2019 FALL SEMESTER

CLASSES BEGIN (8:30 a.m.).................................................................Tuesday, September 3, 2019
Late Registration or Program Changes..............................Tuesday, September 3 to Tuesday, September 10, 2019
Leave of Absence Deadline...............................................................Tuesday, September 10, 2019
Fall Holiday (for non-weekend classes).......................Saturday, October 5 to Tuesday, October 8, 2019
Last Day to Withdraw with “W” Grade.................................Thursday, October 31, 2019
Graduation Applications Due for January 2020..............Friday, November 1, 2019
Thanksgiving Recess..................................................Wednesday, November 27 to Sunday, December 1, 2019
CLASSES END.................................................................Wednesday, November 27, 2019
Reading Day ...........................................................................Tuesday, December 3, 2019
Final Examination Period .....................................Wednesday, December 11 to Tuesday, December 17, 2019

2020 SPRING SEMESTER

CLASSES BEGIN (8:30 a.m.).................................................................Tuesday, January 21, 2020
Late Registration or Program Changes..............................Tuesday, January 21 to Tuesday, January 28, 2020
Leave of Absence Deadline...............................................................Tuesday, January 28, 2020
Spring Recess. ...........................................................................Saturday, March 14 to Friday, March 20, 2020
May 2020 Graduation Applications Deadline.....................Sunday, March 1, 2020
Academic Advising and Priority/Early Registration for
Summer, Fall, and Spring ......................................................Thursday, April 2 to Friday, April 17, 2020
Last Day to Withdraw with “W” Grade.................................Thursday, April 9, 2020
CLASSES END.............................................................................Monday, April 27, 2020
Reading Day ...........................................................................Tuesday, April 28, 2020
Final Examination Period .....................................Wednesday, April 29 to Tuesday, May 5, 2020
UNIVERSITY COMMENCEMENT .............................................Wednesday, May 13, 2020
GRADUATE COMMENCEMENT ..............................................Thursday, May 14, 2020

*Grades will be posted on WEBstudent approximately two days after the Office of Registration and Records has received all grades.
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Monmouth University supports equal opportunity in recruitment, admissions, educational programs, and employment practices and complies with all major federal and state laws and executive orders requiring equal opportunity and/or affirmative action.
### MONMOUTH UNIVERSITY

**MISSION STATEMENT**

Monmouth University is an independent, comprehensive institution of higher education committed to excellence and integrity in teaching, scholarship, and service. Through its offerings in liberal arts, science, and professional programs, Monmouth University educates and prepares students to realize their potential as leaders and to become engaged citizens in a diverse and increasingly interdependent world.
Where do you turn when you have a question about Monmouth University?
These listings will help you find the information you are looking for.

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Emergency Information Line

Call this pre-recorded message during any season to hear if classes are cancelled or to hear if the University is closed.

732-263-5900

In an effort to keep all members of the Monmouth University community apprised of the latest school closings and important emergency information, community members are required to visit notify.monmouth.edu and register for the Monmouth University Emergency Notification System.
In an emergency situation the campus police can be contacted 24 HOURS A DAY:

732-571-4444

Crisis or Emergency Phone Numbers

If you are on campus and have a problem or are in need of help, you may call one of the following:

- Campus Police ........................................................ 732-571-4444
- Counseling and Psychological Services .......... 732-571-7517
- First Year Advising ............................................... 732-263-5868
- Health Services ..................................................... 732-571-3464
- Center for Student Success (CSS) ....................... 732-571-3487
- Residential Life ...................................................... 732-571-3465
- Student Center Information Desk ...................... 732-571-4419
- Division of Student Life ........................................ 732-571-3417
Other Off-Campus Help Hotlines

180 Turning Lives Around  
(Women’s Center of Monmouth County)  
732-264-4111, 888-843-9262

Substance Abuse  
844-276-2777

Birthright  
800-550-4900, 732-747-7600

Consumer Affairs  
732-431-7900

Suicide Prevention/Jersey Shore University Medical Center  
732-776-2325

Crisis Intervention/  
Monmouth Medical Center  
732-923-6999

Disabilities (County Office)  
732-431-7450

Mental Health & Addiction  
732-431-6451

Gamblers Anonymous  
855-222-5542

Narcotics Anonymous  
800-992-0401

Planned Parenthood  
732-842-9300

Substance Abuse Services  
Long Branch  
732-571-6511

Women's Referral (Crisis Services)  
800-322-8092
## Campus Phone Numbers

### Academic Offices

<table>
<thead>
<tr>
<th>Department</th>
<th>Phone Number</th>
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<tbody>
<tr>
<td>Accounting</td>
<td>732-571-7535</td>
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<td>Art and Design</td>
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<td>Curriculum &amp; Instruction</td>
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<td>Economics/Finance</td>
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### Administrative Offices

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<td>Transfer Services</td>
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<td>Undeclared Majors</td>
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<td>University Store</td>
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<tr>
<td>Writing Services</td>
<td>732-571-7542</td>
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</table>
President  
Patrick F. Leahy  

Interim Vice President for Academic Affairs/Provost  
Rekha Datta  

Vice President for Administrative Services  
Patricia Swannack  

Vice President and Director of Athletics  
Marilyn McNeil  

Vice President for Enrollment Management  
Robert Mc Caig  

Vice President for Finance  
William Craig  

Vice President/General Counsel  
John Christopher  

Vice President for Information Management  
Edward Christensen  

Vice President for Student Life and Leadership Engagement  
Mary Anne Nagy  

Vice President for University Advancement  
Jonathan Meer
<table>
<thead>
<tr>
<th>SCHOOLS</th>
<th>ACADEMIC INFORMATION</th>
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</table>
| Leon Hess Business School  
Bey Hall, First Floor  
Donald Moliver, Dean | Add/Drop/Withdraw Procedures  
Office of the Registrar  
Wilson Hall, Second Floor |
| School of Education  
McAllan Hall, First Floor  
John Henning, Dean | Center for Student Success  
Student Center, Lower Level |
| Wayne D. McMurray School of Humanities and Social Sciences  
Plangere Center, First Floor  
Kenneth Womack, Dean | First Year Advising  
Student Center, Lower Level |
| The Marjorie K. Unterberg School of Nursing and Health Studies  
McAllan Hall, Third Floor  
Janet Mahoney, Dean | Grades/Transcripts  
Office of the Registrar  
Wilson Hall, Second Floor |
| School of Science  
Edison Hall, First Floor  
Steven Bachrach, Dean | Registration  
Office of the Registrar  
Wilson Hall, Second Floor |
| School of Social Work  
McAllan Hall, Third Floor  
Robin Mama, Dean | Summer Session  
Admission Office  
Wilson Hall, First Floor |
| Graduate School  
Wilson Hall, Second Floor | Tutoring and Writing Services  
Student Center, Lower Level |
| Honors School  
Library, Second Floor  
Nancy Mezey, Dean | WebStudent and eForms  
Office of the Registrar  
Wilson Hall, Second Floor |
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<td><strong>Veterans Services</strong></td>
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</table>
CAMPUS SERVICES

Need to find an ATM?

Looking for the hours for the Convenience Store?

Want to know where you can go for tutoring?

This section covers a wide range of services, from computing and health services to places to eat around campus.
ADULT STUDENTS  
(NON-TRADITIONAL AGE)

The Office of Undergraduate Admission is open Monday through Friday and is available to help non-traditional students. Admission information is available for those adults making an initial inquiry about returning to school, and personal, academic, and career counseling is available for those adults who are already enrolled at Monmouth.

Counselors in the Center for Student Success are available to assist adult/non-traditional students in strengthening the link from their admission to registration and on to the connection with their academic department.

Credit By Examination:
Undergraduate students may earn college credit for prior learning through the Monmouth University Credit by Examination Program. An examination is administered by a member of the Monmouth University faculty. Details on procedures and fees are available from the Registrar.

Prior Learning Assessment Program:
Another credit option is the Prior Learning Assessment Program. Undergraduate students who have been working, volunteering in the community, traveling, serving in the military, or studying independently may have acquired some college-level learning from these experiences.

It is possible to have this learning evaluated and receive credit for it. Credit is granted for learning rather than the experience itself. Students who wish to earn credit for learning from work and life experience will be asked to prepare a portfolio that describes and documents that learning.

ATHLETICS
Monmouth University is committed to Athletics as an integral part of higher education. Athletics provides student-athletes with the opportunity to develop their highest level of athletic ability, while safeguarding their welfare, on and off the field of competition, in a diverse environment that promotes high academic standards and personal development.

All Monmouth students are invited to open tryouts for any of our 23 varsity sports. Dates and times for these tryouts are available in late August on the MonmouthHawks.com website or by phoning the athletics office at 732-263-5188.

