may exist where an individual of legal drinking age is in a single room or in a double room with another individual of legal drinking age.

GENERAL REGULATIONS REGARDING STUDENT CONDUCT

While University policy permits the use of alcohol in moderation by students of legal age, it denounces excessive consumption. Those who drink must remain in control of their behavior; they shall be responsible for their actions and must respect the rights of others. Promotions that encourage the consumption of alcohol are prohibited.

The use or non-use of alcohol by students of legal age should be decided by each individual. The University shall ensure practices and procedures that respect the decisions of those who choose to abstain. The University shall stress the importance of moderation for those of legal age who choose to use alcohol, and University regulations shall be structured to provide guidelines and controls designed to prevent consumption.

- 1.13 Persons of legal drinking age may consume or possess alcohol in the privacy of their own bedroom if it is a single room or if his/her roommate is 21 or older. Privacy is defined as a room with the door closed. Residents of legal drinking age residing in Okinaga Hall may consume or possess alcohol in their apartment common areas only if all apartment residents are of legal drinking age.
- 1.14 Persons of legal drinking age may transport closed (sealed) containers of alcohol through public areas (e.g., between a vehicle and their room/apartment, or between of-age students' rooms). Any student transporting alcohol may be stopped for inspection at any time by University officials and/or Resident Assistants.
- 1.15 Persons of legal drinking age shall not consume or have in their possession an open container (seal broken) of alcoholic beverage in hallways, lounges, or public areas. Residence Life staff are authorized to question the contents of any cup or container, and may ask that the contents be thrown out regardless of alcohol content. All alcohol must be kept behind a lockable room door of a person(s) of legal drinking age only.
- 1.16 At any one time, a maximum of one case of beer (30 12-oz. containers) and/or a maximum of six containers of liquor or wine, either empty or full, is permitted per room or apartment common area.
- 1.17 It is the responsibility of all students of legal drinking age to have proof of age of anyone consuming alcohol in their presence. For a student's protection, this may require asking for a driver's license, another state-issued photo ID, or birth certificate.
- 1.18 Providing, consuming, or being in the presence of alcohol with a person under the age of 21 is prohibited.

Section Two—MARIJUANA AND OTHER DRUGS

For the safety of students, faculty and staff, and in accordance with all Federal and state laws, Post University expressly prohibits the use, possession, distribution, or sale of illegal and/or unprescribed drugs, inhalants, or any other substance being used for purposes other than the manufacturer's intended use. Faculty or staff may determine use of controlled substances or marijuana by using methods including, but not limited to: the apparent physical condition of the student, odor of marijuana in room or on person, towel or other item(s) blocking the door, fans directing air out through a window, strong odor of air freshener or burning incense, or suspicious residue. Suspicious residue or belief that students' behavior may be a result of illegal activity that provides a reasonable suspicion that a controlled substance or marijuana has been used will be subject to judicial action. The University reserves the right to surrender substances for testing by local authorities if there is a question regarding its legality.

Definitions

- The term "controlled substances" when used in the above section includes any substance defined in subdivision (9) of section 21a-240 of the Connecticut Penal Law.
 - The term "marijuana" when used in the above section is as defined in subdivision (29) of section 21a-240 of the Connecticut Penal Law.
- 2.0 Use, possession, or loitering with the intent to use controlled substances or marijuana constitutes an illegal act and will be subject to judicial action independent of other action taken by civil authorities.
 - 2.1 All persons present in a room/apartment or vehicle where controlled substances or marijuana are being used will be subject to judicial action, possible criminal action, and/or referral to the University's Counseling Center. This policy extends to any and all off-campus sites used/rented by or on behalf of the University.
 - 2.2 Hosts (residents of the room/apartment or vehicle) where controlled substances or marijuana are being used may be subject to a higher level of responsibility and sanction, and possible criminal action and/or referral to the University's Counseling Center.

GENERAL REGULATIONS REGARDING STUDENT CONDUCT

- 2.3 Public drug/marijuana intoxication (up to and including obvious physical or mental impairment) is prohibited.
- 2.4 Use/possession of or being in the presence of controlled substances or marijuana on University grounds, which includes parking lots and areas adjacent to academic buildings, Drubner Center, Post utilized off-campus sites and residence halls is prohibited.
- 2.5 Use/possession of controlled substances or marijuana by any student or student organization while riding in Post University-owned/operated vehicles, or vehicles used in the name of the University, is prohibited.
- 2.6 Selling/intent to sell or providing controlled substances or marijuana to any person is illegal.
- 2.7 Drug paraphernalia (e.g., bongos, pipes, spoofs) are not permitted on campus and/or Post utilized off-campus sites.
- 2.8 Drug promotional items (drug posters, signs, etc.) must not be placed in residence hall windows, displayed on the outside of room/apartment doors, or in public lounges or be visible from outside of a residence hall room.
- 2.9 Persons suspected of driving under the influence of marijuana/illicit drugs on Post University grounds will be subject to a higher level of responsibility and sanction, in addition to criminal action and/or referral to the University's alcohol and drug education program.

Section Three–DISORDERLY AND IRRESPONSIBLE CONDUCT

Acknowledging that both Post University and the student body have a responsibility to provide an environment that enhances the quality of life in the community and is conducive to academic achievement, any behavior that jeopardizes the safety of others and the rights of persons and property or any conduct that is inconsistent with this environment is prohibited. In all circumstances, common courtesy should be exercised. Restitution may be assessed in appropriate situations in addition to judicial action.

Violations resulting from sexual assault, including acts of rape or sodomy, or assault resulting in serious physical injury, or physical injury resulting from the use of a weapon or dangerous instrument, shall be considered offenses of sufficient gravity to warrant immediate suspension prior to a hearing and referral to appropriate civil or criminal authorities.

Disorderly Conduct

Disorderly actions apply to all members of the University community as well as visitors to the University. The following behaviors directed toward others are strictly prohibited and may subject individuals to judicial action:

- 3.1a. Physical violence.
- 3.1b. Obscenities, abusive language, or other violations of the Civility Code.
- 3.1c. Physical/verbal conduct that is inciting and/or provoking.
- 3.1d. Physical/verbal conduct that is lewd or obscene.
- 3.1e. Physical/verbal conduct that is destructive or disruptive.
- 3.1f. Physical/verbal conduct that is harassing or threatening.
- 3.1g. Physical/verbal conduct that endangers self or others.
- 3.1h. Any act of intolerance that is an attempt to injure, harm, or harass a person because of race, religion, color, national origin, physical/mental limitation, age, gender, or sexual orientation. Such behavior includes acts or attempts that cause physical or psychological harm or threat of harm.
- 3.1i. Physical/verbal conduct that endangers self or others.

Vandalism

- 3.2a. Inciting to action or participating in unauthorized activities resulting in destruction of property is prohibited.
- 3.2b. Tampering with telephones, computer equipment, software, cable equipment, fire equipment, vending machines, or laundry facilities or destruction of any of these on campus is prohibited.
- 3.2c. Damaging or destroying property or grounds owned or operated by the University is prohibited. This policy extends to property owned/utilized by contracted services to the University.
- 3.2d. Damaging or destroying personal property is prohibited.
- 3.2e. Removing, damaging, or destroying approved posters, advertisements, bulletin boards, door decorations, or signs on campus is prohibited.

GENERAL REGULATIONS REGARDING STUDENT CONDUCT

Theft and Fraud

Incidents that are defined as unlawful within local, state, and federal statutes are prohibited on campus. Cases involving such incidents may be processed through the University judicial system and/or referred for civil or criminal prosecution.

- 3.3a.** Providing false information through statements (written or oral) is prohibited.
- 3.3b.** Theft of services (tampering with or intent to tamper with telephones, computer equipment, software, cable equipment, vending machines, laundry machines, meals, etc.) is prohibited.
- 3.3c.** Inappropriate or unlawful use of telephones and computers (prank or obscene phone calls or messages, harassing calls or messages, etc.) is prohibited. Students will be held accountable for telephone and computer accounts held in their name.
- 3.3d.** Possession of stolen property is prohibited.
- 3.3e.** Possession and/or use of another person's University ID card, residence hall room key and/or key access card is prohibited.

Residence Life and Housing

- 3.3f.** Removal of University equipment/furniture from residence hall rooms, lounges, public areas, classrooms, or other rooms or offices without written permission from a University official is prohibited and will be treated as theft.
- 3.3g.** Inappropriate use of technology for personal gain or malicious intent is prohibited.

Misrepresentation

- 3.4** No student shall speak in the name of the University or any of its organizations unless such student has been authorized by the University or the organization for which he/she is speaking.

Failure to Comply

- 3.5a.** Failure to comply with directives issued by authorized University representatives (including Residence Life staff, security, dining services, facility managers, club advisors, lab proctors, contracted services, and event personnel) and/or law enforcement and emergency personnel in performance of their duties and responsibilities will be subject to judicial action.
- 3.5b.** Failure to appropriately respond to official communication from University representatives will be subject to judicial action.
- 3.5c.** Failure to comply with an official disciplinary sanction will be subject to judicial action.

Quiet Hours

- 3.6** Failure to comply with residence hall quiet hours, courtesy hours and 24-Hour Quiet Hours during final examinations will be subject to judicial action. Disturbances occurring outside of the residence halls that negatively impact the living/learning environment will result in judicial action.

Fire Code Capacities

- 3.7** The number of people at any particular time in any residential hall area may not be in excess of the published or posted fire code capacities. Fire code capacity is according to room type: 6 in a designated single, 8 in a designated double, or 10 in a designated triple; maximum capacity in any Okinaga Hall apartment is 15 people.

Residence Hall Safety

- 3.8a.** The removal or opening of any residence hall screen is prohibited.
- 3.8b.** The throwing of objects from any window or being on any campus building roof is prohibited.
- 3.8c.** Dart boards are not permitted in the residence halls.
- 3.8d.** Activities, including but not limited to the use of skateboards, rollerblades, hockey equipment, and bicycles in the residence halls are prohibited.
- 3.8e.** Leaning, sitting or standing out on a window ledge is prohibited.
- 3.8f.** Hall sports, including but not limited to, football, bowling, golf and basketball are prohibited.

GENERAL REGULATIONS REGARDING STUDENT CONDUCT

- 3.8g. The only acceptable appliances in residence halls are coffee makers, hot air popcorn machines, small microwave ovens and other items approved by the Office of Residence Life. For a list of prohibited items, see page 25.
- 3.8h. Any items left in common areas (including kitchens, bathrooms, hallways and stairwells) are considered a public safety hazard and will be subject to confiscation. Owners of these items may also face judicial action.
- 3.8i. Students with rooms determined to be unsafe for habitation by Residence Life staff will be subject to judicial action.

Identification

- 3.9a. Failure to carry an official University identification card may subject the individual to judicial action.
- 3.9b. Failure to provide official University or other proper identification upon request by an authorized University official will subject the individual to judicial action.
- 3.9c. Unauthorized changes to a Post University identification card are prohibited.
- 3.9d. Use of false identification is prohibited and will subject the individual to judicial action.
- 3.9e. Providing or lending official University or State-issued identification to another person may subject both individuals to judicial action.
- 3.9f. Use of another person's identification card is prohibited.

Room Responsibility

- 3.10 Rooms/apartments may not be used by any person(s) without an assigned resident present. Each resident is responsible for any and all activity that occurs in his/her own room and/or apartment.

Pets

- 3.11 Fish in aquariums no larger than 10 gallons are the only pets permitted in the residence halls. Hermit crabs, rodents, cats, dogs, birds, amphibians and reptiles are expressly prohibited.

Section Four—SEXUAL ABUSE, MISCONDUCT AND HARRASSMENT

Post University expressly prohibits the sexually aggressive conduct noted below, and students found engaging in it will be subject to criminal charges and prosecution under Federal and State laws, in addition to official University sanctions.

- 4.1a. No person or group of individuals shall engage in sexual intercourse with any member of the University community if such conduct is against the will and without the consent of that person. Be aware that forced sexual intercourse or sodomy can occur with strangers or acquaintances, and may or may not involve deception, violence, or the threat of physical harm.
- 4.1b. No person or group of individuals shall engage in sexual intercourse or sodomy with someone who is physically helpless (e.g., drunk and /or under the influence of a substance or substances), unconscious, or otherwise incapacitated and unable to accurately communicate unwillingness toward an act, or control of their own conduct, or to give consent. Post University expressly prohibits the sexually aggressive conduct noted above, and students found engaging in it will be subject to severe judicial action on campus, including suspension/expulsion, and referral to criminal authorities in accordance with the law.
- 4.1c. No person or group of individuals shall engage in unwanted or forced sexual conduct toward another member of the University community. Such conduct includes, but is not limited to, touching, pinching, patting, exposing, or pressing up against someone.
- 4.1d. No person or group of individuals shall engage in any form of sexual harassment that creates an intimidating, hostile, and/or offensive environment. Such conduct includes, but is not limited to, obscene phone calls/computer messages/text messages, public display of offensive materials, and/or courtship violence/intimidation. Harassment of employees or students that implies a requirement of sexual cooperation as a condition of employment or academic advancement will not be tolerated.

Section Five—RESIDENCE HALL ACCESS AND ROOM VISITATION

The room visitation policy's purpose is to formulate and communicate the minimum requirements for safeguarding the rights of individuals and for providing security for the residence halls, residents and their guests.

GENERAL REGULATIONS REGARDING STUDENT CONDUCT

The residence hall environment is a living/learning community that provides access to living accommodations. People living in the residence halls are expected to foster an environment that respects all students' rights to personal privacy, creates an atmosphere conducive to study, and provides for the personal safety and protection of personal property.

Infringement of Student Rights

It will be the responsibility of each student to make every reasonable effort to resolve conflicts involving questions of equal yet opposing rights and cases pertaining to infringement of personal rights, such as:

- 5.1a.** Continued inability or unwillingness to accept the responsibilities of visitation in a mature, considerate manner.
- 5.1b.** Any unaccountable physical damage within the residence hall.
- 5.1c.** Any unregistered overnight guest/visitor whose presence is known by one or more residents.
- 5.1d.** Post University does not condone nor will it permit cohabitation.

Registration of Visitors/Overnight Guests

It will be the responsibility of each student to make every reasonable effort to resolve visitation conflicts. If an individual problem cannot be settled with the involvement of a Resident Assistant, the individual's Resident Assistant will approach the Residence Director and request his/her advisement and/or involvement. The Residence Director will suggest possible courses of action to settle the dispute.

The use of residence hall facilities is limited to residents and their visitors/overnight guests complying with regulations established by the Student Conduct Code and each residence hall. Any unaccompanied non-resident may be deemed a trespasser and be subject to immediate removal from the residence hall.

The Residence Director, with the approval of the Dean of Students, shall have the authority to revoke visitation privileges for an entire residence hall, a specific residence hall floor, or an individual and/or any other University building, area, or event. The following will constitute grounds for loss of privileges:

- Continued inability or unwillingness to accept the responsibilities of visitation in a mature, considerate manner.
- Any unaccountable physical damage within the residence hall.
- Any unregistered overnight guest/visitor whose presence is known by one or more residents.

If necessary, guests whose privileges have been revoked will be escorted from a residence hall by appropriate personnel.

- 5.2a.** A visitor is any person who is not a resident and does not remain overnight. All campus visitors must be registered with Campus Safety and obtain a visitor's pass.
- 5.2b.** An overnight guest is any person who is not a Post University resident student and remains as a visitor after 12 midnight. He/she must complete an overnight guest identification form with Campus Safety; this form must be carried at all times and presented upon request by Campus Safety, Residence Life staff or any University administrator.
- 5.2c.** Infringement of a roommate's personal rights and property will not be tolerated.
- 5.2d.** Overnight guests are not permitted during 24-Hour Quiet Hours without prior approval of the Office of Residence Life. Permission for such requests is not guaranteed and is based upon individual circumstances.
- 5.2e.** All non-residents must be escorted by the resident host.
- 5.2f.** Separate bathroom facilities must be used as designated for men and women. Violators may be subject to judicial sanctions and/or immediate removal.
- 5.2g.** Hosts must ensure that visitors/overnight guests know and adhere to all University and Residence Life rules and regulations. Hosts will be held responsible for the actions of visitors/overnight guests, including any financial responsibility for damage done.
- 5.2h.** Resident students are permitted to host overnight guests for no more than three (3) consecutive nights in a 7-day period (Sunday-Saturday). Professional staff may grant extensions.
- 5.2i.** No more than two overnight guests or visitors per resident are allowed.
- 5.2j.** Rooms may not be used by any person(s) without a resident of the room present. Each resident is responsible for any and all activity that occurs in his/her own room.
- 5.2k.** Gaining or permitting access to a residence hall through a window or door other than the one designated as the main entry will result in judicial action.

GENERAL REGULATIONS REGARDING STUDENT CONDUCT

- 5.2i. It is expected that students will take responsibility through an honor system for ensuring that an environment exists that lends itself to visitation of members of the opposite sex without infringing on the rights of other students or residence hall rules and regulations.
- 5.2m. Unauthorized access to restricted areas on campus is prohibited.
- 5.2n. Visitors under the age of 16 are not permitted in University residential facilities overnight.
- 5.2o. Visitors under the age of 14 are not permitted in the residence halls without a parent/legal guardian present. This includes siblings, children, or other guests. For reasons of safety and liability, babysitting is not permitted in any Post University residence hall.

University-owned or sponsored off-campus housing may have different visitation policies. Refer to your housing contract for policies specific to your location.

Section Six–FIRE AND SAFETY EQUIPMENT

Post University considers tampering with fire and safety equipment a dangerous act and violators will be subject to severe judicial action including possible suspension or expulsion from University housing or referral to the Judicial Board. Restitution may be assessed in appropriate situations in addition to judicial action.

- 6.1a. Possession and/or burning of candles and incense are not permitted in the residence halls.
- 6.1b. Tampering with and/or covering fire equipment (alarms, bells, strobe lights, sprinkler heads, emergency blue lights, extinguishers) and any other safety device is a violation of civil and/or criminal law and is prohibited.
- 6.1c. False public fire alarms/bomb threats/emergencies are expressly prohibited.
- 6.1d. Interfering with emergency operations, such as fire, ambulance or law enforcement personnel, is in violation of Connecticut law and University policy.
- 6.1e. Any item placed in front of doorways and/or windows that impedes entry and/or exit is prohibited (tapestries, posters, large electrical appliances, etc.).
- 6.1f. Electrical appliances and flammable/hazardous materials other than those authorized in the Student Handbook are prohibited in residence halls. Specific examples include, but are not limited to, multiple outlet plugs and/or extension cords without surge protection circuitry, open coil burners/hot plates, stored flammables (gasoline, chemicals, etc.), and live holiday trees/wreaths.
- 6.1g. Failure to comply with University requirements regarding evacuation of buildings as outlined on page 27 during an alarm or fire drill will subject the violator(s) to judicial action and/or arrest.
- 6.1h. The unauthorized use or propping of any locked exterior/emergency door is prohibited. Violators face judicial sanctions and monetary fines.

Section Seven–FIREARMS, AMMUNITION, KNIVES, DANGEROUS CHEMICALS AND OTHER DANGEROUS WEAPONS

- 7.1a. Firearms, ammunition, knives, hazardous/dangerous chemicals, and dangerous weapons are prohibited on the Post University campus at all times. Firearms include, but are not limited to, any pistol, revolver, shotgun, or rifle. Knives and dangerous weapons include, but are not limited to, illegal knives, bows and arrows, nunchuks, martial arts stars, kendo sticks, stun guns, Tasers, brass knuckles, and Billy clubs.
- 7.1b. The University also considers air guns, paintball guns, B-B and pellet guns, model weapons or lifelike toy guns, and sling shots to be dangerous and they are prohibited. This article is inclusive of all instruments listed under section 29-38 of the Connecticut Penal Law. Offenders will be subject to campus disciplinary action and/or criminal prosecution and are liable for civil prosecution. In compliance with this law, Post University will not keep or hold firearms, ammunition, knives or dangerous weapons belonging to any individuals or other offices or agencies of the institution.
- 7.1c. Martial Arts Implements with expressed or implied use as a weapon must be registered with and housed at the Campus Safety Office.

GENERAL REGULATIONS REGARDING STUDENT CONDUCT

Section Eight–EXPLOSIVES/FIREWORKS

The University considers the use and/or possession of explosive devices and fireworks to be in violation of the Student Conduct Code.

- 8.1a.** Explosives or explosive devices containing an explosive flammable compound for the purpose of producing a visible or audible effect by combustion are prohibited on the Post University campus.
- 8.1b.** The University considers the use or possession of fireworks a dangerous act. Violators will be subject to judicial action. This regulation may be conditionally waived for temporary periods by the University president for University-sanctioned public fireworks displays.

Section Nine–GAMBLING

Gambling in any form is prohibited on the Post University campus. Gambling means risking money, credit, deposit, or other things of value for gain on the outcome of a contest, as stated in the Connecticut General Statutes, Sec. 53-278a. Gambling devices, including but not limited to, electronic gambling machines and furniture whose intended purpose is to facilitate gambling, are prohibited from all areas of campus. Post University offers personal counseling for individuals concerned about their onsite and/or online gambling behavior.

Section Ten–LITTERING

Littering constitutes the throwing, dumping, or depositing of trash or refuse of any kind outside of normal, accepted trash receptacles. Littering destroys the campus environment and detracts from its appearance. Violators will be subject to campus judicial action.

Section Eleven–TOBACCO

Tobacco use and smoking are prohibited in all Post University buildings and grounds except in designated areas (set at a minimum of 50 feet from a building). Doorway areas are considered part of the building. Smoking is prohibited in vehicles owned and operated by the University.

Section Twelve–MOTOR VEHICLES AND MOTORCYCLES

Motor vehicles and motorcycles operated and/or parked on the campus are subject to campus regulations as well as local, state, and federal laws. Rules affecting the operation and parking of vehicles are described in the “Vehicular and Traffic Rules and Regulations” section of the Student Handbook. Students will be notified at least one week prior to changes in parking regulations.

- 12.1a.** All motor vehicles and cycles must be registered with the Office of Campus Safety.
- 12.1b.** Snowmobiles and all-terrain vehicles are not permitted on University grounds.
- 12.1c.** Motor vehicles, motorcycles, mopeds or other fuel-powered engines-assembled or disassembled-are prohibited in residence halls unless otherwise authorized by an appropriate University official.

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Information Technology:

Computers and the Post University Network

All residence hall rooms are equipped with phone, cable TV and Internet access. Students must provide their own equipment (phone, computer, television) to access the Post information system network. The members of the ICT staff can be reached directly by dialing the IT help desk at 203.596.4592. Students are asked to leave clear messages with needs and requests, a daytime phone number, and their residence hall room number so that every attempt to address reported issues in a 24-hour timeframe can be made.

Cable Television Use

The Post University residence halls are equipped with standard cable access. Premier channels are neither included in the package, nor available for an additional cost. Students must provide their own television set with coaxial connectors to access this service.

Computer Use

Post University treats policy violations of computing facilities, equipment, software, information resources, and network privileges seriously. Any problems should be reported to Residence Life staff or directly to ICT. Failure to comply with this policy will result in judicial action including loss of computing privileges, fine/restitution or other sanctions deemed necessary by the sanctioning board. Alleged violations of the policy shall be processed according to the judicial processes outlined in this student handbook. Post University may also prosecute abuse under the Computer Fraud and Abuse Act of 1986, or other appropriate laws.

The act of logging on the network and/or use of Post LAN to access the Internet indicates your acceptance of the following terms and conditions.

All Post University students are given a username and password to access the Post University LAN. This username and password remains in effect throughout the student's tenure at the University and is deleted upon termination (withdrawal, dismissal, or graduation). Each residence hall room is equipped with a network jack, and students are encouraged to purchase personal computers and to use them in their residence hall rooms. It is the responsibility of the student to ensure that proper care is taken in protecting their computer and the data stored therein. To enjoy the privileges of Post University Internet access, each network user is expected to meet certain responsibilities and honor certain limitations. If a user is found to have knowingly violated a network policy, his or her network access may be suspended. Depending on the seriousness of the violation, the user may also be subject to other University judicial action. Violations of federal or state laws will result in referral to the appropriate legal authorities.

The following list of responsibilities applies to the use of all University-owned computers, as well as use of the Post University Network and the Internet with a personally-owned computer. (Additional responsibilities may be associated with specific networks and computers at Post University.)

- Users must operate within the appropriate federal or state laws and Post University policies, and must not engage in any conduct that presents a risk to the operating integrity of the systems and their accessibility to other users.
- Users must abide by the terms of all software licensing agreements and copyright laws. Users must not make copies of, download or make available on the network, any copyrighted material, unless permitted by a license.
- Users must not use the network resources of Post University to gain or attempt to gain unauthorized access to remote computers, networks or systems.
- Users may not use Post University networks to access, produce, or distribute pornography in violation of the law either on the Internet or Post University networks.
- Any network traffic exiting Post University is subject not only to provisions of this policy, but also to the acceptable use policies of any network through which or into which it flows.
- Users should notify the ICT Office, system administrators, and the appropriate authorities about violations of computer laws and policies, as well as about potential loopholes in the security of its computer systems and networks.
- Users are to respect the rights of other users, including their rights as set forth in other Post University policies for students, faculty, and staff. These rights include, but are not limited to, privacy, freedom from harassment and safety of tangible and intellectual property.
- Users may not place on any University-owned computer system any type of information or software that infringes upon the rights of another person or gives unauthorized access to another computer account or system.

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- Users may not misrepresent themselves or their data on the network.
- Users are responsible for the use of their accounts. No user may give anyone else access to his or her account, or use a Post University computer account assigned to another user. A user must not attempt to obtain a password for another user's computer account.
- Users are responsible for the security of their passwords. This includes making sure no one else knows it. A user who suspects someone knows his or her password should contact ICT to have that password changed.
- Users must not attempt to monitor other users' data communications, nor read, copy, download, change, or delete other users' files or software, without permission of the owner(s).
- Users must not attempt to circumvent data protection schemes or exploit security loopholes.
- Users must not deliberately perform acts that are wasteful of computing resources or that unfairly monopolize resources to the exclusion of others.
- Users must not deliberately perform acts that will seriously impair the operation of computers, terminals, peripherals, or networks. This includes, but is not limited to, tampering with components of a local area network (LAN) or the high-speed network, otherwise blocking communication lines, or interfering with the operational readiness of a computer.
- Users must not run or install unauthorized programs after install on any of the computer systems of Post University, or give another user a program that could result in the eventual damage to a file or computer system and/or the reproduction of itself. This is directed towards, but not limited to, the classes of programs known as computer viruses, Trojan horses and worms.
- Users may not use Post University computer systems or networks for solicitation of funds or for commercial purposes. This includes solicitations for charitable or community organizations.
- Users may not use Post University networks to distribute chain letters.

Students who violate these conditions face University judicial action.

Policy Statement Regarding Anti-Virus Software

Because of the inherent dangers associated with the introduction of viruses into computer systems, Post University requires that all students have their computers scanned by the ICT department prior to connecting their PC to the Post University network. Students who are authorized to attach their personal computers to the University network must ensure that their computer has virus protection to the same level as University-owned equipment. This means not only do all students have current anti-virus software installed and running on their computers, but also that information about new viruses and new virus definition files are downloaded on a daily or weekly basis.

Currently, it is each student's responsibility to purchase, install, and update his/her own anti-virus software. Post has a limited one-time install of a freeware product, but recommends that students purchase a subscription from any one of the many manufacturers of anti-virus software. If, upon scanning, the ICT department determines that anti-virus software is missing or out of date, Post University reserves the right to install and run the free anti-virus program. It will then become the STUDENT'S responsibility to keep it updated. Once the ICT department determines that the proper anti-virus protection exists on the computer and that the computer is virus free, it will issue a verification notice and the student will be connected to the network.

The University reserves the right to enter a student room if it is believed that the computer within the room is infected and disabling the University network. Every effort will be made to contact the student prior to doing so. The University also reserves the right to take a single or series of computers off-line, without notification, to ensure the protection of the University system.

University Judicial System

Administration of Discipline

The following Boards or persons holding certain positions are authorized to act according to the descriptions included below:

- Residence Directors (RD) may accept a sign-off from students accepting responsibility for their actions as long as the sanction does not go beyond Disciplinary Probation and/or Residence Hall Reassignment. If the student fails to meet with the RD, the RD will consider all evidence and assign an appropriate sanction. Determination of

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responsibility and/or sanction may be appealed to the Director of Residence Life (DRL). However, if the student signs off, or fails to meet with the RD, there is no appeal of the sanction imposed.

- The DRL may accept a sign-off from a student accepting responsibility for his/her actions with the maximum sanction of expulsion. If the student signs off, there is no option for an appeal of the sanction imposed.
- The DRL is authorized to conduct special administrative hearings when there is a question of safety for people or property or the welfare of the student is in question.
- The University Judicial Board hears unresolved cases where the sanction could be suspension or expulsion from the residence halls or the University. If the case is rising out of the residence halls, the Investigator or designee will present the charges and case to the University Judicial Board. If the case arises due to conduct outside the purview of Residence Life, the Investigator or designee will present the charges and case to the University Judicial Board. The appeal of any decision or sanction of the University Judicial Board may be made in writing to the Dean of Students.
- The Dean of Students reviews any written appeal concerning a decision of or sanction handed down by the DRL or the University Judicial Board.
- The President, as chief officer of the University, may choose to review a particular case. Presidential review occurs in only the gravest of situations.
- Other Hearing Officers: The Dean of Students or her designee may appoint other individuals to hear and resolve cases to ensure maximum objectivity.

Institution of Complaint:

Any member of the University community who believes that a student has engaged in misconduct may give written notice of the alleged misconduct to the appropriate administrator within 30 days of the alleged misconduct. If grounds exist, the appropriate administrator will proceed with the hearing process.

The Incident Report is the communication tool utilized to convey alleged Student Conduct Code violations. If residence hall staff or a Post University student feels an occurrence warrants attention by a hearing officer, he or she may choose to file an Incident Report with the building Residence Director (RD). Students who feel their rights have been violated according to the Student Conduct Code may similarly file an Incident Report with their RD. Incident Reports may only be filed through an RD, DRL or the Dean of Students.

Imminent Danger/Alteration of Student Status:

The University acknowledges that there are times when special actions are necessary. This occurs when the complaint brought against a student presents a reasonable question as to the prudence of allowing the student to remain at the University or in a residence hall prior to adjudication. Reasons for exceptional circumstance:

- When there exists a reasonable question as to the imminent health, safety or well-being of the student.
- When there exists a reasonable question as to the imminent health, safety or well being of another individual(s) or the University community.
- When University property is in serious jeopardy.

Notification of Parents/Guardians and Others:

Should a student under age 21 be found in violation of the University's alcohol or drug policy, or if there is an articulable and significant threat to the health/safety of a student or other individual, the University may disclose the information to any person, including parents, whose knowledge of the information is necessary to protect the health/safety of the student or other individuals.

Should any student leader, athlete, ACE scholar, or international student be involved in a judicial violation, the appropriate office will be notified (e.g., should an athlete be involved in a policy infraction, the Director of Athletics and/or coach may be notified). It is our hope that with the encouragement and support of other professionals on campus the student will move past his/her mistakes and continue to be a valuable member of the campus community.

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Notice of Hearing and Charges

After the initiation of the complaint, an investigation shall be conducted and one of the following resolutions must be completed:

- The student has admitted responsibility for the policy violations(s) and the appropriate administrator has assessed sanctions. No hearing takes place.
- The complaint against the student is found to be without merit, or insufficient evidence exists to warrant a hearing. The case is dismissed.

If the evidence warrants a hearing and the charges are serious enough to warrant dismissal from the residence halls or the institution, the student generally receives a minimum of 48 hours written notice of the time, place and date of the hearing. The notice to the student must include the regulations that have been allegedly violated and the potential sanction he/she may face. The student shall also be advised in writing that he or she has the right to call witnesses who can testify on the student's behalf, to have an advisor (from within the University community) and to have a fair hearing that is free from bias.