Monmouth University is a member of the NCAA Division I (FCS – Football Championship Subdivision), the MAAC (Metro Atlantic Athletic Conference), the Big South Football Conference, and the Mid-Eastern Athletic Conference (bowling). The women’s sports include basketball, bowling, cross country, indoor and outdoor track, field hockey, lacrosse, soccer, softball, swimming, tennis, and golf. The men’s sports include baseball, basketball, cross country, football, lacrosse, soccer, swimming, indoor and outdoor track, tennis, and golf. All competitions are free to student spectators. Scheduling information is available by calling 732-571-3415, or go to our website: MonmouthHawks.com.

The University athletics and recreation facilities include the OceanFirst Bank Center, with two basketball courts, a state of the art fitness center, and a six-lane competitive indoor track. Boylan
Gymnasium has two full-size basketball courts, a four-lane bowling alley, and a swimming pool. Outdoor fields include three all-weather turf fields, an eight-lane competitive track, soccer fields, a baseball and softball complex, and a large intramural field. Six tennis courts are on the north campus.

**BANKING SERVICES**

There are several nearby banking options for Monmouth students. A specialty branch of Santander is located on campus on the first floor of the Rebecca Stafford Student Center. This specialty branch is open Monday through Friday from 10 a.m. to 3 p.m.

Once a student has an account, he or she should use the on-campus automated teller machine to obtain cash from their accounts and make deposits. The Santander specialty branch on-campus phone number is 732-403-2962.

A. Santander
   On-campus branch:
   732-403-2962

The Office of Student Life will be happy to provide students with a list of other local banks.

Additionally, there is a full service automated teller machine (ATM) available in the Student Center. Those wishing to open a Santander bank account may do so at the Santander specialty branch located on the first floor of the Student Center.

**BOX OFFICE**

The Central Box Office is located in the OceanFirst Bank Center. Tickets are available Monday through Friday, 9 a.m. to 5 p.m., and on weekends and evenings of events at the venue. Monmouth University students are eligible for free and/or discounted tickets. Full-time Monmouth University students are eligible for one free ticket to two Performing Arts Series events per semester. Additional events carry a $5 charge. Full-time students can also purchase one additional guest ticket per event at $5*.

Part-time Monmouth University students are eligible for one free ticket to one Performing Arts Series event per semester. Additional events carry a $5 charge. Part-time students can purchase one additional guest ticket per event at $5*.

*Additional guest tickets revert back to regular prices.

Certain restrictions do apply. There are limited number of student tickets available per event. For additional information contact the Box Office at 732-263-6889 prompt #1.

**BURSAR AND CASHIER**

The Office of the Bursar is responsible for all aspects of a student’s financial account, including billing of tuition, fees, and room and board. The office also coordinates posting of financial aid, tuition credits, and refunds. Staff members assist students and parents in making payment arrangements.

The Office of the Cashier handles all payments for student tuition, fees, and miscellaneous charges, such as traffic citations and transcripts. All deposits from various departments are processed through the cashier’s office. For further information and to view your account, visit us on the web at monmouth.edu/bursar and choose “View Your Account.” Bursar and Cashier business hours are Monday through Friday, 8:45 a.m. to 5 p.m. Please check our web page for changes to this schedule. Special hours are on nights of payment-deadline when we will be open until 7 p.m. Special appointments may also be made.

**CAMPUS TECHNOLOGY**

Every student enrolled at Monmouth University is provided with an email account for use while a student and after graduation. Students have full access to
the campus-wide network as well as to the Internet. They also have access to the online Monmouth University Library resources.

There are a number of state-of-the-art computer labs on campus, each fully equipped with access to the Internet. Labs contain workstations operating Windows or Mac OS. Typical operating hours are Monday through Friday, 8 a.m. to 10 p.m.; Saturday, 9 a.m. to 5 p.m.; and Sunday, 2 p.m. to 6 p.m. The library has extended hours. Check the library homepage for current hours. There is also 24-hour access to computers in the Student Center. Laboratories are supported by lab assistants dedicated to providing help to users who are either unfamiliar with the software or have other related questions.

Monmouth also has discipline-specific computing labs to accommodate special curriculum needs. These include labs used specifically by the Art Department, Communication Department, and also a Linux Lab to accommodate the Computer Science and Software Engineering Department.

Monmouth University provides network connections in the residence halls, both wired and wireless. Each residence hall room is equipped with a network connection for each student (students are responsible for damage to equipment). Information Management (IM) staff are available during regular business hours to provide assistance with network communications, account set-up, and for general troubleshooting.

Technology on Campus

At Monmouth University we recognize the importance of integrating technology into the campus environment to strengthen and extend the classroom experience by providing more flexible student access to faculty, course and library resources, preparing students for confident, resourceful, responsible use of technology, and expanding the boundaries of our classrooms to enhance teaching, learning, research, communication and professional development.

While the classroom experience and the quality of personalized faculty instruction remain the cornerstone of our programs, technology can significantly heighten the academic experience. Our goal is to prepare students with a well-rounded, professional education of quality accompanied by the ability to effectively use technology as a tool for success. Research shows that using these technologies makes learning more meaningful for students, more fun, increases student communication with others, and improves critical thinking.

All of our courses have been augmented with our learning management system, eCampus, to enhance student learning in a variety of ways. These courses utilize eCampus to facilitate communication through email, chat, and threaded discussion. Syllabi, bibliographies, assignments, course notes, and links to research material are also posted for student use. Online graduate courses can be asynchronous and thus provide flexibility and convenience for our graduate students.

Technology has been shown to involve students actively in the learning process, broaden ways for students to receive and present information, enable students to integrate and organize knowledge in personally meaningful ways, contribute to higher-level thinking among students, and allow students to engage in learner-centered projects and activities that promote student choices and responsibility.

Campus-wide expansion of Wi-Fi allows students to access the University’s computer network from every building on campus including in the Resident Dining Hall, the Rebecca Stafford Student Center, the Monmouth University Library, Wilson Hall, Howard Hall, and the residence halls.
Whether you choose to bring a tablet, laptop or desktop computer to campus, or if you intend to experience technology through our computing labs, its use will enrich your academic life at Monmouth. Because we understand the importance of the role of computers and information technology, we continually invest in campus-wide technology looking toward the future to anticipate the emergent resource demand. These initiatives benefit Monmouth students by providing them with current technology in the classroom and enabling the development of technology skills necessary for workplace success.

**Computer Network Services for Resident Students**

Resident students have the ability to connect from their residence hall rooms. The network connection allows students to access the Internet, email, the myMU portal, Library resources and all University systems.

**Computer Network Service for All Students**

All students are provided user accounts for network resources, such as access to the myMU portal, email, Internet web browsing and authoring tools, and electronic access to the Library’s catalog.

We strongly recommend the investment in a laptop to students who are planning to purchase a computer for use at Monmouth. Students who are registered in courses that require computers are encouraged to call or visit the Office of Financial Aid so that additional student loan eligibility may be determined if needed. For those students who do not have personal computers, network access is available through computer labs located throughout campus, including residence halls.

**Student Network Frequently Asked Questions:**

Resident and commuter students at Monmouth University have access to our computer network. Each residence hall room is equipped with one data port per student. All data ports stay active so that arriving students can immediately connect their computers to the University network.

The University network allows students who own computers to access campus and worldwide electronic resources from their residence hall rooms and other campus locations 24 hours a day, seven days a week.

**How To: FAQs about Student Network**

**What services are provided?**

For the academic year, the student network provides subscribers with the following:

- Campus-wide network connectivity (TCP/IP, Telnet, FTP, WWW)
- Controlled Internet access
- Access to your student (Office 365) email account on campus
- Access to any campus network server that you are authorized to use

**Is there a monthly fee for the student network service?**

No. This service is included in your tuition.

**What services will not be provided?**

- Monmouth University will not install or configure hardware or software on any student’s personal computer.
- The University does not provide insurance or cover losses for the theft or damage of personal computers.
The University will not provide hardware or software maintenance services for any student’s computer. We strongly recommend that students purchase a maintenance plan from a provider of their choice.

The University does not allow any commercial use of the network, peer-to-peer file sharing, or the storage of copyrighted material.

The University will not provide static IP addresses. All IP addresses are dynamically assigned using DHCP.

Do I have to use my student email account?
University offices have been advised to respond only to requests that come from official student accounts. If you do not routinely check your student email account, you will miss important announcements, information, offerings, and programs.

Does Monmouth University offer a PC maintenance agreement?
No. Each student is fully responsible for all software and hardware maintenance of his or her personal computer. We strongly recommend a hardware maintenance agreement with a vendor of your choice.

Do I have unlimited access to everything on the Internet?
No. Some high bandwidth applications have been blocked to prevent oversubscription of our Internet connection. The primary use of the Internet connection is to support the various academic and administrative programs offered by Monmouth University. Applications such as Voice Over IP (VOIP), streaming video, and media sharing can adversely affect our business and academic operations.

Do I need my own personal computer system while attending Monmouth University?
No. Students who do not have personal computers can take advantage of networked computer labs located throughout the campus.

Are there other places where I can connect to the student network around campus?
The University has deployed wireless access throughout the campus. Directions on how to connect to the student network via a wireless device are available at https://www.monmouth.edu/technology/services/wi-fi-information/.