Notification

The University will notify the students in writing of:

1. The decision reached, including the reason for the decision.
2. The process by which the decision may be appealed, including University hearing procedures in which the sanction may be dismissal from the residence halls or dismissal from the institution.
3. The student has the right to an advisor of his/her choice from within the University community to aid in the presentation of defense. An advisor may assist and advise the student during the hearing but may not question witnesses, the hearing officer, or other participants or answer on behalf of the student.
4. The hearing will be open only to the student charged, his/her advisor, the administrator who is presenting/hearing the case, an advisor for the University (if any) members of the hearing board and witnesses who submit statements in writing and can testify to factual matters regarding the alleged charges. Students' parents are not permitted to attend hearings.
5. The student will be given notice as to the time, place, and date of the hearing to allow time to prepare an adequate defense. However, in cases where an imminent danger to person or property exists, the University reserves the right to hold a special administrative hearing immediately.
6. The student will be informed of all charge(s) and the potential sanction(s) that may be imposed.
7. A student may call witnesses to testify on his/her own behalf. Witnesses must provide written statements at least 24 hours prior to testifying.
8. A student will have the right to review, but not maintain, all written evidence.

The burden of proof will rest upon the person(s) bringing the complaint to the University. The University reserves the right to take immediate action when there is a question of health and safety.

All matters on which the decision may be based must be introduced into evidence at the hearing and the decision will be based solely upon that factual evidence introduced during the hearing.

There will be a tape recording made of each hearing.

Students may have legal counsel accompany them in an institutional hearing only when there is coincident criminal or civil litigation.

Any legal counsel allowed by the University to accompany a student in a disciplinary hearing may only observe the proceedings and may not participate. The University requires 24-hours advanced notification that the student being charged is bringing legal council.

A student bringing charges against a student may request that they be accompanied to the hearing by an advocate. In addition, there may be some situations in which the nature of the offense may be of such a nature that the presence of the individual bringing charges may be traumatic to the individual. In these cases, the University will endeavor to alter the procedure to protect the person bringing charges.

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Official University Sanctions:

If a student's conduct is found to be unacceptable, the student is subject to penalties commensurate with the gravity of the offense. Students are at all times accountable for the actions and the actions of their visitors to the Post University campus.

Sanctions that may be imposed include, but are not limited to, any of the following or any combination thereof. Sanctions relating to minor offenses may range to a maximum of disciplinary probation and fines. For major offenses, a student may face the maximum penalty of dismissal from the residence halls and/or fines, or institutional dismissal.

Formal Admonition - A verbal statement to a student about his/her violation of University policies.

Disciplinary Warning - A written notice to a student indicating that specific behavior or activity is in violation of University policies.

Restitution - Payment for damage to, or misappropriation of, University, University affiliate(s), or individual property.

Fine - Establishment of a charge for violation of a policy.

Campus Restrictions - Loss of designated campus privilege(s).

Community Service - Mandated services hours on campus or with off-campus businesses/organizations.

Personal Counseling - Mandated for a period determined by the University's designee.

Disciplinary Probation - A designated period in which a student is formally put on notice for his/her behavior, while not severe enough to warrant expulsion, was severe enough to warrant a serious course of action. While on Disciplinary Probation, a student may be subject to expulsion should additional infractions occur. Disciplinary Probation is a status that may include periodic reporting sessions with an appropriate administrator, loss of privilege to represent the University or attend University activities. Students who are on Disciplinary Probation may not reside in Okinaga Hall.

Residence Hall Reassignment - Mandatory reassignment from one residence hall to another for inappropriate behavior. Loss of visiting privileges in the former building may accompany this sanction.

Residence Hall Suspension - The University reserves the right to suspend a student's Housing Contract for any specified period. This period may range from one day to one semester or more.

Residence Hall Dismissal/Ban - Dismissal and/or ban from University residence halls. Students must apply for re-entry to the Director of Residence Life.

Institutional Suspension - Disciplinary suspension of a student's registration for a specific period. Residential students' Housing Contracts are also suspended during this time. Students removed from the University for conduct that presented a threat to themselves, other persons, or property may not re-enter without prior approval from the Dean of Students.

Institutional Dismissal - Attendance at the University is terminated, constituting the maximum disciplinary penalty. Students are banned from all campus facilities, grounds and events. Re-admission may be granted only by the President or his/her designee.

General Sanctions - Alcohol and Substance Abuse

Incidents involving alcohol and substance abuse are the primary causes for judicial action at colleges and universities nationwide. Because of their frequency, the University has included general sanctions for such offenses as follows:

Alcohol - General sanctions for alcohol offenses may include:

Level 1

- a) Letter of Warning placed in the student's judicial file.
- b) Educational sanctions, including but limited to, research papers, reflection papers, bulletin boards and/or Judicial Educator modules(s) at ResLife.net.
- c) Mandatory attendance at an alcohol session scheduled by the University.
- d) If the student is under the age of 21, the University reserves the right to contact a student's parent or guardian for any violation of policy involving alcohol.

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Level 2

- a) Judicial Probation, which results in removal from Okinaga Hall, if applicable.
- b) Additional educational sanctions as listed under Level 1.
- c) Referral through the Counseling Center for an individual alcohol assessment and treatment plan.
- d) If the student is under the age of 21, the University reserves the right to contact a student's parent or guardian for any violation of policy involving alcohol.

Level 3

- a) Additional educational sanctions as listed under Level 1.
- b) Possible suspension from the residence halls and/or University property for a designated period determined by the designated hearing officer or Judicial Board.

Additional Offenses

Same as Level 3

Controlled Substances—General sanctions for use or possession of controlled substances may include:

Level 1

- a) Judicial Probation for the remainder of the semester, which results in removal from Okinaga Hall, if applicable.
- b) Mandatory attendance at a substance abuse awareness session scheduled by the University.
- c) Educational sanctions including but, not limited to, research papers, reflection papers, bulletin boards, and/or Judicial Educator module(s) at ResLife.net.
- d) The University reserves the right to contact a student's parent or guardian for any violation of policy involving suspected drug or controlled substance activities.

Level 2

- a) Possible suspension from the residence halls for a specified period determined by the designated hearing officer or Judicial Board
- b) Referral through the Counseling Center for an individual substance assessment and treatment plan, and meeting with Counseling Center staff for a period determined by the professional staff with a signed attendance release
- c) Additional educational sanctions as listed under Level 1
- d) The University reserves the right to contact a student's parent or guardian for any violation of policy involving suspected drug or controlled substance activities

Additional Offenses

Continued violation of the controlled substances policy will result in additional judicial sanctions.

Appeal Procedure

1. Basis for Appeal

The written appeal will be submitted to the appropriate University official within the timeframe outlined in this document and must include specific grounds the student considers appropriate to support his/her challenge of the decision or sanction. The appeal must establish that:

- a) There was a material and prejudicial departure from the procedures set forth in these guidelines, and/or
- b) The evidence presented clearly does not support the decision, and/or
- c) The sanction imposed is not consistent with the gravity of the offense.

2. Appeal Process

Appeals of decisions and sanctions rendered by Residence Directors go to the DRL. Appeals of decisions and sanctions rendered by the DRL, without the participation of the student found responsible, go to the Dean of Students. Appeals of decision of the DRL or the University Judicial Board go to the Dean of Students.

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Time Guidelines

The student must file the appeal, in writing, within 48 hours of notice of a decision. During special periods of the academic year, this may be reduced in an effort to facilitate a timely resolution.

The person reviewing the written appeal must render a decision within one (1) week of receiving the written request. The status from the initial decision remains in effect until the review and final decision are rendered. However, the Dean of Students may, in special circumstances where he/she believes the student's academic standing or well-being may be jeopardized, suspend the sanctions until the decision about the appeal is rendered and communicated to the student.

Involuntary Institutional Dismissal

All involuntary dismissal from the University, and/or from University housing, if, after evaluation by a Counseling/Health Service professional/designee, or after a hearing, it is determined that the student is suffering from either a physical disorder and/or a mental disorder, and as a result of this disorder:

- (a) engages, or threatens to engage, in behavior that poses a danger of causing imminent, serious physical harm to the student or to others,
- (b) engages, or threatens to engage, in behavior that would cause significant property damage, or directly and substantially impede the lawful movement of others.

The Dean of Students, or a designee, may refer a student for evaluation by the Counseling Office, Health Service, and/or by an independent licensed physician, psychiatrist or psychologist chosen by the University, if the Dean believes that the student may meet either the criteria set forth in section (a) or (b). The designated professional who completes the evaluation is requested to recommend to the Dean of Students, or a designee, whether or not the student be immediately dismissed from the University. Students referred for evaluation shall be informed in writing, either by personal delivery or by certified mail.

An interim institutional dismissal may be implemented immediately if the Dean of Students, or a designee, determines that a student may be suffering from a physical or mental disorder that poses an imminent danger as set forth in either section (a) or (b). A student subject to an interim dismissal shall be given written notice of the dismissal either by personal delivery or by certified mail. The student shall then be given an opportunity to appear before the Dean of Students, or an impartial person designated by the Dean, at an informal hearing to be held within forty-eight (48) hours from the effective date of the interim dismissal in order to review the following issues only:

- (1) The reliability of the information concerning the student's behavior;
- (2) Whether or not the student's behavior poses a danger of causing imminent, serious physical harm to the student or others, or significant property damage, or poses a danger of directly and substantially impeding the lawful movement of others;
- (3) Provision to show cause why the student should not be subject to an involuntary institutional dismissal from the University;
- (4) Whether or not the student should be referred immediately for an evaluation in accordance with these standards and procedures;
- (5) Establishment of a date for a formal dismissal hearing. Students subject to an involuntary institutional dismissal shall be accorded a hearing before the Dean of Students, or an impartial person designated by the Dean. This hearing will be held within five (5) school days after the University has received the results of the evaluation and any accompanying recommendation from the appropriate designated professional. The student will remain dismissed from the campus, or appropriate sections thereof, on an interim basis pending completion of the dismissal hearing.

Electronic Messages

Electronic messages from any source sent to students, faculty or staff considered to be harassing or intimidating in any way will not be tolerated. Inappropriate text or instant messages can and will be used as evidence in the judicial process.

Official University Smoking Policy

Smoking is prohibited in all University-owned and operated buildings, and in all vehicles owned and operated by the University. Doorway areas are considered part of the building. Smoking will only be allowed within a designated area

CODES AND POLICIES

no less than 50 feet from a building. The section below describes the location of designated smoking areas for each building. Also see posted notices and signs indicating smoking zones for the buildings you frequent. Faculty, staff and students in violation of this policy will be asked to remove themselves to a designated smoking area.

Support

Understanding the addictive nature of smoking and that breaking the smoking habit is extremely difficult for many people, the University will make every effort to assist those who elect to stop smoking. Interested students and employees should contact the Counseling and Health Services offices.

Designated Smoking Areas

North and Hess Halls

Island walkway in front of building, on the right hand side

Picnic table area located between buildings

MacDermid Hall and Traurig Library

Sidewalk between buildings

Hess Hall and Visitor's Parking Lot

Picnic table area

Leever Center

Walkway in front of building, on the right hand side

Drubner Center

West Hall

Right front of building

Paparazzo and Middle Halls

In between buildings

East and South Halls

In front of the buildings

Okinaga Hall

Behind the building and in parking area

Sexual Harassment Policy

Post University does not tolerate sexual harassment of any kind. All employees must avoid offensive or inappropriate sexual behavior at work and are responsible for assuring that the workplace and classroom are free from sexual harassment at all times.

Post University's policy prohibits (1) unwelcome sexual advances; (2) requests for sexual acts or favors, with or without accompanying promises, threats, or reciprocal favors or actions; and (3) other verbal or physical conduct of a sexual nature made to an employee or student when submission to such conduct is made either explicitly or implicitly a condition of an individual's employment or grading decisions; submission to or rejection of such conduct by an individual is used as the basis for employment or grading decisions; such conduct has the purpose or effect of substantially interfering with an individual's work performance; or such conduct has the purpose or effect of creating an intimidating, hostile or offensive working environment. Examples of prohibited conduct include, but are not limited to, lewd or sexually suggestive comments; off-color language or jokes of a sexual nature; slurs and other verbal, graphic or physical conduct relating to an individual's gender, or any display of sexually explicit pictures, greeting cards, articles, books, magazines, photos or cartoons.

Any employee or student who has a complaint of sexual harassment at work by anyone, including supervisors, co-workers, or visitors, is urged to bring the matter to the attention of University officials who will investigate and deal with the problem. Employees and students may bring their complaint to their supervisor, their advisor, the Director of Human Resources, or the Dean of Students or designees.

The University will investigate all complaints and will endeavor to handle these matters expeditiously in a professional manner so as to protect all concerned. Violation of this policy is grounds for discipline, including discharge.

HIV-Positive Students

All policies and procedures related to members of the University community who have been diagnosed as being HIV positive (tested positive for presence of the AIDS [Acquired Immune Deficiency Syndrome] antibodies) are based on the most current medical knowledge available to the University and are subject to change as new information becomes available.

The best information currently available indicates that transmission of the disease does not occur from casual contact. Therefore, it is not necessary to prohibit or restrict students or employees from utilizing University facilities or participating in the educational activities of the institution. It is recognized, however, that there may be situations that require the activities of the individual who has been diagnosed as HIV positive to be restricted. Decisions of this nature will be made carefully on a case-by-case basis, while considering both the needs of the individual and the institution.

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Post University acknowledges that the high level of anxiety associated with this illness may create issues related to confidentiality. All individuals who have been diagnosed as being HIV positive will have their rights of privacy protected and confidentiality will be strictly maintained. Only those individuals who the University has identified as having primary health care or administrative responsibilities will be notified.

As there presently is no known cure for AIDS, Post University recognizes that education is the most effective means of combating this illness. It is the philosophy of the institution that an environment must exist in which individuals will feel comfortable coming forward and identifying themselves as being HIV positive. Therefore, the University will work toward maintaining a campus atmosphere of caring and compassion, free from recriminations. By fostering an open discussion regarding HIV, we wish to encourage practices that limit the chances of its transmission.

Harassment Policy

Post University recognizes and supports the right of students to express their opinions in a variety of ways, including peaceful demonstrations, and the distribution or posting of written materials.

Post University reaffirms, however, that it does not condone harassment directed toward any person or group within the University community, be they faculty or staff carrying out the responsibilities of their position, or students or visitors. Every member of the University community should refrain from actions that intimidate, humiliate, or demean a person or group. Furthermore, members of the University community should refrain from abusive behavior directed at the race, ethnicity, ancestry, national origin, religion, gender, sexual orientation, age, or physical or mental disabilities of a person or group. Using technology that includes, but is not limited to, the use of digital cameras or camcorders without the person's permission, or transmission of harassing electronic messages via computer or cell phone, e-mailing or voice mailing is prohibited.

Any explicit or implicit abusive behavior described above that interferes with an individual's performance of his/her University responsibilities or that creates an intimidating, hostile or offensive environment is strictly prohibited.

Civility Code

Post University recognizes and supports the rights of students to express themselves and their opinions. While this is a right of each member of the campus community, it is important to create a hostile-free environment for all members of the community. Community spaces such as the Dining Hall, walkways, hallways and lounge areas are community spaces and thus are where the following policy is intended. Because of the institutional concern for environments free of hostile language, the University has adopted the following Civility Code.

Post University values each member of the campus community and endeavors to create an environment free from degrading language, hostility and violence. In addition, the University's mission clearly defines as one of its goals a multicultural atmosphere free from discrimination. Post University rejects acts of discrimination or harassment based on race, ethnicity, gender, age, disability, sexual orientation, religion, political beliefs or cultural background.

CAMPUS SERVICES

Admissions

The Office of Admissions facilitates all aspects of recruiting students to Post University. Students work closely with members of the office and are trained to provide guidance and assistance throughout the admissions process.

Tour Guide Program

The Student Tour Guides are a chosen and select group of students who work 5-10 hours per week in the Office of Admissions. The Tour Guides assist the professional staff within the office with a variety of daily assignments.

- The Tour Guide's primary role is to give tours of the campus to prospective students and their families. He/she occasionally gives tours on Saturdays throughout the fall and spring semester.
- Participate in Open Houses.
- Host students for overnight visits, and/or take an active role in the planning and implementation of the overnight program.
- Tour Guides assist with office work such as mailings, data entry, phone coverage, and other recruitment tasks as needed.
- May assist with some local college fairs and high school visits.

To apply for the Tour Guide program, please contact the Admissions Office.

Volunteers for the Overnight Program

Overnight visits are a valuable tool for our prospective students to learn about Post University and experience college life. The Office of Admissions invites you to participate in our Overnight Program. We offer several overnights to our prospective students. As a Post resident, you play an important part in creating the composition of the upcoming student body.

For further information, contact: The Office of Admissions at **203.596.4555**. The Office of Admissions hours of operation: Monday-Friday 9:00a.m.-5:00p.m. and select Saturday's between 10:00a.m.-2:00p.m.