You must have a valid University account. To access our network using a wireless device, you must be able to "authenticate" with the network. Not all wireless devices are capable of authenticating. If you have any questions regarding this issue, please contact the Help Desk at 732-923-4357 (HELP). We support 802.11b, 802.11g and 802.11n.

Can I set up my own server, on campus, to share files with other users?
Setting up your own network is prohibited. Private networks require bandwidth which may slow the normal operations of the University. You also should be aware that sharing copyrighted material is illegal. Such activity may constitute copyright infringement under the Copyright Act, Title 17 United States Code 106(3). Furthermore, such activity would violate our Acceptable Internet Use Policy. Illegal downloading and sharing of copyrighted material will cause your network access to be suspended. Further information on Internet downloads from the Office of the General Counsel can be found at https://www.monmouth.edu/general-counsel/internet-downloads/.

How long will my information (data) be stored on the University's servers?
The University takes reasonable precautions to preserve all data stored by students. Unfortunately, we are not always able to retrieve lost data. Each student is responsible for properly archiving their data on personal media. All information stored on the University’s
servers under a student’s account will be maintained (within the limits of the assigned quota) for the period of time the student is registered. If you graduate, drop out, or do not attend classes for six months, your account will be deleted and all data destroyed.

What hardware and software is recommended for my computer?

Students are not required to bring a computer or printer to campus as there are many computer labs around campus.

The University recommends minimum requirements when bringing a computer to campus. This will ensure that students’ technology is compatible with the software used at the University.

**Minimum Specifications Issued March, 2019:**

- 8th generation Intel i-Series processor (or equivalent AMD offerings)
- 8 GB RAM (more recommended)
- 1 TB hard drive or 250GB solid state drive
- Internal/External DVD drive
- Ethernet port or adapter
- Wireless adapter capable of 802.11ac
- A backup device (External hard drive, CD/DVD burner) is essential. This will allow for the copy and protection of important files. Also, a USB Flash Drive (8GB or greater) is useful for backup and transferring data. You may also consider a cloud-based data storage solution (such as www.dropbox.com)

**PLEASE NOTE:** One’s program of study may have specifications which may supersede these recommendations.

The recommended software on your personal computer should include:

- Operating System (minimum recommended)
- Windows: Windows 10, or newer
- Apple: Mac OS X 10.10, or newer
- Productivity Suite:
  - Microsoft Office 2016 for PC or Mac
  - Please note that all students are entitled to a free copy of the Microsoft Office suite through their Office 365 accounts. Information on how to install Office 365 is located on the myMU Portal>For Your Information>More …>Install Office on Home Computer
- Web Browser:
  - Mozilla Firefox
  - Google Chrome
  - Microsoft Internet Explorer 11, or Edge

Malware protection software is critical! Keep it current and any license active. Fully scan the contents of your drives. We find that procuring the extended warranty or AppleCare to be valuable, and highly recommended. Third-party options, such as Squaretrade.com are available for extending recently purchased systems.

How do I contact the Help Desk?

Monmouth University
Attn: Help Desk
Edison Science Building
400 Cedar Avenue
West Long Branch, NJ 07764
PHONE: 732-923-4357 (HELP)
FAX: 732-263-5200
helpdesk@monmouth.edu

I don’t own a computer – can I succeed at Monmouth?

You don’t have to own a computer to experience technology at Monmouth. We maintain workstations specifically dedicated to student use in our instructional and open-use laboratories. We have more than 37 labs and 500 PCs.
I have a wireless device – can I connect to any services on campus?

To connect to the University network via a wireless device, you can obtain specific instructions from the myMU portal >For Your Information> More ... >Configuring Your Mobile Device. You must have a valid Monmouth University account. Accessing our network using a wireless device requires you to “authenticate” with the network. Not all wireless devices are capable of authentication. If you are in doubt, please contact the Help Desk.

Please be aware that Wi-Fi hot spots and printers may interfere with the Monmouth wireless network. As a result, please disable tethering on your phone and turn off wireless on your printer (if applicable). Cellular “hot spots” are not permitted.

It seems as though technology is pervasive at Monmouth. Will I still receive personal instruction from my professors?

Yes. Although we recognize the importance of technology for academic and professional achievement, we believe that it cannot replace our personalized faculty instruction.

I'm planning to take a course that uses the Web. What kinds of technological features can I expect?

Web course features range from electronic postings of assignments, syllabi, and bibliographies, to electronic dialogue with instructors and fellow students. New features are constantly under development and can even include interactive model projects and assignments.

Making the Connection

It's clear that computers can enrich your college experience. At Monmouth, we believe in using technology creatively in the classroom to educate your mind and augment your skills in preparation for a world increasingly dominated by evolving technology. If you have questions about our technology resources, or would like more information about choosing the right computer to use at Monmouth, please feel free to contact the Information Management Help Desk at 732-923-4357 (HELP), the Student Help Desk at ext. 3490, or email helpdesk@monmouth.edu.

We will do everything possible to help you get ready for an exciting year at Monmouth.

CAREER SEARCH COURSE (LC300)

A one-credit course, Career Search, is offered every semester and provides students instruction in various elements of the career search. Topics include organizing and researching the job hunt, developing the résumé and cover letter, and interviewing techniques. This course is recommended during junior or senior year.

CENTER FOR STUDENT SUCCESS (CSS)

Services include academic and career counseling for full-time and part-time students. Located in the Rebecca Stafford Student Center, the CSS was awarded national recognition for helping students make the vital connections between academic, career, and life choices.

Academic Advising

First-year students are advised through the Office of First Year Advising. Academic advising for sophomores through seniors takes place in the departments. Undeclared sophomores are advised in the CSS and are provided
additional resources in order to decide on a major/career. All students on probation, as well as those changing majors and seeking career information, can receive special counseling in the CSS. Our staff assist incoming transfer students with their transition into the University, their educational planning, and any personal concerns that might arise. The CSS also provides administrative support for transfer programs and articulation agreements with two-year community colleges.

**Academic Skills Workshops**

Academic skills workshops such as organization and time management, test taking strategies, textbook reading strategies, and many other topics are offered throughout the academic year in the Center for Student Success (CSS).

**Career Services**

Monmouth Career Services can help students and alumni locate full-time, part-time and internship positions through Hawks Career Link, our on-line job posting system. This service allows students to view available jobs 24/7, sort and screen jobs by key words, and view upcoming career events. Students can also view employer profiles and save copies of their resume in the system, where in most cases they can be sent directly to employers who post jobs on the service.

We encourage our students to visit our office on the lower level of the Student Center to discuss any career related questions or concerns. Visit our website at monmouth.edu/Careerservices, email us at careerservices@monmouth.edu or call us at 732-571-3471.

**Monmouth’s Early Warning System (MEWS)**

MEWS is an electronic checklist that faculty members use to notify academic advisors that their advisees in the MEWS population are experiencing academic difficulty. Currently, the populations being monitored include all first-year students and other select populations.

The goal of MEWS is to identify students experiencing academic difficulties and to provide them available academic support services to assist them in surmounting their challenges before they become major problems. Students receive specific information about possible academic issues. They are advised to contact their Faculty Advisor to discuss and plan a strategy to overcome those difficulties. In addition, students are informed about academic resources available through the Center for Student Success and other academic resource areas on campus.

**Undeclared Students**

Students who have not yet selected their majors have the option of remaining "undeclared" until the end of their sophomore year. Advisors use several resources to help students explore career options and discuss their interests. The Undeclared Advising office is located on the lower level of the Rebecca Stafford Student Center in the CSS. Students may contact the office at 732-571-3588.

**Transfer Services**

Our staff assist incoming transfer students with their transition into the University, their educational planning, and any personal concerns that might arise. The CSS also provides administrative support for transfer programs and articulation agreements with two-year community colleges.

Transfer Services is dedicated to assisting transfer students to prepare for fulfilling academic experiences, guiding their transition into Monmouth University, and encouraging their progress toward graduation and life after Monmouth. In addition to their assigned faculty academic advisors, our office acts as another level of support for transfer students. We are always available to assist transfer students with questions and challenges they may encounter.

Transfer Services works closely with all students who transfer 18 or more credits.
Our office assists with the transferability and applicability of credits, academic requirements and degree completion plans, course registration, and post-graduation planning. Transfer Services plans numerous workshops and events to aid in the successful transition of transfer students. Chiefly, our fall and spring Transfer Orientations help incoming transfers acclimate to life at Monmouth University.

CENTRAL SCHEDULING

Located in the Office of Conference Services and Special Events on the first floor of the Rebecca Stafford Student Center, Central Scheduling coordinates reservations of facilities for meetings and/or events. Whether needed for a club, academic department, or other organization, a number of meeting rooms are available at Monmouth University to suit a variety of needs. Information on reservations for these and most campus facilities can be obtained in this office.

Scheduling an event

1. All student club general meetings taking place in the Student Center, as well as all other campus facilities, must be registered with the Central Scheduling Office at 732-571-3473 or ext. 2199, on forms provided for that purpose. Each semester, clubs are limited to booking (2) general meetings until their roster is submitted. Once the roster is on file, the remainder of the semester’s general meetings can be scheduled.

2. Meetings that are not general club meetings are considered special events. The Office of Student Activities must be consulted for approval for non-general meetings, events, and activities. Contact the Office of Student Activities (OSA) for an appointment. After the meeting, OSA staff will enter the room reservation, if the event is approved. It is the responsibility of the student club to coordinate and order the food service, audio-visual, or special setup needed for their event; at least two weeks advance notice is required. See Student Events Regulations in the Policies section for further information.

3. Students wishing to reserve a table in the Student Center foyer or in the Resident Dining Hall (Magill Commons) should reserve one through the Office of Student Activities.

4. The fully detailed policy for scheduling campus facilities is available from the Central Scheduling Office or online at monmouth.edu.

5. If a room is reserved and is no longer needed, due to low attendance or another reason for cancellation, please contact the Office of Central Scheduling and the Office of Student Activities immediately to notify them of the cancellation, since another student club may be in need of space.

CLUBS AND ORGANIZATIONS

If you are a student at Monmouth, there is a club, organization, or honor society for you. All of our clubs and organizations are student-run. If you do not see something to spark your interest, consider starting your own club. The Office of Student Activities and the Student Government Association can guide you through the process. Please see the section dedicated to our clubs and organizations for more details about the opportunities at Monmouth.

INTERNSHIPS

In order to be competitive in today’s job market, students are encouraged to complete at least one internship during their college career. Career Services can help students learn about internships through the Hawks Career Link, an on-line service that lists full-time, part-time and internship positions. For more information,
students can contact Career Services at careerservices@monmouth.edu. In addition, many majors require internships as part of their course requirements. Faculty advisors in those majors often assist students to locate internships to meet those requirements.

COUNSELING AND PSYCHOLOGICAL SERVICES

Counseling and Psychological Services (CPS) assists students in their personal growth and development through psychological counseling and psycho-educational programming. Free and confidential psychological counseling is available to all Monmouth University students. Psychological services are provided by licensed counseling professionals or graduate-level trainees, supervised by licensed professionals. Through a collaboration with Monmouth Medical Center and other local agencies, 24-hour services are available for mental health crises. The office also collaborates closely with various University departments.

CPS is open Monday through Friday from 8:45 a.m. to 5:00 p.m. and is located on the third floor of the Rebecca Stafford Student Center. To schedule an appointment, students may call 732-571-7517 or walk-in to the office during business hours. Additional information can be found on the web at monmouth.edu/counseling or by emailing CPS at mucounseling@monmouth.edu.

MONMOUTH DINING SERVICES

Gourmet Dining is pleased to offer a number of dining locations to Monmouth University’s campus community. Magill Commons Dining Hall, The Student Center Food Court, and our full service Dunkin Donuts are just a few of the many culinary options available around campus. Quick service kiosks located in Bey Hall, Plangere Center, and Monmouth Park Corporate Center are great places to grab a snack on the run or in between classes. On the residential side of campus, Shadow’s is a popular late night eatery and the C-Store located in Hesse Hall offers a large selection of food, snacks, drinks, household, and personal care items. Gourmet Dining also offers catering services for anyone hosting an on campus event. In addition to meal swipes and declining dollars, all of our dining locations accept cash or credit. Please note that meal plans are non-transferable.

For any questions regarding dining or meal plans, please contact Gourmet Dining at (732) 263-5608.

Rebecca Stafford Student Center Food Court
Monday-Thursday 8 a.m.-9 p.m.
Friday 8 a.m.-5 p.m.
Saturday and Sunday Closed
Located on the first floor of the Student Center, the food court features Jersey Mike’s, Sono’s, Simply Salad, BYOB (Build your own Burger), and Forte’s Pizzeria. There are also many grab and go options if you’re in a rush between classes. Each retail concept offers a meal exchange option available during each meal period.

Breakfast 8 a.m.-10:59 a.m.
Lunch 11 a.m.-3:59 p.m.
Dinner 4 p.m.-Close

Dunkin’ Donuts

Monday-Thursday 7:30 a.m.-9:30 p.m.
Friday 7:30 a.m.-5 p.m.
Saturday and Sunday 10 a.m.-5 p.m.
Located near the rear of the food court seating area our store offers a complete Dunkin menu and provides a great place to grab a bite to eat or cup of coffee on campus.

**Magill Commons Dining Hall**

Monday-Thursday 7 a.m.-9:30 p.m.  
Hawk House Diner  
7 a.m.-10:30 p.m.  
Friday 7 a.m.-8 p.m.  
Saturday and Sunday 10 a.m.-8 p.m.

Magill Commons Dining Hall is our buffet style dining experience where diners can eat as much as they would like. The Dining Hall has a variety of stations including brick style pizza, grill, deli, salad bar, rotisserie, exhibition, and a make your own pasta wok station. In addition, we have an entrée station and a global/vegan station, which operates on a cycle menu ensuring that there is plenty of variety for our diners. Students with the Carte Blanche meal plan may eat at Magill Commons as many times a day as they would like.

**Shadow’s**

Sunday-Wednesday 9 p.m.-1:30 a.m.  
Thursday-Saturday 9 p.m.-2:30 a.m.

Located at Elmwood Hall, Shadow’s is a fun and exciting place to enjoy a late evening snack or meal. Offering a variety of cuisine, Shadow’s is a great option for guests looking for a meal after our other dining locations have closed. We also hosts events for students like Wednesday Karaoke and Tuesday Game Night!

**Gourmet Dining Catering Services**

Gourmet Dining’s catering department offers a customizable menu that can fit any size or style event around campus. Our catering office can be reached at extension 5678 or our external line at 732-263-5608 for additional information.

**Monmouth Park Corporate Center**

Monday-Thursday 9 a.m.-9 p.m.  
Friday 9 a.m.-1 p.m.

This outlet offers a variety of grab-and-go items as well as sandwiches and salads.

**The Plangere Café**

Monday-Thursday 8 a.m.-9 p.m.  
Friday 8 a.m.-4 p.m.  
Saturday and Sunday Closed

The Plangere Café offers hot and iced coffees, smoothies, and an assortment of baked items. They also offer cold beverages, sandwiches, and snacks.

**The Plangere Center**

Monday - Thursday, 8 a.m.-9 p.m.  
Friday, 8 a.m.-5 p.m.  
Saturday and Sunday Closed

The café in The Plangere Center offers a variety of hot and iced coffee beverages, smoothie and oatmeal bar in addition to cold beverages, sandwiches and snacks.

**Bey Hall Express**

Monday-Thursday 8 a.m.-9 p.m.  
Friday 8 a.m.-3 p.m.  
Saturday and Sunday Closed

Bey Hall offers grab and go items, as well an assortment of sandwiches. Coffee is also available incase you need a caffeine boost in between classes!

**C-Store at Hesse Hall**

Monday-Friday 11 a.m.-12 a.m.  
Friday 10 a.m.-4 p.m.  
Saturday 12 p.m.-3 p.m.  
Sunday 12 p.m.-8 p.m.

Located in Hesse Hall, the C-Store is a great place to grab some snacks for you room. Stocked with a variety of brands and products the C-Store is guaranteed to save you a trip to the grocery store!
DISABILITY SERVICES
Support services are available to MU students with learning disabilities, medical/health issues, psychological/psychiatric diagnoses, physical disabilities, and vision or hearing loss through the Department of Disability Services (DDS). Students who register with the DDS office may request accommodations or auxiliary aids that will enable them to fully participate in the University experience. Accommodations are granted on a case-by-case basis in consultation with academic personnel, and in consideration of University policy.

A variety of services are available to students with disabilities. Such services include, but are not limited to: self-advocacy on campus, reasonable classroom and testing accommodations, academic planning/advice, assistive technology, and an adaptive test center that assists faculty in administering exams with accommodations.

In order to be eligible for accommodations and services, adequate documentation must be submitted to the DDS office. Documentation must include a specific diagnosis of a disability and support the reasonable accommodations that are being requested. The DDS is part of the Center for Student Success (CSS) and is located on the first floor of the Student Center. Students are welcome to call 732-571-3460 to speak with a DDS staff member.

EDUCATIONAL OPPORTUNITY FUND
The Educational Opportunity Fund (EOF) Program is a state-funded program that provides academic and financial support services to economically and academically disadvantaged New Jersey residents who meet specific educational and financial criteria. Evidence of a high level of motivation is also a major factor in the selection process of EOF scholars.

The program provides individual and group counseling in the form of personal, career, financial, and academic advisement. Pre-freshmen participate in a mandatory, five-week residential summer academy that is designed to strengthen academics and to orient students to campus life. Further information is available in the EOF office located at the north end of the 600 Building, 732-571-3462.

EMERGENCY STUDENT LOAN FUND
At some point during a student’s academic career at Monmouth University, there may exist a need to access funds on an emergency basis. The establishment of an Emergency Student Loan fund by the University makes these necessary funds available and provides invaluable assistance to students at a time when it is most needed.