Campus Security

Robert Tansley

Director of Campus Security

203.596.4501

btansley@post.edu

Office located in the East Hall Annex

Mission

The Office of Campus Security at Post University is established for the safety and protection of our students, faculty, and staff.

The Office of Campus Security focuses on issues related to the safety of the University community and works closely with all campus departments and various student groups. If you have any safety-related concerns, you are encouraged to meet with the Director of Campus Security and the Security staff. The presence of any unusual or questionable individuals or occurrences should be reported to Campus Security at once.

We encourage you to take advantage of the crime prevention programs being offered by the Campus Security Office. The Campus Security Office will issue your Photo Identification (ID) Card. You must carry your ID card at all times and show it to authorized campus officials at their request. Your ID card must also be presented when entering and using University facilities and services. Lost ID cards must be immediately reported and will be replaced at a small fee.

Your safety is of paramount importance. Campus Security is always here for you. Do not hesitate to call or stop by if you have any questions. The Director of Campus Security Office hours are Monday through Friday, 7:00a.m. to 3:00 p.m. Patrol Officers are available to assist you 24 hours a day, 7 days a week and can be reached at **203.596.4502**.

Vehicular and Traffic Rules and Regulations

Parking regulations of Post University are set forth here for the safety and convenience of the University community and its visitors. Developed pursuant to Connecticut State statutes relating to vehicles and traffic, they are effective

CAMPUS SERVICES

24 hours a day throughout the year. They apply to all students, staff, faculty and visitors who operate or park a motor vehicle on campus.

Please note: Student parking on the upper campus is limited to the North Parking Lot only. Parking anywhere else on the upper campus will result in a ticket being issued. Students may park in the Leever Student Center Lot only during dinner hours (5:00p.m.-7:00p.m.) and special events.

Responsibility

1. It is the responsibility of each vehicle registrant and operator to know and comply with these regulations.
2. It is the responsibility of each registrant to maintain public liability and property damage insurance in compliance with the requirements of Connecticut's No-Fault Insurance Laws (\$20,000/\$40,000 and \$5,000 plus \$5,000 No-Fault benefits).
3. Connecticut insurance laws require that any out-of-state registered vehicle operated on Connecticut roads or highways must have No-Fault coverage. Out-of-state registrants are advised to check with their insurance agent or company to be sure they have the required coverage.
4. The individual in whose name any vehicle is registered on campus (the registrant) will be responsible for any penalties associated with violations of these regulations by his or her vehicle.
5. The University does not assume responsibility for any motor vehicle operated or parked anywhere on university property, or for its contents.
6. The University does not assume responsibility for alleged or actual damage resulting from causing a vehicle to be towed.
7. The speed limit of fifteen (15) miles per hour is enforced at all locations on campus.
8. Pedestrians have the right-of-way at all locations on campus, at all times.

Abandoned Cars

Cars without valid tags, a University Parking Permit or identifying characteristics will be removed from campus after efforts are made by Campus Security to determine ownership. Should ownership be determined after removal, the owner will be responsible for all charges associated with the removal.

Outside Disturbances

In order to maintain community standards and protect the rights of others to study and sleep, loud music or conversation in or around any residence hall is strictly prohibited after Quiet Hours. Students should lower their music and bass when driving on campus. Please refrain from pulling cars onto walkways or fire lanes in front of residence halls. Students found in violation of this policy will be issued a \$25.00 ticket from Campus Security. Repeat offenders may face loss of campus driving privileges. Please refer to page 27 for more information about campus Quiet Hours.

Vehicle/Van Policy Guidelines

Students employed at the University that are required to drive University vehicles in the scope of their position description must authorize the University to obtain personal MVR and license information by completing a DPPA (Drivers Protection and Privacy Act) letter.

If the MVR is acceptable and remains so as noted by the University's insurance company, the employee must attend the driver training course offered at the University. The courses will be announced and supervisors will advise dates and times of the driver training class schedule.

The use of students operating University vehicles as required of the position description must be infrequent. If the driver is under 21 years old, the driver may not transport other passengers.

Vehicle Registration Procedures

Registration decals are issued through the Campus Security Gatehouse. The hours of operation are Monday through Friday between 7:00 am and 3:00 pm, or by appointment by calling x4502. Registration decals are color-coded for faculty/staff, commuter students, and resident students.

1. All motor vehicles operated or parked on the campus by faculty, staff, or students must be registered and the decal displayed on the inside, lower left driver side of the front window at all times. Motorcycles must display the registration decal on the right side of the headlight.

CAMPUS SERVICES

2. All new student registration of vehicles should be completed at the time of final registration for classes and is valid for the duration of enrollment. Vehicles brought on the campus at other times should be registered within 24 hours.
3. At the time of vehicle registration, a valid insurance ID card must accompany your registration form. A copy of your insurance ID will be made and filed with your registration form. In order to have a motor vehicle on University property, a valid insurance ID card is required.
4. Student, staff, or faculty vehicles not displaying a decal will be subject to a fine. This does not apply to visitors.
5. Student Registration decals are not transferable from one vehicle to another or from one person to another.
6. Fraudulent parking registration, misrepresentation of the type of University affiliation, and decal alteration all constitute grounds for disciplinary action. Infractions will be referred to the campus traffic committee, and the offending party's parking registration may be revoked.
7. Any change of a registrant's vehicle must be reported to Campus Security promptly, at which time a replacement decal will be issued. Invalid decals should be removed from the vehicle and destroyed.
8. Vehicles must be registered in the name of the user.
9. The University is not responsible for the loss or theft of a registration decal. In such a case, a new decal will be issued and the old decal will be declared invalid.
10. Commuter, staff, and faculty registrants must park vehicles only in areas designated for their use between the hours of 7:00a.m. and 10:00p.m. Monday through Saturday.
11. Resident registrants must park vehicles only in areas designated for their use on the lower campus and will not occupy parking spaces designated for commuter, staff, or faculty use on upper campus Monday through Saturday.
12. Post University is not responsible for damage or theft to vehicles parked or traveling on campus.

Bicycles are not subject to vehicle registration procedures with respect to the display of registration decals, but are subject to the following:

1. Post University is not responsible for the damage or theft of bicycles parked on campus.
2. To insure the security of a bicycle parked on campus, the bicycle should be equipped with an adequate lock and be parked in an appropriate area.

The following parking violations and fines will apply to bicycles, motorcycles, and other motor-driven vehicles.

No Current Permit	\$ 25	Disobeying a Security Officer's Instructions	\$ 50
Fire Lanes	\$ 25	In Violation of Posted Signs	\$ 25
Parking in Faculty or Staff Lots	\$ 50	Blocking Another Parked Vehicle	\$ 25
Parking in Visitors Lot	\$ 50	Blocking Entrances to Walkways,	\$ 25
Parking on the grass	\$ 25	Driveways, Fire Lanes, or Loading Zones	
Speeding and Reckless Driving	\$100	Handicapped	\$100

You have 3 (three) business days from the date of your violation to appeal your fine. The appeal must be in writing and submitted in person to the Campus Security Office. The appeal board will meet on the first Friday of each month from 9:30a.m. to 10:30a.m. It is your responsibility to schedule an appeal. You must make sure to call or visit the Campus Security Office for your time. **You should include the following in your appeal letter:**

1. Name
2. Address on or off campus (whichever applies)
3. Phone number
4. Ticket number
5. Brief explanation of why you are appealing the fine
6. Signature

If you are late or fail to show up for your appeal, the parking fine will stand. There will be no "second chance" hearings scheduled. Unpaid parking tickets can negatively affect your account in the Student Accounts office and prevent you from obtaining transcripts, grades or your degree.

ACADEMIC AFFAIRS

Vice President of Academic Affairs:

William McDonald, Ph.D.

Email: wmcDonald@post.edu

School of Business

Dean – Don Mroz, Ph.D.

Graduate Program: MBA

Undergraduate Programs: Accounting,
Business Administration, Finance, Management,
Marketing, Sport Management

203.596.4666 Email: DMroz@post.edu

School of Education

Dean – Jane Bailey, Ed.D.

Graduate Program: Master of Education

Undergraduate Programs: Child Studies,
Early Childhood Education

Tel: 203.596.4638 Email: JBailey@post.edu

School of Public Service

Dean – Vacant

Graduate Programs: Master of Human Services

Undergraduate Programs: Human Services,

Criminal Justice,

Legal Studies, Psychology, Sociology

Post College

Acting Dean – James Nardozi, DPA

Tel: 203.596.4659 Email: jnardozi@post.edu

Undergraduate programs: General Education/Liberal Arts:

Biology, Computer Information Systems,

Equine Business Management,

Environmental Science/Studies

Academic Program Managers

Abbott, Thomas	Academic Program Manager - Business	203.596.4684
Baruth, Katey	Academic Program Manager - Psychology	203.591.5675
Bouchard, Jennifer	Academic Program Manager - M.Ed. - Teaching & Learning	203.591.7328
Brown, Ames	Academic Program Manager - M.Ed.-Instructional Design & Technology	203.591.5652
Brown, Douglas	Academic Program Manager - MBA/Entrepreneurship	203.591.5631
Bloxsom, Abigail	Academic Program Manager/Director - Equine Program	203.596.4645
Chepya, Peter	Academic Program Manager - Legal Studies	203.596.4654
Clyne, John Dylan	Academic Program Manager - Biology	203.596.4605
Dumont, Richard	Academic Program Manager - Accounting	203.596.8599
Fowler-Cartwright, Glendia	Academic Program Manager - CIS	203.596.4662
Goldman, Zvi	APM-MBA Program Manager - Entrepreneurship & Marketing	203.591.5651
Grabel, Deron	Academic Program Manager - Sport Management	203.596.4647
Jenkins, Todd	Academic Program Manager - Finance	203.596.4506
Johnson, Elizabeth	Academic Program Manager - Environmental Sciences	203.596.8598
Kelly, Charles	Academic Program Manager - Graduate Human Services	203.596.4644
Lapine, Susan	Academic Program Manager - MBA Program - Leadership	203.591.5677
Paulone, Stephen	Academic Program Manager - MBA-Finance	203.596.4667
Watson, Deborah	Academic Program Manager - Early Childhood Education	203.591.7302
Whiteside, Lisa	Academic Program Manager - Undergraduate Human Services	203.596.4541
Wilson, Sandra	Academic Program Manager - Criminal Justice	203.596.4664

Business Faculty

Baker, Carole	Assistant Professor/Director Emeritus Equine Program	203.596.4631
Conard, Michael J.	Professor of Marketing	203.596.4655
Huxley, Sharon	Professor of Accounting	203.596.4657
Taddei, Noelle	Associate Professor of Accounting	203.596.4665

Arts and Science Faculty

Baney, Terry	Professor of History	203.596.4626
Corby, Ruby	Associate Professor of Psychology	203.596.4637
Durso, Jr., James F.	Assistant Professor of Philosophy	203.596.4635
Farquharson, Patrice E.	Assistant Professor of Early Childhood Education	203.596.4584
Rohlfing, John	Professor of Art	203.596.4643
Sheehan, Margaret	Professor of English	203.596.4640
Urban, Thomas	Professor of Sociology	203.596.4642

ACADEMIC AFFAIRS

Retention & Outreach Coordinator

Allison Smith

203.596.4539 asmith@post.edu

The Retention & Outreach Coordinator assists students in identifying the various outreach services to effectively support their ability to be academically successful. Students who become “at-risk” academically are identified by the Retention & Outreach Coordinator for the purposes of creating an action plan for early intervention. Students/ Parents/Guardians in need of assistance are encouraged to reach out to the Retention & Outreach Coordinator for assistance.

Academic Affairs Mission Statement

The Academic Affairs Office works with faculty, staff, and students to maintain and improve the quality of the students’ educational experience and the quality of the academic support services at the University. This office also serves as the focal point for dialogue in the formulation and maintenance of University policies, procedures, and guidelines for all academic affairs of the University.

Our Goals

- To offer students a curriculum that prepares them for the rapidly changing world of work;
- To instill in students the principles of critical thinking, lifelong learning, service to society, and an appreciation of global perspectives;
- To support all faculty in their teaching, scholarship, service, and student mentoring roles; and
- To continually build a dynamic and sustainable learning community for on-campus and online learners of all ages.

Undergraduate Academic Policies and Procedures

Academic policies and procedures at Post University are intended to ensure the maintenance of generally accepted academic standards, while providing reasonable accommodation to the needs and conditions faced by a diverse student body.

Academic Integrity

All members of the University community are obligated to uphold the highest standards of academic integrity in their intellectual pursuits. Students are expected to take personal responsibility for their intellectual work and to respect and acknowledge the work and ideas of others. Instances of academic dishonesty may include, but are not limited to:

- Plagiarism; cheating; the falsification or misuse of academic information,
- Unauthorized copying of digital information; the willful introduction of computer viruses or the willful interruption of technology systems, and
- The unintentional complicity in the academic dishonesty of others.

Academic Dishonesty

When instructors believe there is sufficient information to demonstrate student complicity in academic dishonesty, they should discuss the situation with the student. Confirmed incidents of academic dishonesty may result in a failing grade on the material being evaluated, a failing grade for the course, dismissal from a program or other penalties.

Instances of serious violations of academic dishonesty will be directed to the Dean of the appropriate school in which the course is housed. The Dean may choose to refer these cases to an academic dishonesty panel consisting of faculty, staff and students for a hearing and adjudication.

Wireless Device Policy

The use of wireless devices has become a prevalent and important part of our society. While the ability to communicate through a wireless network is valuable, it is important that the use by students, faculty and staff does not disrupt the routine or academic mission of the University. In keeping with this philosophy, it is expected that the use of wireless devices in class be restricted to engagement with the material being presented. In addition, wireless devices should be turned off or turned to silent mode:

ACADEMIC AFFAIRS

- While students are attending class (unless otherwise instructed);
- While working in open areas of University offices;
- While engaged in University meetings;
- While attending University events.

Attendance

Regular class attendance is essential to the educational process; therefore, students are expected to attend all scheduled classes. Excessive absences or failure to complete assignment may result in a student failing the course. Student may choose to drop a course within the established deadline, but must first consult with their academic advisor and with the Office of Student Finance to determine if there will be any financial aid implications.

Auditing a Course

Students who wish to attend a class without receiving academic credit may audit the course. Audit status must be declared during the registration period and requires the permission of the instructor. Audit status, once declared, may not be changed. The cost to audit a course is half the current rate of tuition.

Final Examinations

During the last week of each term, students are required to take a final examination in each course for which they are registered for credit.

Students who are unavoidably absent from a final examination may receive permission from the instructor to take a make-up examination. The student must present evidence acceptable to the instructor that his or her absence was unavoidable. Students who do not take the examination within the time allotted by the instructor will receive a grade of "F." Once final grades are officially recorded, no final examination may be taken or retaken regardless of reasons or circumstances.

For additional information on Post University's Academic Policies and Procedures, visit www.Post.edu/maincampus/academicpolicies.



ADVISING

Academic advising plays a crucial role in our students' ability to realize their academic potential. The Academic Advising office assists in course scheduling, makes advisor assignments, evaluates transfer credits, interprets policies and procedures, and acts as resource for all students, faculty, and administrators.

Freshman Placement - Main Campus Division

Post University administers English and Mathematics placement tests at specified times and at no charge to students. Based on the results of these placement tests and with the help of Academic Advising, students are placed in courses that will contribute to their success at the University.

Academic Advisors

Post University students are encouraged to meet regularly with their Academic Advisor to discuss their academic choices and obtain assistance from other academic departments when needed.



FINANCIAL AID AND TUITION PLANNING

Financial Aid Information

The most important thing to remember about financial aid is that **STUDENTS MUST COMPLETE THE FAFSA EVERY YEAR**. Students' Financial Aid packages are reviewed and awarded annually. To be eligible for an award a student must:

- Complete and submit the 2011-2012 Free Application for Federal Student Aid (FAFSA).
- Register for a minimum of 12 credits for the Fall 2011 semester and Spring 2012 semester.
- Meet "Satisfactory Academic Progress" (SAP) standards. See "Progress Standards" below.

Students interested in receiving financial aid for the upcoming academic year must complete the FAFSA, available online beginning January 1, 2012 at www.fafsa.ed.gov.