The following guidelines prevail when a student utilizes the Emergency Student Loan:

1. The fund is administered by the Vice President for Student Life and Leadership Engagement or his or her designee. Students should apply for the loan at the Office of Judicial Affairs and Special Projects, which is located on the second floor of the Rebecca Stafford Student Center.

2. Funds may be used for the following purposes: emergency travel, purchase of textbooks or supplies before money (personal) is available, medical expenses, etc. Funds requested to pay phone bills, credit card bills, car payments or insurance, or other personal bills and expenses are not acceptable uses of Emergency Student Loan funds and will not be granted. All requests will be reviewed and honored at the discretion of the vice president or his or her designee.

3. Loans may be made available for amounts up to $100.

4. Students in need of emergency funds must contact the Office of Judicial Affairs and Special Projects, located on the second floor of the Rebecca Stafford Student Center.
Affairs and Special Projects and complete the appropriate request form.

5. Only one loan may be made to a student each semester unless special permission is granted by the vice president or his or her designee.

6. Repayment of the loan must be made to the Judicial Affairs and Special Projects within thirty days of the day the funds are distributed.

7. Students must sign a promissory note indicating the amount borrowed and the terms for repayment at the time the funds are disbursed.

8. Failure to repay the loan within the prescribed period will result in loss of borrowing privileges, by the student as well as disciplinary action based on the Student Code of Conduct. Students who fail to satisfy their financial obligations may be ineligible to register, graduate, or receive transcripts. In addition, unpaid loans may be sent to collections.

EQUITY AND DIVERSITY

Any member of the Monmouth University community may bring a complaint of alleged discrimination and harassment to the attention of the Office of Equity and Diversity located on the third floor of Wilson Hall. A copy of the University-wide policy on discrimination and sexual harassment, which describes the procedure for resolving such complaints, may be obtained from the Office of Student Life and the Office of Equity and Diversity. For more information, please contact Nina Anderson, Director of the Office of Equity and Diversity, at nanderso@monmouth.edu, 732-571-7577, or visit the office which is located in Wilson Hall room 304.

EXPERIENTIAL EDUCATION

All Monmouth University undergraduate students are required to satisfy the experiential education requirement. This requirement may be fulfilled in a variety of ways and can vary according to major. Through experiential education, students can gain valuable professional experience by successful completion of at least one field experience course, internship, service learning, or study abroad, approved by their department or faculty advisor.

Most students take their experiential coursework during junior or senior year in coordination with the pre-professional practice associated with their major or intended career.

A great deal of support is available to help students make the most of the experiential education requirement. The website (monmouth.edu/exed) is a comprehensive resource offering students detailed information about this requirement.

In rare cases, students with substantial career experience may petition to satisfy the experiential education requirement through the submission of a work-related and employer-supported portfolio.

Interested students must gain permission of their academic department before submitting a portfolio for review.

FINANCIAL AID

The Financial Aid Office provides information, applications, and confidential counseling related to federal, state, and Monmouth University aid programs. The University offers academic grants and scholarships, need-based grants, and athletics scholarships. The University also participates in all federal and New Jersey aid programs. For a more complete description of the types of aid available, students should consult the University’s Undergraduate Catalog and/or the Financial Aid Office website. In addition to general information about financial aid, the federal government requires the University to make available to students certain other pieces of information. The
required information is available either in the Financial Aid Office or on its website at monmouth.edu/finaid/consumer-information.

The primary application for aid is the Free Application for Federal Student Aid (FAFSA), which may be found online at fafsa.gov. Students may file the FAFSA on or after October 1 each year in which they wish to be considered for aid. Although there is no University deadline for filing, some resources are limited and priority is given to students who have filed the FAFSA in a timely manner and who are in full-time attendance. (Note: Students who are eligible for the New Jersey Tuition Aid Grant (TAG) must file their renewal FAFSA by April 15 each year.) Once a completed FAFSA is received and we have begun the packaging cycle, a financial aid package is typically created within 48 hours; students will receive their award letter electronically.

After filing the FAFSA, students and parents may also be required to submit additional documentation to verify reported information. The Financial Aid Office will provide direction as to what documents are required and how they may be submitted. (Note: Students who are eligible for the New Jersey TAG grant may also be required to submit additional documentation to the state grant agency as well. This process is separate from any document requests made by the University.) Students whose financial aid packages contain loans must complete applications for those loans and first-time borrowers will also be required to complete Entrance Counseling. The Financial Aid Office will provide instructions for completion of both loan applications and loan counseling.

Financial aid is generally awarded for the full academic year and is applicable to University academic programs and University owned or sponsored housing. However, in some cases, financial aid may also available for summer study, for off-campus housing, and for off-campus academic programs such as Study Abroad, the Washington Center, etc. There is a separate application for summer financial aid, and those students who wish to study or live off-campus are encouraged to discuss their particular needs with a financial aid counselor.

Although aid is awarded for the full academic year, it is disbursed or credited to student accounts only one semester at a time; disbursements are typically made after the third week of the term after students’ eligibility for aid is confirmed. For students who have planned for aid in excess of charges to their University account, a refund of the excess occurs within two weeks after disbursement.

To receive federal or state funding, students must initially meet a set of general eligibility requirements. For renewal of all federal and state awards, in addition to continuing to meet the general requirements, students must maintain satisfactory academic progress. For federal and state awards, satisfactory progress is defined as a cumulative GPA of at least 2.0 and completion of 67% of the credits attempted. There are also academic progress requirements for the renewal of Monmouth University grants and scholarships:

- Academic Excellence Scholarship – cumulative GPA of at least 3.0
- Academic Grant – cumulative GPA of at least 2.5
- Incentive Grant – cumulative GPA of at least 2.0
- Great Lawn Grant – cumulative GPA of at least 2.5
- Shadowlawn Grant (Science) – cumulative GPA greater than 3.50
- Shadowlawn Grant (Out of State) – cumulative GPA greater than 3.0
- Athletics Grant – Refer to the Student Athlete Handbook for specific requirements.
- SOAR Grants - Cumulative GPA of at least 2.0
• Endowed Scholarships – Each award may have a different requirement for renewal. Students should refer to their self-service account for terms and conditions on these awards.

Academic progress for federal, state, and institutional awards is reviewed at the conclusion of each spring semester. In the event that a student does not meet the required standards of progress, the student will be sent a notice of ineligibility and offered the opportunity to appeal. For a more complete description of the Satisfactory Academic Progress policy and appeals process, students should refer to the University’s Undergraduate Catalog or the Financial Aid Office website.

Students who withdraw, either officially or unofficially, from all courses in a semester may be due partial refund of their tuition and a corresponding reduction in their financial aid. Students who are considering withdrawing from all courses are strongly encouraged to contact the Financial Aid Office to determine the consequences of doing so. More detailed information on the refund/withdrawal policy is included in the University catalog and on the Financial Aid Office website.

The University has implemented a self-service option for financial aid, which may be found on the myMU portal or directly at self-service.monmouth.edu, and maintains a page on Facebook and a Twitter feed. We encourage students and parents to take advantage of these information sources. These resources are not intended, though, to be substitutes for personalized counseling. Students and/or parents who have questions or concerns related to financial aid are encouraged to call (732-571-3463), visit (Wilson Hall, room 108), or email (finaid@monmouth.edu) the Financial Aid Office; appointments are not required.

FIRST YEAR ADVISING

First Year Advising is a key resource for first-year students at Monmouth University. Overseeing the First Year Advising and First Year Major/Career Choices programs, this office also works in cooperation with various University divisions to ensure that first-year students experience the challenges, opportunities, and support needed to succeed at Monmouth. Students are encouraged to partake in academic and co-curricular activities that are sponsored by this office to promote their growth and learning.

The First Year Advising Office is a hub where students can call, stop by, or email with any college-related questions and concerns. Students will be greeted by a welcoming and well-informed staff that provides clear information about what to expect at Monmouth and what the University expects of its students.

All first-year students receive comprehensive academic advising from specially trained faculty. Although most students tend to think of advising as simply registering for courses, our program strives to build an advising relationship that works holistically to help students develop their academic, career, personal, and social interests. After their first year, students receive academic advising in their academic departments or the Undeclared Advising Office, which is also part of the Center for Student Success (CSS).

It is strongly recommended that students begin their “career work,” whether it involves help in choosing a major, access to career interest resources, internship opportunities, mentoring, or a workshop on résumé writing. First Year Advising offers students a great deal of support with their major and career choices. Students can assess their career interests in a variety of ways, and we strongly encourage all first-year students to begin this exploration as early as possible.

SOAR (Support, Orientation, Advisement, and Registration) is an online community
for new students that serves as their connection to important information relevant to their first year and beyond. SOAR provides help in understanding course requirements for majors, building course schedules, and exploring majors and careers.

Our offices are located on the lower level of the Rebecca Stafford Student Center. We are open from 8:45 a.m. to 5 p.m. on weekdays (and until 6 p.m. on Wednesdays during the academic year).