- If you require assistance in completing your FAFSA, you may call your Student Finance Specialist to set up an appointment. Student Finance Specialists can be reached at **800.345.2562**.
- Both Federal and campus funds are limited; therefore, to receive a comparable award to your current package, it is imperative to apply early. Priority is given to those students who apply for financial aid by March 1st of each year; have a valid ISAR (Institutional Student Aid Report) submitted to the Office of Student Finance; and are current with payments due on their account with the Student Accounts Office.
- A financial aid award consists of gift aid (scholarship or grants) and self-help aid (loans and work-study).
- Awards vary depending upon the student's demonstrated need as determined by the FAFSA application.
- Applications for Returning Student Scholarships will be available prior to Spring Break 2012 in the Office Of Student Finance with a submission deadline in April. Please check the deadline prior to submitting your application.

Satisfactory Academic Progress (SAP) standards' Affect on Financial Aid

Upon completion of each semester, grades and credits earned are reviewed against the SAP requirements as published in the University catalog. At that time, the University determines a fall and/or spring date that students must meet the Federal SAP requirements. If a student does not meet the required CGPA and/or credit requirement, he or she will be notified by mail and placed on Financial Aid probation, allowing eligibility for aid for the upcoming semester. Failure to meet SAP guidelines the following semester will result in the termination of all aid (see Progress Standards). Reinstatement of aid can be reviewed by the Office of Student Finance once the Registrar changes a student's academic status. The award will be based on the available funds at that time and the student's current CGPA.

Progress Standards

After each full-time semester (fall and spring) is completed, the University will conduct a review to determine if students who are having academic difficulty are still in good standing. For a student to be in good standing, the student must give evidence that he or she is making satisfactory progress as described by the University. Students who fall below the required standards may be placed on warning, probation, suspension, or be dismissed. Each case is reviewed and whenever possible, students are given the opportunity to continue.

ACADEMIC DEGREE PROGRESS STANDARD

Total Credits	CGPA
30	1.50
45	1.60
60	1.70
75	1.80
90	2.00

Federal Work Study Program

A Federal Work Study award offers students opportunities for part-time employment while attending school. A "Job Fair" will be held in September. This fair will offer a selection of on-campus, off-campus and community service positions. When seeking a job, a student should choose a position that will complement and enhance his or her education and career goal.

FINANCIAL AID AND TUITION PLANNING

Verification Policy and Procedure

The University will verify those students selected by the U.S. Department of Education. Students are expected to provide required documents if selected. This documentation should be submitted within seven days of the request. However, recognizing that sometimes it is necessary to obtain data from outside sources, which could present a delay that is beyond the student's control, a longer period of time will be permitted (14 days) if the student provides evidence of having made all efforts to obtain the necessary documents.

The deadline for all missing documents is October 5, 2011.

If you have not submitted all requested documents, such as a signed award letter, signed 1040 copies, signed promissory notes, etc., your aid will be suspended, or possibly cancelled. In addition, you will be responsible for any interest that may accrue on your tuition bill during this delay.

It should be noted that a student's aid package is estimated until verification is completed, and he or she may stand to lose eligibility entirely if documentation is not submitted in a timely fashion. If the required documents are not received by the 14th day, the student's financial aid will be put on HOLD.

Graduating students who received loans are required to complete an EXIT INTERVIEW. There will be exit counseling sessions held by the Office of Student Finance AND students may also complete this requirement online. Please contact your Student Finance Specialist for more information at **800.345.2562**.

Office of Student Finance-Student Account Information

Students are required to make payment before the start of classes. Payments or payment arrangements for the fall are due July 15, 2011 and payment or payment arrangements for the spring are due in mid-December. A \$50 late fee will apply after these dates.

Annual Tuition, Room and Board Fees:

Tuition:	\$24,800
Residence Hall Room:	\$5,400
Board:	\$4,450

Other Fees that May Apply to You:

Health Insurance Fee: \$259/academic year

All full-time students must have health insurance coverage. The University offers insurance coverage that must be subscribed to unless alternative coverage is in place and such documentation is provided to the University on or before the first day of classes. Information is available with the Student Accounts Office. Payment for coverage is due July 15.

Lab/Studio Fees: \$25/credit

Laboratory and studio courses carry a fee, which is used to cover expendable supplies. The fee for these courses will appear on your account.

Single Room Surcharge Fee: \$600/semester

The room charge is based on standard double occupancy. The optional single room surcharge is billed to the student's account. Additional information can be obtained from the Residence Life Office at: reslife@post.edu or **203.596.4540**.

Non-campus-resident Meal Plan:

Students living off campus may eat in the Dining Hall by purchasing a meal plan or paying for individual meals. Information on the options available can be obtained by contacting Jill Donnelly in the Dining Hall.

Student Services Fee: \$500/semester

The student services fee supports extracurricular experiences for Post University students. This includes funding for the Student Government Association, which supports student clubs and organizations and their programs, such as the yearbook, leadership training and spring and fall weekends. It also supports the Programming Board, which provides artists and entertainment for the entire campus, as well as support services that assist students outside the classroom.

FINANCIAL AID AND TUITION PLANNING

Orientation Fee: **\$100**

Orientation Fee (International): **\$375**

The orientation fee is assessed to new, full-time students for orientation activities and materials provided in the first week of a Post University student's college experience.

Technology Fee: **\$100**

As a Post University student, you have access to campuswide wireless Internet service, on-campus computers and printers, and an array of other technology services and resources.

Monthly Payment Plan

In order to facilitate the payment of annual charges Post University offers a monthly payment plan to students whereby they may pay all or part of their annual charges. These charges include tuition, room, board and other fees less any deposits and financial aid.

A monthly payment plan agreement can be obtained from the Office of Student Finance. The details of the Post University Monthly Payment Plan are forwarded to students in April.

Late Payments

Payment of fees are due by July 15th and December 15th of any year, or monthly as determined in the monthly payment plan agreement. Students must pay their fees on or before their due dates. If circumstances are such that payments cannot be made by the scheduled date, it is critical that the student contact the Office of Student Finance to make special payment arrangements. These arrangements must be agreed to in writing by the student and the Office of Student Finance no later than one week prior to the payment due date. An account that is not current will result in (1) denial of registration for courses, (2) withholding of transcripts and degrees and (3) assessment of a late fee equal to 1.5% of the balance due. Exceptions to any interest charges on open balances are as follows:

- 100% of an open balance covered by financial aid: when all paperwork has been completed and aid is received within 45 days.
- Less than 100% covered by financial aid: if only a portion of the balance is covered by financial aid, and all of the paperwork is complete, interest will be charged on the balance due.
- Students using work-study funds to settle account balances and have completed the necessary payroll documentation for funds to be applied directly to their account.
- Students with signed payment plans on file who continue to make payments in accordance with the agreement.

Monthly Statements

Monthly statements will be sent indicating the open balance and activity on your account for the prior month. If you are on a monthly payment plan, please follow the terms of the agreement. Any charges not covered by a monthly payment plan are due and payable within thirty (30) days.

If there are outstanding balances, students may not register for classes, receive grades, graduate, or receive transcripts of courses or honorable dismissal from the University unless all amounts due the University or any affiliated organization have been paid. Any outstanding balances, along with all expenses, are subject to collection as long as they are outstanding.

When registering, please pay attention to tuition refund dates. No refund of tuition will be given after the established refund dates have passed.

REGISTRATION INFORMATION

The Office of the Registrar is responsible for the maintenance of a student's permanent record, including a history of all course work attempted, grades received, transfer credit granted and honors awarded.

Forms related to the activities of the Office of the Registrar are available for download from the University website, at www.post.edu/maincampus/registrarforms.shtml

Student Records

In accordance with the Family Educational Rights and Privacy Act (FERPA) of 1974, as amended, the following is considered directory information: student's name, address, telephone number, electronic mailing address, photograph, date and place of birth, major field of study, dates of attendance, grade level, enrollment status, financial and health information, participation in officially recognized activities and sports, weight and height of members of athletic teams, degree(s), honors and awards received and most recent educational institution attended. It is the University's policy to protect a student's right to privacy.

The University will not release directory information to individuals or organizations outside of the University for currently enrolled students. However, we are required to provide additional information to organizations, which have provided the student any type of financial aid, including loans. Therefore, students have the option to complete a Consent to Disclose Form, in which they can designate certain person(s) to receive personal information. Any person not specifically listed by a student will not be able to access this additional information.

Students may have access to their University records by submitting a written, dated request to the Office of the Registrar. The Office will inform students when and where the records may be inspected. A fee will be charged for the duplication of a requested record.

Course Schedule

The Office of the Registrar provides a Schedule of Classes prior to the beginning of each semester. The schedule includes the courses that will be offered, the days and times at which they meet, and the name of the instructor. The University reserves the right to change the schedule up to and including the first week of classes. The university also sets limits on the number of students who may enroll in a class.

Registration

- Returning students register prior to the start of the new term. Returning students must contact their advisor to select classes and then register online at register.post.edu.
- New Main Campus students will register at the time of their scheduled placement exam, or prior to the start of the semester. No credit will be given for a course unless the student is officially registered in that course prior to the end of the add/drop period. Students should meet with their academic advisor to discuss their proposed schedule before registering.

Schedule Changes

Main Campus Students may make changes to their schedule with the approval of their advisor during the "add/drop" period at the start of each semester. A schedule change consists of adding or dropping a course or changing from one course section to another. Federal Pell Grants are based on enrollment at the time of disbursement. Thereafter any changes to the schedule may affect enrollment status and Satisfactory Academic Progress, but will not change Pell Grant disbursements. Students receiving Title IV funding should consult with the Office of Student Finance. Information about schedule changes, including deadlines and penalties, may be found in the Academic Calendar.

Course Loads

Main Campus students registered for 12 or more credits each semester are considered full-time students. Students registered for 11 or fewer credits each semester are considered part-time students. Main Campus students who are registered for fewer than 12 credits during a given semester must consult with the Office of Student Finance to determine what aid may be affected. Main Campus students who are registered for less than 6 credits will not be considered for financial aid. Students wishing to register for more than 18 credits per semester must have a minimum Cumulative GPA of 3.0 or permission from the Vice President for Academic Affairs. In no instance will a student be permitted to carry more than 21 credits.

REGISTRATION INFORMATION

When completing their schedules, students must take into account the time commitment they undertake when they sign up for classes. Students should anticipate that for every hour they spend in the classroom, they typically will be expected to spend two to three hours preparing for class. Thus, a three-credit course at Post University will require the student to budget 6 to 9 hours every week in addition to class time.

International Students

An international student attending the University in F-1 status is required by immigration regulations to be “pursuing a full course of study” in order to maintain his/her immigration status. For undergraduate students, “a full course of study” is full time, or 12 credit hours per semester. If a student wishes to reduce his or her course load to fewer than 12 credits, the student must first consult with the Coordinator of International Student Services and then his or her Academic Advisor. The student must obtain the Academic Advisor’s signature on the Add/Drop Form and submit a copy of the form to the Coordinator of International Student Services for his approval before the add/drop. There are limited, but important, exceptions to the “full course of study” requirement: annual vacation, illness or medical condition, and academic reasons. International students in their final semester of study may take fewer than twelve credits if no more are required for him or her to complete the degree. Any drop below a full course load must and will be reported to Immigration and Customs Enforcement by the Coordinator of international Student Services.

Repeating a Course

Students may repeat a course as often as they wish. When a course is repeated, each repetition appears on the transcript, but only the most recent grade is included in the Cumulative Grade Point Average (CGPA). Students, however, should consult the policy regarding Satisfactory Academic Progress (SAP) since any student receiving Title IV aid must meet quantitative and qualitative standards in order to comply with federal regulations.

Dropping a Course

Main Campus students may drop a course without any entry being made on their transcript during the add/drop period each semester. After the add/drop period a student may withdraw from a course and will receive a grade of “W.” Students may not withdraw from a course(s) after that date and will receive the earned grade.

Administrative and Unofficial Withdrawal

If a Main Campus student withdraws from all courses without providing notification to the University, the student is considered to have withdrawn from the University. The student, thus, is withdrawn administratively and the requirements for the Return of Title IV aid apply unless the University has obtained a confirmation from the student that he or she intends to continue the program by attending the subsequent semester.

Students may be withdrawn from any or all classes or from the university by the appropriate university administrator if they display unjustifiable behavior, fail to answer university summons, have excessive absences in class, refuse to pay balances after due notification, or otherwise disrupt or impede the learning of other students. When such withdrawal occurs, a “W” will be entered on the student’s record.

Students who fail to participate in classes for one period of enrollment, i.e., one semester, will be administratively withdrawn from the University, unless they submit a request for a leave of absence. If a student who began attendance and has not withdrawn officially fails to earn a passing grade in at least one course offered over the semester and has not registered for the following semester, the University must assume, for Title IV purposes, that the student has withdrawn unofficially, unless the University can document that the student completed the period.

Official Withdrawal from the University

A student may provide official notification of his or her intent to withdraw from the university by following the proper procedures for withdrawing from Post University. Official notification from the student is any official notification that is provided in writing or orally to the Office of the Registrar. The withdrawal date will be the date the student completes the school withdrawal process. Students who notify the Office of the Registrar orally will be asked to complete an official University Withdrawal Form. International students MUST consult the Coordinator of International Student Services. If withdrawal from course/courses occurs during the final third of the semester or module, the earned grade will be recorded.

REGISTRATION INFORMATION

Withdrawal for Military Leave

Main Campus students who, during the course of an academic semester, enter active military service, including National Guard and Reserve active duty and are not in attendance at the end of the semester will receive course and residence credit as follows with official documentation:

- If withdrawal is during the first four full weeks of the term, no course credit shall be awarded, no grades shall be granted and the semester shall not be counted as a semester in residence. Full refund of tuition, room and board will be granted.
- If withdrawal is after the first four weeks of the semester and before the last two weeks of the semester, no course credit shall be awarded. The transcript or record shall not either M (withdrawal/military) or IN (incomplete) for courses in progress at the time of activation and the semester shall count as a semester in residence. When the student selects the option of withdrawal, a full refund for tuition will be awarded.
- If withdrawal is during the last two full weeks of the semester, full course credit shall be awarded, grades attained at the time of withdrawal shall be granted, and the semester shall count as a semester of residence.

Students enlisted in the National Guard or the Military Reserves are to be allowed a reasonable time to make up academic work lost while participating in required training.

Taking Courses at Another University

Post University students who wish to take courses at another accredited college or university and transfer the credit earned to Post must have written permission from the Office of the Registrar prior to enrolling in another institution. The form for this purpose is available in the Office of the Registrar and online. Students must be aware that taking a course at another university in which they received an earned grade at Post will not change the student's grade point average. A minimum grade of "C-" will be accepted for the transfer credit.

If matriculated students wish to register concurrently at another institution for a course during the regular academic year, they must follow the procedures outlined above.

Graduation Application

Post University awards degrees in May, August and December. Commencement exercises are held in the spring. Students may participate in the ceremony provided that:

- they are within 6 credits of their degree;
- they are enrolled in summer school; and
- they have a minimum 2.0 grade point average. Students anticipating a December graduation must complete their degree requirements by the end of the fall semester.

Potential graduates must meet with their advisors prior to their last semester to review their degree audit. While faculty advisors may assist each student in the selection of courses, the responsibility for fulfilling the requirements of the program and all university academic requirements of study rests with the individual student. Potential graduates must submit an Application for Graduation and the \$90 nonrefundable graduation fee for undergraduate students or \$115 for graduate students by January 1 for May graduation, by June 15 for August graduation and by October 15 for December graduation. Failure to submit the completed application and fee to the Office of the Registrar by the specified dates will mean a delay in graduation. Graduation Application Forms can be obtained in the Office of the Registrar or printed from the University website.

Alternative Credit Options

Post University provides an opportunity for students to demonstrate college-level proficiency in certain subjects where learning has occurred in nontraditional ways, such as advanced placement courses, independent study, on-the-job training, or work experience. Students earn course credits by examination or portfolio, but no grade is assigned.

Advanced Placement

The University recognizes advanced standing for superior secondary school performance as indicated by scores of 5, 4, or 3 on the Advanced Placement Examinations (APE). The Office of the Registrar makes decisions regarding the acceptance of Advanced Placement Examinations for advanced standing.

REGISTRATION INFORMATION

Standardized Examinations

The CLEP and DANTES examinations are given off-campus. For information concerning sites and dates, consult the Main Campus Advising Office. The maximum number of credits that may be earned through any combination of CLEP, DANTES or credit for Life/Work Experience is 15 towards an associate's degree, 30 towards a baccalaureate.