CONTACT US
First Year Advising: 732-263-5868
Fax: 732-923-4776
Email: FYAdvisor@monmouth.edu

Suggested websites for first-year Monmouth University students:

First Year Advising
monmouth.edu/FYAdvising

What to do with your major
whatcanidowiththismajor.com/major

Students with an undeclared major
monmouth.edu/advising/undeclared

FIRST YEAR SEMINAR
First Year Seminar (FY101) is a three-credit academic course designed to help new students make a successful transition into the intellectual life of Monmouth University. The courses are taught on a variety of topics by full-time professors from all academic disciplines, who engage students in scholarly inquiry within their areas of interest and expertise. Within the courses students sharpen their academic skills, study ethical issues related to both the course topic and to university life, and learn about Monmouth resources and opportunities. Students also gain experience in critical analysis of information and hone their research and collaborative problem solving skills. Students will be able to select from a variety of course topics such as The Working World: College and Transition; Great Excavations; Sustainable Energy; Experiences of Childhood and Adolescence; Victims of Crime; Personal Finance; Introduction to Health Occupations, Science Fiction and Philosophy; and many more.

Most First Year Seminar classes have a Peer Learning Assistant (PLA). Acting as a mentor/role model and assistant to the professor, the PLA helps with the adjustment, learning and self-exploration most students experience in their first semester. PLA positions are paid and applications can be found on the First Year Seminar website.

First Year Seminar is a requirement for all first-year students entering Monmouth University with less than 18 credits and must be taken during the student’s first semester at Monmouth. For more information, visit our website at monmouth.edu/FYSeminar/ or write to fyseminar@monmouth.edu.

FITNESS CENTERS
Located in the OceanFirst Bank Center, the state-of-the art Fitness Center holds a variety of free weights and fitness machines—and features cable TV. Students must present a valid student ID for daily use.

Monmouth University Fitness Center Guest Policy: A student, employee or member of the Monmouth University fitness center will be allowed to bring a guest to the fitness center for a fee of $10.00. The guest must present to the fitness center staff one form of ID.
and sign a University waiver form. All guests must be at least 14 years of age and during the duration of their workout the guest must be accompanied by the member. At no time, can a member sign a guest into the facility and then leave the facility without their guest.

Located in Oakwood Hall, a satellite fitness area provides all students with aerobic and strength conditioning machines. This center operates daily and is staffed by students. Known as the “Hawk’s Den,” this area features cable TV. Students must present a valid ID to utilize this area.

GRADE REPORTS
See Registrar.

GRADUATE STUDIES
(See graduate catalog for details: catalog.monmouth.edu)

Graduate Studies provides the strategic leadership and support for graduate program initiatives on campus through degree and non-degree course work for graduate students. The office also coordinates the Graduate Assistantship (GA) program, and oversees processes related to Graduate Academic Standing. In addition, Graduate Studies organizes Graduate Student Life Programming in the form of events, activities, resources and services designed to enhance the educational experience and quality of life for all students engaged in graduate study at Monmouth. The University provides academic advising at the graduate level with regard to degree requirements, course prerequisites, and course content. These services are readily available through the academic department and school offices, Graduate Program Directors, and on the University website.

GUGGENHEIM MEMORIAL LIBRARY

The Guggenheim Memorial Library builds and maintains its collections to support the teaching and scholarship mission of the University, whether online or in our historic library. In collaboration with faculty, our skilled library professionals select a wide range of both print and digital resources to support the University's curricula. The library provides abundant resources to support and enrich your academic success and experience.

It is hoped that during your Monmouth University education, the library will become a vital and enriching part of your university life. Students are encouraged to take full advantage of the library, conveniently located adjacent to the residence halls. The University Library is equipped with more than 110 desktop and laptop computers; individual study areas; group study rooms; a fully equipped classroom; a state of the art computer lab; and, a small dining area. Students and faculty are encouraged to treat the library like a second home, office, or study room.

Housed within the library are over 400,000 monographs, e-Books, print journals, e-Journals, media titles, microfilms, reference materials, and government documents. The library’s special collections include the New Jersey collection, the personal book collection of the prominent architectural critic and urban planner Lewis Mumford. A great deal of university history can be found in our archives. Coupled with Interlibrary Loan and reciprocal borrowing privileges, access to more than 2.1 billion holdings in over 72,000 libraries located in 170 countries around the world is only a request away.

The library is open seven days a week during the Fall and Spring semesters and six days a week during the Summer semester. Please visit our website at library.monmouth.edu for more information on library hours, resources, and services.
GYMNASIUM AND RECREATION
(See intramural and recreational activities)

HEALTH INSURANCE
Good health plays an important role in academic success. Unexpected medical bills can threaten a student’s ability to complete their education should they be uninsured. In accordance with the federal Affordable Care Act, Monmouth University strongly encourages all students to be covered under a health insurance plan. Students who are not covered may go to healthcare.gov to find an insurance plan that meets the health and financial needs of the student. A health insurance plan is not available through the University.

To support campus health and wellness, students have the ability to enter and upload their current health insurance information through the Student Health Portal found in myMU web access.

HEALTH SERVICES
The Health Center is located on the north campus in Birch Hall, next to the Library, and opposite the residence halls. All registered students are eligible to use the Health Center, which provides care for common, acute illnesses and injuries. There is no charge to be seen medically at the Health Center. Students are responsible for any costs incurred for prescriptions, laboratory/diagnostic testing and off campus referrals. During the fall and spring semesters, the Health Center is open Monday to Thursday, 8:00 a.m. to 7 p.m., and Fridays, 8:00 a.m. to 5 p.m. Clinic hours are posted at the Health Center and on the Health Services Web page. All undergraduate students are required to submit a health history to Health Services. Students age 30 years or younger must show proof of immunity to measles (two doses), mumps (two doses), and rubella. All undergraduate and graduate students taking 9 or more credits must submit proof of having completed the Hepatitis B vaccination series (a series of three injections). Health history and immunization are submitted through the student health portal.

The quadrivalent meningitis vaccine is required for any student living on campus or in campus-sponsored housing. If it has been more than five years since the original meningitis vaccination a booster dose is required. Failure to provide documentation will result in blocked registration. International students are required to submit documentation of recent (within six months) Mantoux testing for tuberculosis. This is to be provided regardless of BCG vaccination status. Registrations will be blocked in the absence of this documentation. If a student is too ill to attend class, he/she is responsible for contacting their respective professors concerning the class absence. It is left to the student’s discretion whether to attend class based upon personal symptoms and overall sense of wellness. The decision to excuse a student from class rests with the professor. Health Services will notify professors in cases of extended absences involving three or more consecutive days.

Extended absences (three or more consecutive days) need to be reported to Health Services. It is the student’s responsibility to contact professors for assignments and to provide Health Services with physician’s documentation of illness to include beginning date of illness/absence and date of return to campus/academic activities. Health Services will notify professors in writing of the length of the absence. Injuries occurring on campus or during University-sponsored events are to be reported to Health Services within 24 hours. The staff will assist students with necessary medical care and/or referral and will review insurance procedures.

HUMAN RELATIONS FOR STUDENTS
The Office of Equity and Diversity, and the Division of Student Life work together to facilitate ongoing interaction among
our culturally diverse student population. These offices coordinate and promote co-curricular programs (such as the annual Dr. Martin Luther King, Jr. tribute) and serve as advocates for academic and social programs that enhance the educational experiences of all students.

IDENTIFICATION CARDS
Each student is required to have an identification card (ID). This card will be issued to each student free of charge upon his or her enrollment. It is not necessary to get a new card each time you register. If your ID card is lost or must be replaced for any reason, a fee of $15 will be charged.

Identification cards may be obtained at the Traffic Office at MUPD. The ID Center hours are available by calling the MUPD at ext. 3467 from on campus or 732-571-3467 from off campus. You may also check the University Police web page for current hours. IDs may also be taken Monday through Friday, 8 a.m. to 5 p.m.

The misrepresentation of identification card data, and/or altering or forging of a Monmouth University Identification Card, and/or the use of a Monmouth University Identification Card by someone other than the owner will result in a monetary fine to be paid within one week of the violation.

The card must be presented upon request to any University administrator, faculty member, or University official. Failure to do so may result in disciplinary action. In the event that a student is suspended or dismissed from the University, he/she must surrender his/her ID card. The ID card is required for admission to facilities, including the Library, the gym, and special events.

THE INFORMATION DESK
Located in the main lobby of the Rebecca Stafford Student Center, the Information Desk serves as a central information area for the campus. Services include: a daily schedule of events held on campus, a fax machine, lost and found, a telephone for on-campus calls, balloons for sale, and, of course, information on everything from phone numbers to office locations.

INTERNATIONAL STUDENT AND FACULTY SERVICES
The Global Education Office (GEO) is responsible for the support of international students at Monmouth University and their preparation for academic success on campus. More than 100 undergraduate and graduate students holding non-immigrant visas (F-1 or J-1 status) from as many as thirty countries may be enrolled at the University in a given semester, and they make important contributions to the rich diversity of cultures present on campus.