CLEP: The College-Level Examination Program (CLEP) offers examinations in 30 courses, mostly at the introductory level. Students may earn three to six credits per exam passed.

DANTES: DANTES affords students the option to take examinations in 33 introductory and upper-level courses, including technological areas. Examinees receive three credits per exam based on a pass/fail formula score.

Grading Policies and Procedures

Grades

The following grades are used on academic records and carry the quality points indicated:

GRADE	QUALITY POINT VALUE	APPROXIMATE NUMERICAL EQUIVALENT
A	4.0	95 - 100
A-	3.7	90 - 94
B+	3.3	87 - 89
B	3.0	83 - 86
B-	2.7	80 - 82
C+	2.3	77 - 79
C	2.0	73 - 76
C-	1.7	70 - 72
D+	1.3	67 - 69
D	1.0	63 - 66
D-	0.7	60 - 62
F	0.0	Below 60

The following notations may appear on a student's transcript in lieu of a grade:

AU: AUDIT - The student elected not to receive credit for the course.

IN: INCOMPLETE - The student is being allowed additional time to complete the requirements of the course.

An instructor will approve an Incomplete if the student has done substantial work in the course but has been prevented from completing the course in the allotted time by circumstances beyond his or her control. The instructor will specify the conditions that must be satisfied for the awarding of a final grade in a written contract signed by the instructor, Vice President for Academic Affairs and the Director of Registrar. If an "IN" is granted, all work must be completed on or before the mid-term date of the next full term. However, the instructor may establish an earlier deadline. An incomplete not made up by midterm automatically reverts to the default grade assigned by the instructor on the original incomplete contract.

M: MILITARY WITHDRAWAL-Student has been activated to military service and needs to withdraw from the University.

PR: IN PROGRESS-The course will be completed in a subsequent term, but not in more than two semesters. A "PR" grade is automatically converted to the grade that was earned based on the work completed if the student does not complete the course in the specified time period.

P: PASS-"P" grades are not included in the computation of the term or cumulative average. Credit hours are, however, included in the hours earned.

W: WITHDREW - The student withdrew from the course.

Pass/Fail Option

Students may take one elective course with the designation of pass/fail. Students wishing to do so must declare their intention when registering. The decision, once taken, is irrevocable.

REGISTRATION INFORMATION

Grade Point Average (GPA) Computation

A student's term Grade Point Average (GPA) is calculated by multiplying the graded credit hours earned ("A-F" Grades) by the quality point value of each grade received. This result is the number of Quality Points earned. The total Quality Points earned are then divided by the total number of graded credit hours attempted.

Example of a Term (GPA) Computation:

Course	Grade	Credit Hours		Quality Points Per-Credit	=	Quality Points Per Course
Accounting 111	B-	3	X	2.7	=	8.1
English 101	C+	3	X	2.3	=	6.9
Mathematics 120	C	3	X	2.0	=	6.0
Psychology 101	A	3	X	4.0	=	12.0
Biology 120	F	3	X	0.0	=	0.0
TOTALS		15				33.0

Quality Points = (33.0)

Divided by Graded Credit Hours Attempted

("A-F" Grades) = 15

GPA = 2.20

The Cumulative Grade Point Average is based on all course work completed to date. Example of a (CGPA) Calculation:

1st term:

(33.0) Quality Points and (15) Credits of Graded Hours attempted.

2nd term:

(40.0) Quality Points and (14) Credits of Graded Hours attempted. Total Quality Points for both semesters = (73.0)

Divided by Total Graded Hours attempted ("A-F" grades) = (29)

Cumulative GPA = 2.51

Grade Changes

No grade will be changed six months after the conclusion of the term in which the course was taken. No grade will be changed after a degree has been awarded.

Grade Reports

Reports of mid-term "D" and "F" grades in all courses will be mailed to the student's permanent address within 21 days after the midterm. Grade reports will be mailed to parents or guardians only if the student has given prior written approval.

Policy For Final Grade Appeal By Students

Informal Appeal of Grade: If a student has a question or complaint about a final course grade, the student should first try to work out the issue with the instructor on an informal basis.

Step 1 of Appeal: If not satisfied, the student can appeal the final course grade by notifying the instructor of the question/ grievance IN WRITING via student's Post University e-mail address, within fifteen (15) calendar days of the end of the semester or MOD. Supporting documentation must be included at this time. A copy must be forwarded to the to the Academic Program Manager (APM) in charge of the program, or the appropriate Dean, if the Program does not have an APM.

Step 2 of Appeal: The Instructor must respond to the student in writing, via Post University e-mail address, within fifteen (15) calendar days of receipt of the appeal with a grade change or an appropriate explanation of the original grade given. A copy should be sent to the APM, in charge of the course in question.

Step 3 of Appeal: If the matter is still not resolved, the student should appeal in writing, via Post University e-mail address, to the Academic Program Manager in charge of the course in question. All supporting documentation, including any forms, etc., should be included. (If the instructor is an APM or no APM is assigned to the course subject, go directly to step 5.)

Step 4 of Appeal: Having reviewed all supporting material, including the justification by the instructor, the APM will respond to the student's concerns within fifteen (15) calendar days via University email.

Step 5 of Appeal: If the student is still not satisfied, then they should appeal in writing to the Dean of the school in

REGISTRATION INFORMATION

which the course is housed and represents the instructor being grieved. Academic Program Managers should forward all supporting documentation, including notes from any meetings with said student or instructor, to the Dean for his/her review. The Dean should respond in writing, via Post University e-mail address, to the student with his/her final decision within fifteen (15) calendar days of being notified by the Academic Program Manager.

All grade change forms must be forward to the University Registrar.

THE DECISION OF THE DEAN IS FINAL.

Transcript of Record

An “official” transcript is one bearing the seal of Post University and the signature from the Office of the Registrar. Students may have an official transcript mailed by completing the Transcript Request Form available in the Office of the Registrar. The request must reach the office at least one week before the transcript is to be issued. Due to the volume of requests made at the end of each semester, transcript requests may take up to two weeks to process at that time. Transcripts, grade reports, certifications, or other information about a student may be withheld for failure to meet financial obligations, or to return university property.

Graduation Requirements

In order to receive a degree from Post University, students must:

1. Be matriculated in a program. Matriculation means registration in courses following admission as a classified student in a degree program.
2. Successfully complete at least 60 credit hours for an associate’s degree; at least 120 credit hours for a Bachelor of Science or a Bachelor of Arts degree.
3. Achieve a Cumulative GPA of not less than 2.0 for undergraduate programs and 3.0 for graduate programs
4. Satisfactorily complete all general education requirements.
5. Satisfactorily complete major requirements.
6. Fulfill the residence requirement as outlined below.
7. Pay in full all charges and fees incurred while in attendance at the University.
8. Complete an Application for Graduation, and pay a non-refundable graduation fee.

Residence Requirements

Candidates for a baccalaureate degree must earn at least their last 30 credits at Post University and must satisfy all degree requirements. This must include at least 15 credit hours in the major.

Candidates for an associate’s degree must earn at least their last 15 credits at Post University and must satisfy all degree requirements, including at least 9 credit hours in the major.

Major

Students must declare a major when admitted to the University. Students may change their major at any time by filing a request through the Office of the Registrar. Available majors are identified in the program section of the university catalog.

Double Major

Students may fulfill the requirements for two majors at the baccalaureate level. Both majors will be listed on the transcript. Students receive only one degree (B.S. or B. A.), and they must decide which degree will appear on the diploma. Students must declare their major or double major prior to graduation. Completion of a double major may increase the length of time necessary for a student to graduate.

Double Degree

In order to apply for double degrees, a student must obtain permission from his/her advisor and the Vice President for Academic Affairs. At graduation time, the student will complete two (2) Applications for Graduation, pay two graduation fees, and will receive two diplomas. This will occur only if there are two different degrees involved (B.S. and B.A.). Completion of a double degree may increase the length of time necessary for a student to graduate.

Minors

Students pursuing a baccalaureate degree may elect a minor, which entails a minimum of 15 credits in a discipline approved by the academic advisor. Students who wish to declare a minor may do so in the Office of the Registrar. Students must declare a minor prior to applying for graduation.

REGISTRATION INFORMATION

Second Baccalaureate Degree 120-credit

In certain instances, it is possible for students to complete the work for two distinct baccalaureate degrees. If the student graduates, and then wishes to return to the university to receive another degree, the GPA starts fresh. A minimum of an additional 30 credits is required beyond the original 120 credit baccalaureate program. Students must satisfactorily complete all of the requirements outlined in each of the two baccalaureate programs.

En-Route Associate's Degree

Associate's degree recipients who continue in a baccalaureate program within two years will be considered to have taken an "en route" degree. As such, their Cumulative Grade Point Average (CGPA) will be carried forward to their baccalaureate work. Associate's degree recipients who subsequently enroll in a baccalaureate program after an absence of one or more years will be considered as newly admitted for baccalaureate study.

ACADEMIC PROGRESS

At the end of each semester, the University will conduct a review to determine if students who are having academic difficulty remain in good standing. Students who fall below the required standards will be placed on Financial Aid Probation and will receive notification from the Office of Student Finance.

ACADEMIC DEGREE PROGRESS STANDARD

Total credits include those earned toward graduation at Post University and total transferred credits. Students are responsible for understanding the progress standards and how Student Academic Progress affects financial aid. Please refer to the Financial Aid and Tuition Planning section of the Student Handbook.

Total Credits	CGPA
0-30	1.50
31-45	1.60
46-60	1.70
61-75	1.80
76-90+	2.00

Academic Warning

Any student whose semester average falls below 2.0 will be given an academic warning. This warning is intended to alert the student that improvement to academic performance is necessary. Failure to make necessary improvement could jeopardize the student's enrollment at the University.

Academic Probation

Any student who fails to maintain progress toward a degree, based on the above standard and as may be determined by the Committee on Student Academic Progress, is placed on academic probation. Students on academic probation:

- Are not permitted to live in Okinaga Hall;
- May not enroll for more than 12 credits in a given semester;
- May be required to retake courses in which they performed poorly;
- Will be notified in writing by the Office of the Registrar.

Dismissal

The University reserves the right to dismiss students who, in the opinion of University authorities, (a) are not profiting from the offerings of the University; (b) are not suited to the program in which they are registered; (c) conduct themselves in a manner prejudicial to the interests of the University or hostile to the welfare of students or faculty; (d) do not adhere to the University's academic or social regulations. Students who have been dismissed from the University may not take courses at the University whether on-ground or online.

"Fresh Start" Program

Post University offers students who have been dismissed for poor academic performance an opportunity to gain a fresh academic start. This opportunity is granted once in a student's academic career. The Program allows students to pick up where they left off, eliminating grades lower than a "C" from their GPA. Students may receive credit for Post University courses in which the earned grade was at least a "C -" or "P" (pass) that were taken prior to being granted a "fresh start." Credit for courses in which the earned grade was a "C -" will count toward degree program requirements even though they will not be calculated into the new GPA. Courses in which a grade of D+ or lower was earned will not count toward degree program requirements.

REGISTRATION INFORMATION

The Fresh Start Program is open to former Post University undergraduate students with a grade point average below 2.0 who have not taken classes at the University for at least 18 months, six consecutive MODs or three consecutive semesters, and who have been cleared through the Office of Student Finance. There is no limit on the number of years that may have elapsed between the time the student left the University and the time of re-enrollment, but Fresh Start students will be required to complete all degree program requirements in effect at the time of re-admittance.

Acceptance to this program is by petition to the Office of Academic Affairs. For more information on the Fresh Start Program, contact the Admissions Office.

HONORS

President's List: Full Time matriculated students who demonstrate exceptional academic excellence by earning a semester Grade Point Average of at least 3.75 while carrying a minimum of 12 credits will be named to the President's List for that semester. No grade lower than "C" and no "IN" or "PR" grade will be allowed.

Dean's List: Full-Time Students: Matriculated students, who have demonstrated excellence by earning a semester Grade Point Average of at least 3.5 while carrying a minimum of 12 credits in the fall or spring, will be named to the University Dean's List for that semester. No grade lower than "C" and no "IN" or "PR" grade will be allowed.

Degree Honors: To qualify for honors, baccalaureate candidates must have earned a minimum of 60 credit hours in residence at Post University and achieved a Cumulative Grade Point Average of at least 3.50. Summa Cum Laude 3.90 to 4.00, Magna Cum Laude 3.75 to 3.89, Cum Laude 3.50 to 3.74

Leadership & Academic Awards Students who have distinguished themselves in scholarship, leadership, and service to the University are accorded special recognition at the Leadership and Academic Awards Dinner held near the end of the spring semester.

Alpha Chi

Post University sponsors the Connecticut Gamma Chapter of Alpha Chi, the National Honor Society for students matriculating in a bachelor's degree. Membership is offered to juniors and seniors who are in the top 10% of their class, based on a cumulative GPA and who have earned a minimum of 30 credits at Post University. Eligibility is determined twice a year, in December and June. Invitations go out in January and September to candidates who have met the criteria required for election.

Phi Theta Kappa

Post University sponsors the Omega Rho Chapter of Phi Theta Kappa, the National Honor Society for associate's degree students. Membership is offered when a cumulative GPA of at least 3.5 is earned after 15 credits of course work at Post University. Eligibility is determined twice a year, in December and June. Invitations go out in January and September to candidates who have met the criteria required for election.

Who's Who in American Colleges and Universities

For a student to be recommended for inclusion in "Who's Who in American Colleges and Universities," he or she must have a minimum cumulative GPA of 2.75. Junior and senior students are eligible.

HEALTH SERVICES

University Health Services

Phone: 203-596-4503

Fax: 203-596-4542

E-mail: cenright@post.edu

Carol Enright, R.N.

Director of Health Services

St. Vincent College of Nursing

Diane Morotto, R.N. B.S.N.

University of Connecticut School of Nursing

Brenda Pitt, R.N. B.S.N.

Berea College

J. M. Elser M.D., F.A.C.P.

Medical Director

Assistant Clinical Professor of Medicine

Yale School of Medicine

M.D., University of Connecticut School of Medicine

B.S., University of Notre Dame

Mission

Health Services is designed to maintain, protect, and improve the health of all students; counsel and educate students and Resident Assistants in regards to all health issues; and work with the University system to better support and serve students.

Health Services is staffed by registered nurses and can assist students by providing medical care, education, and information related to health and wellness. The University physician is available on campus weekly, and individual appointments off campus can be arranged through the Health Services Office. Health Services is a resource for other medical specialists and facilities available in the community.

The Health Services Office is conveniently located in the East Hall Annex and is open during the academic year Mondays through Thursdays from 9:00a.m.-4:00p.m., and on Fridays from 12:00p.m.-4:00p.m. The office may be closed at times due to meetings, vacations, illness and other unforeseen events. Full and part-time students who are attending classes at the main campus or any off-campus sites are required by the State of Connecticut to show proof of:

- Two MMR (Measles, Mumps, Rubella) vaccine dates
- Two Varicella (Chicken Pox) vaccine dates

Students who have not met state immunization requirements risk not being allowed to register for classes in addition to having their class grades held.

Full time students are required to have the following on file in the Health Services Office:

- Physical examination (complete), and
- Immunization record (updated), which includes MMR, Varicella and TB test dates.

Resident students also must have on file:

- A record of the date they received the Meningococcal (Meningitis) vaccine as stated in Public Act No. 0193.

Connecticut state law requires that university students residing in University-owned housing be vaccinated against meningococcal meningitis as a condition for living in the university's residence halls and apartments. Students will not be allowed in residence halls if these records are not on file.

Public Act No.04-221 requires all college-aged individuals to know the risk of contracting Hepatitis B. For more information on Hepatitis B, go to our Web page at: www.post.edu/healthservices. Health Services can be reached via phone at **203-596-4503** or via fax at **203-596-4542**.

Health Insurance

All full-time students at Post University are required to maintain some type of health insurance. Students who are not covered by their parents' policy or their own policy need to purchase a student health insurance plan through the University.

You are required to submit documentation demonstrating your coverage by the first day of the fall semester (or the first day of the spring semester if you are a new student) or you will be automatically enrolled in the University-sponsored program.

HEALTH SERVICES

Health insurance information may be obtained from the Student Accounts Office. A waiver from the University health insurance plan must be completed by the first day of fall semester classes each year.

Policy on Hospitalization

The University, in the form of a designated official, (Residence Life staff/Nurse/Director of Residence Life/ Dean of Students) shall have the right to insist that a student, when his or her safety is deemed to be in question, be removed from the premises via an ambulance.

Students, when they have become heavily intoxicated, will be removed from the campus via an ambulance to the hospital for a period to be determined by the hospital.

Students taken to the hospital via an ambulance are responsible for the cost of the ambulance transport. Health Services reserves the right to refer students to appropriate specialists when necessary.



TRAURIG LIBRARY AND RESOURCES CENTER

Tracy Ralston

B.A., University of Connecticut
M.L.S., Southern Connecticut State University

Peggy Routzahn

Reference Librarian
B.S., Southern Connecticut State University
M.L.S., Southern Connecticut State University

Joan Arnold

Technical Services Librarian
B.S., Southern Connecticut State University
M.L.S., Southern Connecticut State University

The Traurig Library and Learning Resources Center houses a book collection of nearly 30,000 volumes (8220 being government documents), more than 309 periodical titles and a growing digitized collection. As a government documents depository, the library houses an extensive federal government publications collection. Specialized collections include a law library, an equine collection and the University archives. Students may access a wide variety of library collections through reciprocal borrowing agreements with academic libraries throughout the state participation in iCONN, the State Digital Library Project, and an interlibrary loan service.

The library is open 7 days a week during the regular school term, with extended hours during final examinations. During the academic year, the library hours are:

Monday - Wednesday	8:00a.m. - 10:00p.m.
Thursday	8:00a.m. - 6:00p.m.
Friday	8:00a.m. - 5:30p.m.
Saturday	10:00a.m. - 4:00p.m.
Sunday	12:00p.m. - 8:00p.m.

Traurig Library Services

Photocopying of books, journals and microfilm	Nominal Fee
Internet access	Free
Computer use (University campus community, general public)	Free
Computer searches (Post students, full-time and adjunct faculty and staff)	Free

The library staff provides database searching, training, and interlibrary loans and offers individual and group instruction in elementary and advanced techniques of library research. The library also hosts cultural programs and art exhibitions.

UNIVERSITY LEARNING CENTER (ULC)

Melissa Santos

Director, University Learning Center

203.596.4686

ulc@post.edu

The University Learning Center (ULC) offers individualized tutoring services to help students enhance their academic success.

The ULC, located in North 116, provides and coordinates tutoring services for all full and part-time students enrolled at the University. The professional and peer tutoring services offer course-specific learning strategies in a wide variety of subjects, such as accounting, finance, economics, mathematics, biology, English and writing.

Tutors also assist with organizational skills and essay and research writing techniques.

Tutors are available during the normal operating hours of the Center and will meet with those who walk in looking for help. However, to ensure that a tutor is available in a specific subject area, please make an appointment. To set up an appointment for tutoring in a specific course, please contact the ULC by phone, e-mail, or by filling out a tutor request form at www.post.edu/tutoring.shtml.

University Learning Center Hours:

Monday - Thursday 8:30a.m. - 9:00p.m.

Friday 8:30a.m. - 5:00p.m.

Extended hours during exam periods

University Writing Center

Bonnie Odiorne, Ph.D.

Director

203.596.4629

bodiorne@post.edu

Doreen Kiefer-Kopecky, MFA

Writing Specialist

203.591.5695

dkkopecky@post.edu

Post University is dedicated to developing and improving the written communication skills of all our students. The University Writing Center is available to work with students and staff to improve their writing and presentation skills.

The Writing Center helps main campus and ADP students learn to:

- Brainstorm and generate ideas for writing;
- Understand the writing process and develop writing strategies that work;
- Identify ways to improve writing and think clearly;
- Independently revise, edit and proofread writing;
- Understand and use grammar correctly;
- Prepare a research paper;
- Properly cite sources and avoid plagiarism;
- Use styles and tones of writing appropriately;
- Develop and deliver PowerPoint and other presentations.

The Writing Center is open regularly throughout the year. We are available to all main campus, online, regional location, and graduate students. Face-to-face appointments can be arranged by phone or e-mail. For online students, writing collaboration begins with a student e-mail or phone request for assistance. In both settings, The Writing Center solicits active participation from all students in the reviewing process. Essays are questioned for meaning, coherence and correctness. We neither edit nor proofread, but indicate sources and possibilities for revision when needed.

More detailed information and instructions can be found on The Post University Writing Center's Web pages, located in both the Main Campus and the Online University sections of the Post.edu home page, at www.post.edu/maincampus/writingCenter.shtml and www.post.edu/online/writingCenter.shtml.

Writing Center limitations in responding to online requests for assistance on evenings, weekends and holidays can be found by e-mailing writingcenter@post.edu and receiving an auto reply.

In all cases (face-to-face appointments or online communication), students should use time management skills and their due date to determine the most effective time to contact the Writing Center. It is impossible to engage students in dialogue in a very short period of time. Proofreading and editing is a much shorter process, but would not align with our mission that students become actively involved in their own writing process.

COUNSELING CENTER

Leever Student Center

203.596.4585

Crisis: **203.228.8706**

Lisa B. Antel, L.C.S.W.

Director of the Counseling Center

B.A., Bates College; M.S.W., Smith College

George Hayes, Jr., M.S.W.

Counselor

B.S., M.S.W. Springfield College

Mission Statement

The Post University Counseling Center's goal is to provide counseling services to students so that they can achieve their full potential in their academic, personal and professional lives.

Confidential individual, couples and group counseling services are available, free of charge, to all main campus Post University students.

The Counseling Center is available to serve students with a wide range of issues, such as: interpersonal or family difficulties, adjustment to college, depression, anxiety, substance abuse, academic difficulties, sexuality issues, eating disorders, trauma from emotional, physical, or sexual abuse, loss, mood swings and many others issues.

Services include consultation, assessment, psychiatric evaluation, individual and group counseling, referral, and crisis intervention. Psychological education and outreach are also offered to student groups, staff, and faculty members. Workshops are offered regularly in the areas of personal growth, health issues, social awareness, and self-help skills. See the University calendar for the times and dates of our programs.

In accordance with the University's policies on drugs and alcohol, the Counseling Center offers monthly alcohol and substance awareness programs for mandated students as well as any interested University student.

Appointments may be made by visiting the Counseling Center, located in Leever Center, or by calling **203.596.4585**, or e-mailing **Counseling@Post.edu**.



CAREER SERVICES

Dr. Mary O. Rigali, Sc.D.

Director of Career Services
Sc.D. Business Administration
University New Haven
MBA, University of New Haven
M.S., Computer Science, Illinois Institute of Technology
203.596.4504
careerdev@post.edu

Office Hours/Contact Us

Career Services Office Hours:
Monday - Friday 10:00a.m. - 4:00p.m.

Mission

The mission of the Career Services Office is to empower students to make informed career decisions through diverse and comprehensive services, which can lead to successful employment and/or continued education. To enhance potential and marketability, students are encouraged to take advantage of all career counseling services early in their college careers. The Office of Career Services is a member of the National Association of Schools and Employers (NACE), National Career Development Association (NCDA) and the Connecticut Cooperative Education and Internship Association (CCEIA). These memberships provide our staff with updated resources that help deliver comprehensive career counseling services and assessments to students, alumni, staff, and the community.

Career Counseling

The Career Counseling office offers:

- One-on-one sessions & classroom curriculum designed to develop comprehensive academic and career plans for each student
- Workshops on topics such as resume writing, interviewing, job search strategies, choosing a major, dining etiquette and graduate school
- Connections with alumni and local companies representing a variety of career fields
- Assessments on personal interests, traits, values and skills and guidance as they relate to future planning, resume and cover letter assistance
- Counseling for students and alumni who are undergoing career changes or who need to update their resumes
- Assistance in utilizing technology to secure valuable career information and job opportunities
- Resources and links to a variety of top job search engines and internship resources
- The career resource library also holds information for interested students on graduate school testing, such as the LSAT and LSDAS test for law school, GRE (Graduate Record Examinations) and the GMAT (Graduate Management Admission Test)

Placement Assistance

Through Placement Assistance you have access to Career Post, which is a dynamic online portal that connects Post University students and alumni with employer profiles and contact information, full and part-time job and internship postings, work study listings, professional portfolio management and a variety of other career resources including internship, part-time and full-time job placement assistance. **www.post.edu/maincampus/careerServices.shtml**

Please note: *If you are interested in obtaining an internship or a practicum site, please make an appointment with the Office of Career Services one semester prior to the semester in which you wish to complete the experience. Email Career Services at careerdev@post.edu*

What is the difference between an Internship and Practicum?

Internships

Internships have become a vital tool for gaining valuable work experience before graduation and securing a full-time position in the field of your choice after graduation. They help answer the question, "How can I get a job that requires experience if no one will give me a job without having experience?"

Internships are paid or unpaid positions at a company where students may gain valuable experience and build their resumes. Quite a few people get their full-time jobs upon graduation at the same companies where they had successful internships while in college.

CAREER SERVICES

Internships are part-time positions, generally 10-20 hours per week. They are performed for credit and many are paid, depending on the organization's internship policy. Upon completion, many companies have offered our students full-time work upon graduation. Students gain valuable experience and build their resumes while still enrolled in a degree program.

Internship Guidelines

Requirements:

- Apply for internships one semester before starting work
- Complete CSA 260
- Achieve a minimum GPA 2.5
- Secure a site by Drop/Add deadline
- Meet with your academic advisor
- Determine your needs for securing a site
- Review your schedule to see what times you are available during the week
- Ensure you can perform the work and have enough time for classes, athletics, studies and other work if applicable
- Secure transportation between school/home and site
- Identify organizations (sites) you wish to target
- Prepare Resume and Cover Letter for desired position
- Send copies to Career Services to review
- Prepare for interview; visit Career Services to practice
- Meet with professor to get site approval and syllabus
- Fill out Internship/Co-op Eligibility form and acquire all authorized signatures
- Register for class (internship/practicum)
- Receive Internship Packet from Career Services and review information
- Contact Career Service with any questions at **203.596.4504** or **careerdev@post.edu**

Practicums are similar to internships and are typically performed in Child Studies, Early Childhood Education and Human Services degree programs.

Why would I want to participate in an internship or practicum?

- To increase after-graduation employment opportunities
- To earn money to assist with college and personal expenses
- To clarify your career goals
- To gain professional skills and strengthen your resume
- To build a professional network and enhance your interpersonal skills

When would I take part in my internship or practicum experience?

You may be able to take part as early as your second semester sophomore year, after completion of CSA 260 Professional Success Seminar I. In fact, this allows you plenty of time to take part in more than one internship or practicum experience during college!

What will I be expected to do?

It is the student's responsibility to obtain the necessary paperwork from the career counseling or advising office, secure placement, and locate a faculty advisor from within the student's major. All paperwork and supplemental documents must be completed.

Partnerships

Post University's Career Services Office partners with employers and the academic colleges to support the career development of our students and alumni. The successful job searcher will also develop partnerships with employers through an internship or practicum, networking events, career fairs, and informational interviews.

Step 1. Receive approval of your site by your professor

You must receive approval of your site by your professor prior to starting your internship or practicum. If you would like to use your current place of employment as your internship/practicum site, it is critical that you take on duties that are different than your usual job tasks. In other words, the key to the internship or practicum is to learn a new skill set through your work experience. This can take on the form of working within a different department or performing duties that are outside of your job description.

CAREER SERVICES

Step 2. Complete internship or practicum eligibility form

- Meet with academic advisor to discuss course availability
- Register for class (for credit)

Step 3. Obtain a commitment letter before you begin

(HSV & ECE students will submit a learning contract instead) Please obtain a signed Commitment Letter (on company letterhead) from your site supervisor outlining the following details:

- Your job title
- Description of your duties
- Number of hours per week you have agreed to work
- Pay rate (if applicable)
- Start/End Date
- Supervisor's contact information (phone, email and fax)

This commitment letter must then be submitted to your faculty supervisor before you begin your internship or practicum hours. You will be expected to bring this to your faculty supervisor by your first class session (online students should email this to their faculty supervisor). This letter will allow your faculty supervisor to work with you in determining the appropriate learning objectives based on your assigned responsibilities.

Step 4 Submit a copy of your commitment letter and the internship or practicum contract to Career Services via e-mail at careerdev@post.edu, fax **203-596-4618** or in person at Hess Hall Room 107.

Step 5. Submit weekly log sheets to your faculty supervisor.

You must record your hours worked, have your site supervisor sign as well as provide comments on your log sheets and submit to your faculty supervisor on a weekly basis. By recording these hours, you will document the number of hours you have completed.

Step 6. Complete all assignments as requested by your professor.

This can take the form of weekly journals, reflections, papers and presentations. Your faculty supervisor will determine these assignments.

Disclaimer: *Any student who utilizes any of our employment and practical experience services while representing the institution is expected to behave in a professional manner at all times. For undergraduate students, this includes contacting the Career Counseling office and their employer if they are no longer able to work for them, cannot make an interview or scheduled visit, are sick or running late. It is critical for all students to keep the career office well informed of where they are in the placement process to ensure up-to-date student records on job location and whether or not they have obtained an interview or received a job offer. Any student who utilizes the Career Services Office must have his or her resume approved by a Post University career counselor before it will be endorsed to any of our listed employers. Professional attire is always expected for interviews and any practical experiences.*

The Career and Self Awareness Curriculum

Post University has developed a unique curriculum to support students as they embark on their college and career paths. This series of seminars prepares students for academic and personal success at Post University and beyond and lays the foundation for life-long learning and career success. Students earn a total of six-credit hours towards graduation between their freshman and senior years.

Exploring Self: Inside Out (CSA 101)

This course will focus on self-discovery and interaction with others to provide learners with the foundation for examining and further developing their own personal effectiveness. An environment of trust will be built within the class to enable individual and collective openness, discovery and engagement in personal learning. The course will use experiential learning, personal reflection and group interaction as primary approaches. This is a hybrid course, with classroom interaction time blended with online learning and interaction through the Blackboard Learning Management System.

CAREER SERVICES

The Professional Success Seminar I (CSA 260)

The course will enable students to develop their own individualized plans for personal, academic and career success. Students will engage in self-evaluation exercises and highly interactive classroom activities to evaluate their own “fit” for certain careers. Students also will participate in resume and cover letter writing activities to prepare for the experiential learning of the next course. This course will allow students to establish short-term career goals and begin a career portfolio to be refined during successive semesters.

The Career Capstone Seminar (CSA 400)

The course is a culmination of the career and self-awareness series, a comprehensive program for career and life planning. The course prepares students for a transition from university life to independent work life. Students will learn valuable financial and money management planning and skills. Students will explore life balance issues, life roles and self-concept as it relates to their future plans. Students will explore employment issues, such as the changing nature of work, diversity, trends, and job outlook. The course will require students to engage in networking and a job search with the goal of employment upon graduation. For those seeking graduate school, the student will engage in the application process, interviewing, essay writing and marketing oneself to graduate school.



DINING SERVICES

Post University Dining Services is committed to providing quality food and excellent service. Whether you are on the go, an early riser or a casual diner, we offer a terrific mix of:

- Traditional menu options, such as the Market Carvery and the Culinary Table
- Healthy menu options such as Terra Ve and Garden Emporium
- Popular national brands

Our guarantee to you is that we will do everything possible to ensure your satisfaction. If you have any comments, concerns, suggestions or praise about your dining experience, or need any special assistance, please let us know. Simply speak with a Dining Services manager, send us an email, or fill out a comment card located in our dining hall. In addition, feel free to visit our web site at www.dineoncampus.com/post or on Facebook: **Chartwells at Post U**.

Please Note: All students living in a traditional residence hall on campus are required to purchase a meal plan.

FREQUENTLY ASKED QUESTIONS

How Does the Meal Plan Work?

Our meal plan has been designed to accommodate the various needs of our students. With our meal plan, you will have the option of eating up to 19 meals on campus each week. Your student ID card gives you access to the dining hall – whenever and however you need.

If I don't use all my commuter meals in a semester, do they carry over to the following semester?

Yes! Meals do carry over from semester to semester just not year to year. It is important that you select your meal plan based on your academic schedule and desired eating patterns in order to get the greatest value.

Can I bring a guest in the dining hall?

Yes! You or your guest can buy a meal at the cashier station prior to entering the dining hall. Your guest will not be allowed to enter the dining hall without payment.

Can I take food out of the dining hall?

No! Meals and dishware are not carried out of the dining hall. Students may obtain meals “to go” if they provide written verification at the Dining Office.