Each semester the GEO staff schedule a series of workshops and activities to assist in the acculturation of our international students to life at Monmouth as well as life in the United States. Such events as International Student Orientation, Optional Practical Training (OPT) workshops, career development sessions, and social events sponsored by the GEO and the International Club combine practical information with opportunities to make friends with MU students and become an active member of our University community. The GEO works closely with offices across campus to deliver these programs, help students make a smooth transition to our campus, and achieve their academic and professional goals at the University.

The Assistant Director of Immigration and Visa Support serves as the University’s Primary Designated School Official (PDSO) and represents the University to United States Citizenship and Immigration Services (housed in the United States Department of Homeland Security). The Assistant Director can answer all questions related to the acquisition of a visa, the maintenance of one’s visa status, and preparation for Curricular
Practical Training (CPT) as well as OPT, and all international students need to visit the Assistant Director each semester to remain in compliance with the regulations of the United States federal government.

All international students may access the GEO’s Portal site for an electronic copy of the International Student Handbook and other relevant information. The GEO is open Monday through Friday, 8 a.m. to 5 p.m., on the first floor of the Rebecca Stafford Student Center. Please contact the GEO at geo@monmouth.edu for more information.

INTRAMURAL AND RECREATIONAL ACTIVITIES

The purpose of the Monmouth University Intramural and Recreation Program is to provide an opportunity for the campus community to take part in competitive and non-competitive recreational sports and leisure-oriented activities. These include a variety of team sports, individual sports, meets, and tournaments. The program is open to all students, faculty, and staff. The goal of the program is to provide safe, fair, and enjoyable opportunities for the participants.

Some of the sports offered through the intramural and recreation program are flag football, soccer, volleyball, dodgeball, basketball, and softball.

The Club Sports Program at Monmouth University provides opportunities for students who desire a more in-depth experience of sports participation than is provided in the Intramural, or informal, recreation program. The goal of the Club Sports Program is to blend the aspects of learning new skills, practicing with club members, and possibly competing with other colleges and universities. Some of the Club Sports that are available to all Monmouth University students are Men’s Ice Hockey, Women’s Dance, Sailing, Men’s and Women’s Lacrosse, Baseball, Softball, Men’s and Women’s Soccer, Field Hockey, Women’s Volleyball, Boxing, Men’s Basketball, Surf, Golf, and Track & Field.

Open gym is available to all students, faculty, and staff. Opportunities are available to play pick-up basketball and volleyball. The hours for open gym may vary depending on the season but are usually Sunday through Friday from about 7 p.m. to 11 p.m. For use of the Boylan Gymnasium, you must present a valid Monmouth University ID.

All recreational and intramural sport programs are coordinated through the Athletics Department.

For more information regarding intramurals and recreation refer, to the website at: monmouth.edu/intramurals.

JUDICIAL AFFAIRS

The Office of Judicial Affairs manages the student judicial system that protects the rights of the University community. Judicial Affairs is directly related to community building and educational programming. As a member of the Monmouth University community you play an integral part in the creation of these standards. Judicial Affairs can help you learn how to live better at Monmouth University.

LEADERSHIP PROGRAMS

The Office of Transitions and Leadership Programs and the Office of Student Activities coordinate a variety of leadership programs that students can participate in. Leadership workshops ranging in topics from getting involved to conflict management are available for attendance throughout the academic year. Student leaders can also take advantage of a wide variety of leadership resources to assist with the advancement of their student leadership experience. For more information on leadership programs or for leadership resources, please contact the Office of Transitions and Leadership Programs at 732-263-5218.
LOST AND FOUND

Articles lost or stolen should be reported to the University Police. Items found can be turned in to University Police or the Rebecca Stafford Student Center Information Desk. Claims for lost articles are honored upon reasonable identification. Lost and found articles, other than clothing, are disposed of after six months. Clothing may be disposed of earlier. The University Police is located on the corner of Norwood and Cedar Avenues. It can be reached at 732-571-4444. The Information Desk is located on the first floor of the Student Center and can be reached at 732-571-4419.

MATHEMATICS LEARNING CENTER

The Mathematics Learning Center, located in Howard Hall 203, provides students with free, drop-in assistance in all levels of mathematics. Peer tutors are available to help students solve problems and review concepts. In addition, students may use the center to do homework assignments or to study for tests while having a student tutor available.

MEETING FACILITIES

The Rebecca Stafford Student Center has a number of meeting and dining facilities to satisfy campus needs. Anacon Hall is an extremely flexible area and is especially suitable for large social or conference-style gatherings. Available separately or as a unit, this multipurpose area has great potential for creative programming. In addition to Anacon Hall, the Student Center has two, second floor conference style rooms that can accommodate up to 20 people (based on availability). On the third floor of the Rebecca Stafford Student Center, the Carol Afflitto Conference Room seats up to 40 people. Recognized campus organizations and departments can reserve these facilities through Central Scheduling.

MONMOUTH UNIVERSITY POLICE DEPARTMENT

The Monmouth University Police Department is a professional organization staffed by highly trained police officers. The department consists of 19 commissioned officers, 45 non-sworn safety officers, traffic attendants, around-the-clock dispatchers, and support staff. The style of policing on campus is “community oriented,” with the police as active participants in the campus community. Police officers provide patrol service, criminal and traffic investigations, crowd control, crime prevention, and traffic and parking enforcement. Officers patrol the campus 24 hours a day, 365 days a year.

Although our campus is located in a safe suburban community, your common sense and good judgment can help make the campus more enjoyable for yourselves and others. Keep in mind that even though we are located in a suburban area, crimes sometimes occur here just as they do everywhere else. In most cases these minor crimes could have been easily prevented with minimum precautions. Know your campus community; you live and work here on a daily basis. If something seems suspicious to you, it probably is. Don’t hesitate to report any suspicious activity to the police at 732-571-4444. Your concern and involvement can make a difference.

The police department has an active role in your campus life. The Crime
Prevention Program assists in providing educational information on a variety of crime prevention and fire safety topics. We also promote “Operation ID” to assist you in marking your valuable items in the event of theft. Security “escorts” are also available 24 hours a day to all members of the University community.

The Chief of Police is available to discuss complaints or concerns with any student. Police Headquarters (building #30 on the official campus map) is located on the corner of Cedar and Norwood Avenues. The Police Department is open 24 hours a day, seven days a week; however, as with most offices on campus, our normal business hours are Monday through Friday, 8:45 a.m. to 5 p.m.

Furthermore, the Chief of Police is available to discuss complaints or concerns with any member of the University community. Please call 732-571-4444 to schedule an appointment.

We strongly encourage you to read the Campus Security Act Annual Report and the Guide for a Safe Campus, available at Police Headquarters or online at monmouth.edu/mupd under Resources and Downloads. In compliance with federal law, each student is provided with access to, and for their safety should read, this important document. Moreover, additional copies may be obtained at police headquarters or online at monmouth.edu/mupd.

OCEANFIRST BANK CENTER

The OceanFirst Bank Center is a state-of-the-art, 155,000-square-foot building that is the home for Monmouth’s 23 NCAA Division I varsity sport athletes, as well as the general student body.

A destination point for all students, the center has a top-tier fitness center, a four lane bowling center, and a 200-meter, six-lane competitive track. All facilities are open for students, faculty, and staff seeking to challenge their everyday wellness!

The building also houses the University’s Hall of Fame and the University Store, as well as providing meeting and lounge space for students, classes, and small group work spaces.

The arena boasts 4,100 first-class seats for basketball games, concerts, or shows. The center-hung video scoreboard can be lowered to screen movies. The Blue/White Club, which overlooks both the basketball arena and the Monmouth stadium, is a great sightline for alumni, friends, and students.

OFF-CAMPUS AND COMMUTER SERVICES (OCCS)

OCCS is the first place students can go to when they want to begin searching for off-campus housing or if they are trying to find services or programs that will enhance their campus experiences as commuter students. OCCS has a number of resources that will help students understand their rights and responsibilities as tenants. Furthermore, commuter students can access information that will help them get more involved, understand campus policies, locate extracurricular activities, and navigate the campus more effectively. OCCS is located on the second floor of the Rebecca Stafford Student Center in room 202D and is part of the Division of Student Life. For more information, call 732-263-5651, email OCCS@monmouth.edu, or visit the website at: monmouth.edu/commuter.

PUBLICITY

Students and student organizations can receive news and photographic coverage of their events and advice on pre-event publicity. First, student organizations should clear an event with the director of Student Activities. Any contact with newspapers, television, or radio stations by student groups must be made through the appropriate office on campus. Arrangements should be made for news releases at least three weeks before the date of the event.
For assistance with any of the internal or external publicity matters, please contact the Office of Student Activities and Student Center Operations, second floor, Rebecca Stafford Student Center.