What happens if I violate policies in the dining hall?

Chartwells works in accordance with all Post University Policies. Students who violate University rules are subject to disciplinary action.

What if I lose my ID card?

Should you lose your ID card, report it immediately to the Campus Safety Office. Campus Safety will then notify Chartwells of the missing ID and we will accommodate you while a new one is being processed.

Where & When Can I Use My Meal Plan?

Leever Student Center

Post University Dining Services offers a wide variety of popular all-you-care-to-eat menu options in a comfortable atmosphere.

Market Carvery-Bistro style foods such as carved rotisserie turkey and chicken, honey glazed pork chops and baked macaroni and cheese.

Origins-ethnic foods from around the world, with a flavorful integration of spices, herbs and seasonings.

Menutainment-a different performance for lunch and dinner daily, including pasta sauté, stir fry, made to order wraps and much more.

Sandwich Central-made to order sandwiches and subs. Feature a daily specialty sandwich made with unique breads and spreads.

DINING SERVICES

Terra Ve-vegetarian and healthy choices, including gazpacho, jerk tofu and roasted vegetables.

Fresh Grille-traditional grill favorites and contemporary new foods. More than just your traditional burgers and fries station.

Trattoria-Italian restaurant that has been scaled to fit every appetite; from hand tossed pizza one day to main course pastas another.

Garden Emporium-exciting market of the freshest salad offerings and home-style soups.

Double Treat Bakery-homemade desserts, pies and cakes.

Center of Refreshment-carbonated and non-carbonated beverages.

Dining Hall Hours

Monday thru Friday

Breakfast	8:00 - 9:45
Lunch	10:45 - 2:00
Continual Service	2:00 - 4:00
Dinner	5:00 - 7:30
Friday Dinner	5:00 - 6:30

Saturday & Sunday

Brunch	11:30 - 1:30
Dinner	5:00 - 6:30

Safety in the Dining Hall

While eating in the dining hall, Chartwells will report any incidents of violent behavior or suspicious activities that we may notice. This includes any situations which involve other students, our associates, visitors, our customers, or others. Any threats or acts of violence, aggressive behavior or offensive comments will not be tolerated and will be subject to University Judicial process. Chartwells reserves the right to prosecute any persons who commit criminal offenses against the company or its associates.

Student Employment

Chartwells Dining Services Job Opportunities

Do you need some extra cash?

If you answer yes, Dining Services has the perfect opportunity for you!

Working for Dining Services is more than just washing dishes! Positions are available for cashiers, catering staff, convenience store help, expeditors and much more. We offer a competitive starting wage.

All student employees receive

- A free meal for every shift worked
- Schedules designed around your academic commitments
- Opportunities to socialize and meet new people
- Opportunities for advancement into student management and supervisory positions
- Convenient on-campus work locations

The Student Bonus Program:

Another benefit of working for Dining Services is that students will receive a \$.25 per hour bonus for each hour worked during the semester. There is no limit as to the total amount of bonus that students can receive. Students must work a minimum of 10 weeks to be eligible for the bonus program. The bonus will be paid out on the first pay period following the end of the semester worked.

If you are interested in this great opportunity, simply call us at **203.596.4595** or email us at **Unit3025@compass-usa.com**.

The Post University 2010-2011 Resident Dining Program by Chartwells.

MULTICULTURAL STUDENT AFFAIRS OFFICE

Lucy J. Warren

Director, Multicultural Affairs
B.A., Post College;
M.S.W., Southern Connecticut State University
203.596.4661

Patrick White

Assistant Director of the ACE Program
203.596.4648

Mission Statement

The mission of the Multicultural Affairs office is to offer an array of multicultural programs that emphasize the culture and diversity of Post University students, as well as to provide year-round support services to students that help them become successful college graduates.

The Multicultural Student Affairs Office works directly with all students who fall into the categories of traditionally under-represented groups and is home to the ACE Scholars Program and the Peer Mentoring Program. The office serves as an advocate for students, offers services that help students with their adaptation to life at Post University and works very closely with both the Academic Affairs and Student Services divisions.

The Multicultural Student Affairs office is located on the main floor of the Student Center and students are encouraged to drop in with any question they have or issues they would like to discuss.

Academic Competence and Excellence Summer Program (ACE)

The ACE program is designed for beginning freshmen who are highly motivated to succeed in college, but need additional academic skills to ensure their success.

During the summer, Post University ACE Scholars participate in a residential program where they are provided intensive classroom instruction in reading comprehension, writing and mathematics.

Additionally, ACE scholars have the benefit of academic assistance and support services throughout their freshman year. After successful completion of the week-long summer program, ACE Scholars are awarded one credit toward their Post University degree. ACE scholars are required to meet on a weekly basis with the program director as a condition of their enrollment at the University.

Peer Mentor Program

The Peer Mentoring program was designed to assist ACE Scholars and other freshmen students who need additional support to make a smooth transition to college life.

Mentor Requirements:

- A 2.2 GPA or higher
- 30 or more completed college credits
- Desire to assist other students
- Ability to relate to students with sensitivity, maturity and self-discipline
- Ability to serve as a Peer Mentor for an entire academic year
- Conflict resolution skills

For further information, contact the Multicultural Student Affairs Office at: **203.596.4661**.

STUDENT DISABILITY SERVICES

Caitlyn Whitmoyer

Academic Advisor/Coordinator of Student Disability Services

Lower level of the Library

203.596.4677 cwhitmoyer@post.edu

Post University is committed to providing equal educational opportunities for persons with disabilities. The University attempts to afford to all qualified persons the opportunity to participate in and enjoy the benefits of all programs and activities on campus. Improving access for students and employees means identifying and removing existing barriers that affect a student's ability to succeed within their academic program.

Post University welcomes applications from students with disabilities. The University will not deny admission to a qualified student and will make every reasonable effort to accommodate a student's needs.

After enrolling, students are encouraged to inform the University's Coordinator of Student Disability Services as to the nature of their disability. The University also requires that the student submit supporting documentation from a qualified clinician describing the nature and extent of the student's disability and making recommendations for appropriate academic accommodations. The University will determine if it can reasonably accommodate the student's needs and will inform the student as to the nature and extent of the accommodations.

Any student wishing to self-disclose the nature of his or her disability in order to receive reasonable academic accommodations should do the following:

- Make an Appointment to discuss the nature of the disability and the services being sought. Call or E-mail the Coordinator of Student Disability Services at **203.596.4677** or email cwhitmoyer@post.edu. This should be done prior to the beginning of each academic semester.
- Provide Documentation from a qualified professional that clearly defines the nature of the disability and indicates what accommodations are required to support the student's academic and social success at the University. The Coordinator of Student Disability Services works directly with students, faculty, and staff to assure that student needs and services are met.



STUDENT EMPLOYMENT

On-Campus & Community Service

Human Resources Office
Room 108, Hess Hall

Madelaine Kelsey

Human Resources Director
M.S., Human Resources Development
Phone: **203.596.4624**
Fax: **203.596.8588**
mkelsey@post.edu

Cynthia Kilbourn

Human Resources & Payroll Administrator
B.S., Business
University of Connecticut
Phone: **203.596.4593**
Fax: **203.596.8588**
ckilbourn@post.edu

What is federal work-study?

The Federal Work-Study Program provides jobs for undergraduate students with financial need, allowing them to earn money to help pay education expenses. The program encourages community service work and work related to the student's course of study. A student's financial need is determined by the Federal Need Analysis Methodology, which is that, the student's cost of attendance must be more than the student's expected family contribution and other financial resources available to the student. Additionally, the student must meet all university and federal eligibility requirements, including, but not limited to, U.S. citizenship or eligible non-citizenship and satisfactory academic progress.

What Is Post Work-Study?

Post Work-Study Program provides job opportunities for students who may not qualify for Federal Work-Study due to lack of financial need or citizen status. Students holding F-1 or J-1 visas are not eligible for Federal Work-Study funds.

Securing a Work-Study Job

All students, new and returning, must attend the Student Employment Job Fair in September. Students will have an opportunity to review all available on-campus jobs. The student will then contact the hiring manager to schedule an interview. Students must then complete all the necessary payroll paperwork if he/she is hired for a job.

Students' Salaries

Students' hourly rate of pay will be at least the current Connecticut minimum wage, but may be higher depending on the student's level of experience and skills. As previously stated, the total dollar amount the student is eligible to earn is determined by the student's financial aid award through Post University. Work-Study program awards also depend on program funding levels.

International Students/Non-Immigrants Employment

In order for an international student (F-1 visa holder) to be eligible to work on campus, he or she must be a current student and enrolled full-time. Employment is limited to 20 hours per week during the school year and may be full-time during annual vacation periods. If an international student does not have a social security number prior to employment, he or she must apply for a social security number at the Social Security office in Waterbury. Information on how to apply for a social security number and the application forms are available from the Coordinator of International Student Services in West Hall. A student in another non-immigrant status must consult with the Coordinator of International Student Services on his or her work eligibility prior to employment.

OTHER SERVICES

Food Service

The University's Dining Hall is open daily during each semester. Students on the Meal Plan must show their college ID at every meal to obtain access to the Dining Hall. The Director of Food Services must validate IDs each semester.

Cashing Checks

The Campus Store cashes Post University Payroll checks of up to \$200 during regular business hours. Students must show their ID to have a check cashed and the Campus Store has a right to refuse to cash a check at the staff member's discretion.

Lost and Found

Information concerning lost articles should be left with the Campus Safety office. Articles that have been found should also be returned to that office.

Campus Store

The Campus Store is located in the Leever Student Center. The Campus Store stocks Post University clothing, personal care items, snacks and supplies.

Telephone Calls

The college switchboard only accepts calls to students in an emergency. To protect individual privacy, students' personal or room phone numbers are not given out.

General Information

	LOCATION	PHONE
Academic Difficulty		
Individual Professor		
Academic Advisor		
Office of the Registrar	Hess 103	596.4612
Students with Disabilities	Lower Library	
Academic Requirements		
Academic Advisor		
University Catalog		
Adding/Dropping Courses		
Academic Advisor		
Office of the Registrar	Hess 103	596.4612
Admissions		
Admissions	Torrance Hall	596.4520
Coordinator of International Student Services	Torrance Hall	596.4603
Academic Advising		596.4627
Athletics (Intercollegiate)		
Director of Athletics	Torrance Hall	596.4531
Athletics (Intramural)		
Intramurals	Drubner Center	596.4669
Billing Payments		
Student Accounts	Hess	596.4575
Career Resources		
Director of Career Services	Hess	596.4504
Cashing Checks		
Campus Store	Leever Student Center	596.4581
Change of Major		
Academic Advisor		
Office of the Registrar		
Counseling		
Counselor	Hess 103	596.4612

OTHER SERVICES

	LOCATION	PHONE
Employment (Full-time) Director of Career Services	Hess	596.4504
Employment (Part-time) Job Location Coordinator	Hess	596.4504
Financial Aid	Hess 116	596.4527
Food Service Director	Leever Center	596.4536
Grade Changes/Incompletes Individual Professor		
Health Services Nurse	East Annex	596.4503
International Students	Torrance Hall	596.4603
Residence Life	Leever Center	596.4540
Mail	East Hall	596.4660
Maintenance	East Hall	596.4594
Learning Difficulty University Learning Center	North 112	596.4567
Student With Disabilities	Lower Library Hess 107	596.4593
Payroll		
Physically Challenged Students Dean of Students	East Annex	596.8527
Disabilities Coordinator	Lower Library	
Placement Services & Practicums Director of Career Services	Hess See your academic advisor	596.4504
Practicums	Torrance Hall	596.4652
Registration Office of the Registrar	Hess 103	596.4612
Reservations Athletic Field	See the Athletic Department	
Classrooms	See the Office of the Registrar	
Drubner Center Facilities	See the Athletic Department	
Library Board Room	See the Library	
Residence Hall Lounges	See the Residence Life Office	
Student Center Facilities	See the Student Activities Office	
Research Librarian	Traurig Library	596.4560
Campus Safety	East Annex	596.4501 596.4502
Student Activities Leever Student Center		596.4540
Transcripts Office of the Registrar	Hess 103	596.4612
Withdrawal from University Office of the Registrar	Hess 103	596.4612
Useful Telephone Numbers For emergencies dial 911		
Ambulance American Medical Response		573.7700
Campion Ambulance Service		754.3179
Medical Waterbury Hospital Emergency	64 Robbins St., Waterbury	573.6290
St. Mary's Hospital Emergency	56 Franklin St., Waterbury	574.6002

OTHER SERVICES

Banks

Bank of America	299 Fairfield Ave., Waterbury	437.3871
Webster Bank	400 Middlebury Rd., Middlebury	598.7025
People's United Bank	763 Straits Tpke., Watertown (inside Stop & Shop)	860.274.0951
Naugatuck Savings Bank	251 Church St., Naugatuck	729.5291
TD Banknorth	1277 W. Main St., Waterbury	759.2045
Wachovia Bank	628 Straits Tpke., Watertown	860.274.2581

Food

Maples Restaurant (takeout)	725 Straits Tpke., Middlebury	758.2502
Adrianna's (delivery)	1622 Baldwin St. Waterbury	757-4370
Stone House Pizza (delivery)	175 Highland Ave., Waterbury	573.0567
Domino's Pizza (delivery)	77 Meriden Rd., Waterbury	755.8110
New Moon II (delivery)	4 Highland Ave., Waterbury	756.5855
Highland Garden (delivery)	167 Highland Ave., Waterbury	754.0555
Subway (takeout)	750 Straits Tpke., Middlebury	598.7827
Stop & Shop Supermarket	763 Straits Tpke., Watertown	860.274.7459
Big Y Supermarket	85 Bridge St., Naugatuck	729.4440
Labonne's Market	639 Straits Tpke., Watertown	860.274.9631

Travel

Yellow Cab Co.	77 Store Avenue, Waterbury	754.5151
Arrow, Greyhound, Bonanza and Trailway Bus Lines		756.8941
Travel Center	45 West Main St., Waterbury	755.2700
Amtrak Office	Union Ave., New Haven	800.523.5270

Emergency

Campus Safety 596.4502

Waterbury Police

911

Poison Control Hotline

574.6011 or
674.3456

Fire Department

911

Ambulance

911

Religious Services

Congregational		
First Congregational	222 West Main St., Waterbury	757.0331
Eastern		
Holy Trinity Greek Orthodox	937 Chase Parkway, Waterbury	754.5189
Episcopal		
St. John's Church	West Main & Church Streets	754.3116
Jewish (Reform)		
B'Nai Isreal Synagogue	444 N. Main St., Waterbury	267.3394
Jewish (Orthodox)		
B'Nai Shalom Synagogue	135 Roseland Ave., Waterbury	754.4159
Lutheran		
First Lutheran	88 Cooke Street, Waterbury	753.0223
St. John's Evangelical Lutheran (Missouri)	503 Chase Pkwy, Waterbury	754.6928

OTHER SERVICES

	LOCATION	PHONE
Roman Catholic		
Blessed Sacrament Church	192 Robbins St, Waterbury	753.3149
St. Francis Church	318 Church Street, Naugatuck	729.4543
St. John of the Cross	Route 188, Middlebury	758.2659
Non Denominational		
Mill Plain Union Church	242 Southmayd Rd., Waterbury	757.0211
Baptist		
Zion Baptist Church	137 Pearl St., Waterbury	756.5648
Grace Baptist Church	65 Kingsbury St., Waterbury	756.5269
African Methodist Episcopal Zion		
Mt. Olive AME Zion Church	82-100 Pearl Street, Waterbury	574.1113
Assemblies of God Church		
First Assembly of God	1245 Thomaston Ave., Waterbury	753.8023

Emergency Closings Broadcast Stations

Bloomfield	WDRC	1360 AM
Bridgeport	WICC	60 AM
	WEZN	100 FM
Bristol	WBIS	1440 AM
Danbury/Bethel	WLAD	80 AM
	WDAQ	98.3 FM
Farmington	WRCH	100.5 AM
Hartford	WHCN	106 FM
	WKSS	95.7 FM
	WTIC	1080 AM
	WMIX	93.7 FM
Meriden	WMMW	1470 AM
New Haven	WELI	960 AM
Newington	WPOP	1410 AM
North Haven	WKCI	101.3 FM
Torrington	WSNG	610 AM
Waterbury	WATR	1320 AM
	WWCO	1240 AM



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