REBECCA STAFFORD STUDENT CENTER

The Rebecca Stafford Student Center is a multipurpose union facility for members of the campus community and their guests. Opened in 1973, the 77,500-square-foot center serves students and staff daily through its various facilities, services, and programs. The Student Center is the point at which the cultural, social, and recreational lives of the campus community come together. The student Center houses many student organizations and administrative offices, an ATM, bank office, meeting rooms, lounges, veteran’s lounge and cafeteria.

Anacon Hall

Located in the Rebecca Stafford Student Center, second floor, Anacon Hall is an extremely flexible area and is especially suitable for large social or conference-style gatherings. Available separately or as a unit, this multipurpose area has great potential for creative programming for student organizations. Contact the Office of Conference Services and Special Events for availability.

REGISTRAR

The Office of the Registrar supports the students, faculty, staff and alumni of Monmouth University in all matters pertaining to academic records, including registration, grade reports, transcripts, and academic planning. Our office utilizes a web-based document management system, and much of the business conducted in our office is via electronic forms (e-FORMS) which provides an easy and convenient way to streamline the review and processing of student/advisor requests.

Our office ensures the adherence to the Family Educational Rights and Privacy Act (FERPA). Information on FERPA can be found in the University Policy section of this handbook, as well as in our online Undergraduate and Graduate Catalogs.

The Registrar’s office is located in Room 208, of Wilson Hall, and we are open Monday-Friday from 8:45 a.m. – 5 p.m. Please allow us to assist you by visiting us, or calling 732-571-3477. You may also correspond by email (using your Monmouth email account, please) at registrar@monmouth.edu.

RELIGIOUS SERVICES

Students wishing to speak with a clergy person from the major religious faiths should contact the Division of Student Life for a referral.

RESIDENTIAL LIFE

The Office of Residential Life is committed to developing and maintaining a learning environment that fosters academic and personal growth, community responsibility, and individual respect. The staff is committed to developing a residential living community that supports and enhances the educational mission of the University and promotes students’ intellectual and personal development through programs, activities, and services that reflect the highest standard of college housing organizations regionally.

The Residential Life program at Monmouth University is based on the belief that residence hall living provides a unique opportunity for students to gain a variety of experiences that supplement and complement the formal classroom. It is expected that students actively participate in their community. Furthermore, all students are responsible for maintaining expectations set forth by the Office of Residence Life and the residential community as a whole.

The staff of the Office of Residential Life manages all University-sponsored housing. All Residential Life staff members are considered “University
Officials.” A description of those who work for Residential Life follows:

General Information

A. Area Coordinator (AC) — Each residence hall is managed by a full-time professional area coordinator who lives in a residence hall. Area coordinators are responsible for supervising the daily operations of the residence halls and assisting students in various capacities. The area coordinators supervise the head residents and resident assistants of their buildings.

B. Head Resident Assistant (HRA) — The head resident assistant is a student staff member who serves as both resident assistant and administrative assistant to the area coordinator. In addition to developing his/her own floor community, the head resident assistant works closely with his/her supervisor on hall operations.

C. Resident Assistant — The student will meet his/her resident assistant (RA) upon arrival to campus. An RA is there to listen and refer students to the appropriate offices if they have special concerns, and to report violations of residence hall rules, in addition to having other responsibilities related to Residential Life. Residents should not hesitate to go to an RA if they have any questions about residential life.

For additional information on the Residential Life program at Monmouth University, contact the Office of Residential Life, Pinewood Hall. For an overview of Residential Life Policies, see the Policies section of this handbook.

OFFICE OF SERVICE LEARNING

The Office of Service Learning is part of the Center for Excellence in Teaching and Learning (CETL) that provides students with opportunities to integrate formal classroom study with hands-on experience in non-profits, education and government. Students can apply classroom learning in the field to obtain a greater understanding of course content. For more information, please contact our office at 732-571-4411.

STUDENT ACTIVITIES

The Office of Student Activities and Student Center Operations, located on the second floor of the Rebecca Stafford Student Center, provides a variety of programs and opportunities that are intended to assist in the social, cultural, and intellectual development of our students. The office is responsible for weekend programming, assisting all student organizations in program planning, producing student club and event resources, human relations programming, and encouraging student participation in and advising of clubs and organizations. The office is also responsible for the management of the Student Center, and for advising the Student Activities Board in providing a variety of entertainment and educational activities for the entire campus community.

The office plays a key role in helping students develop their leadership skills. The department provides workshops for our student groups’ leaders to improve their knowledge and skills.

All student clubs and organizations, including fraternities and sororities, are subject to the guidelines and policies of the Office of Student Activities and Student Center Operations.

STUDENT EMPLOYMENT

The Assistant Director of Human Resources for Student Employment oversees all aspects of on-campus and Federal Work Study employment. The Federal Work Study Program comprises on-campus work in University departments and work in non-profit agencies off campus. Monmouth University’s policy on student employment grants preferential hiring status for on-campus employment to students.
eligible for Federal Work Study awards. For additional information, you may refer to the Student Employment website at monmouth.edu/student_employment. On and off campus Federal work study jobs will be posted on Hawks Career Link.

STUDENT LIFE

The Division of Student Life fosters a caring, inclusive community that engages students in the development of personal-wellness, self-efficacy, and integrity. We advance the University’s educational mission through collaborative partnerships, diverse opportunities, and personalized learning experiences to prepare student for future leadership roles.

The Vice President for Student Life is the senior student affairs officer at Monmouth and oversees the Division of Student Life.

Departments within the division include: Central Scheduling, Student Center Operations, Fraternity and Sorority Life, Health Services, Counseling and Psychological Services, Judicial Affairs, Off-Campus and Commuter Services, Residential Life, Student Activities, Conference Services and Special Events, Food Service Operations, Substance Awareness, Transition and Leadership Programs, and Veteran Services.

The office also has responsibility for New Student Orientation, parents’ programs, first-year retention in cooperation with the Retention Implementation Team, the disciplinary process, emergency student loans, and Commencement. The Division of Student Life is located on the second floor of the Rebecca Stafford Student Center.

SUBSTANCE AWARENESS (UNIVERSITY RESOURCES AND PROGRAMS)

Monmouth University has developed a multifaceted response to meet the needs of students who may be at risk for alcohol and other drug problems. Substance awareness programs are coordinated through the Office of Substance Awareness, in collaboration with the other campus departments.

Educational Programs

The Students in Recovery Club has been formed to provide support and socialization to this population. A recovery lounge is available for socialization for students in this population.

Confidential substance abuse assessments, short-term counseling, recommendations, and referrals are available from a licensed clinician. Substance abuse assessments and short-term counseling are provided for violators of the alcohol/drug policy.

The HERO Campaign Club is a group of students who raise awareness of the dangers of drunk driving and promote the use of designated drivers.

Presentations for student organizations, groups, or classes on alcohol and other drug issues are regularly scheduled, as well as hosting outside national speakers.

The Substance Awareness Office also provides pamphlets, schedules for local 12 Step support groups, brochures, videos, books, etc., that focus on a variety of substance awareness topics.

Support services are available for students who are concerned about a family member or friend’s substance abuse or addiction.

Seeking help for a substance abuse problem can be difficult and frightening. The Office of Substance Awareness and the Office of Counseling and Psychological Services have established a list of resources for anyone in need of counseling, treatment, and referral. Students needing such information are encouraged to contact the Substance Awareness Coordinator at 732-263-5804 or the Office of Counseling and Psychological Services at 732-571-7517. All calls are kept confidential. A 24-hour crisis hotline can be reached at 732-923-6999.

The Health Center staff of physicians and nurse practitioners can also assist with
substance abuse concerns, especially if a health problem exists. Visits to the Health Center are confidential. The number is 732-571-3464.

SUMMER SESSIONS

Summer sessions are a great way to maximize opportunities to complete your degree on time or early, reduce course load in a future semester, or create room in your academic planning for electives, internships, and study abroad.

Students work closely with their academic advisor during the spring advising sessions to plan their summer schedule. Five sessions in four-, six-, and twelve-week formats are available to fit in to your busy schedule.

Additionally, if you would like to live on campus during the summer months, housing is available at a discounted rate. For further information on summer programs, please visit monmouth.edu/summer or contact the Office of Undergraduate Admission at 732-571-3456.

TAX CREDITS

Tax payers may be able to claim one or, in some cases, two federal income tax credits for qualified expenses they pay for post-secondary education for themselves and their dependent children. The American Opportunity Tax Credit was enacted by the American Recovery and Reinvestment Act of 2009 and replaces the Hope tax credit. The amount of the tax credit can be up to $2,500 per student and it is intended to help offset the cost of tuition, fees, course related books, and supplies or equipment in the first four years of undergraduate enrollment. The Lifetime Learning Credit covers a broader time frame and range of educational courses; the amount of the tax credit can be up to $2,000 per tax return. The Tuition and Fees Tax Deduction can reduce the amount of income subject to tax by as much as $4,000. Interest paid on qualified student loans may also reduce the amount of income subject to tax by as much as $2,500. Additional information regarding educational tax benefits is available on the University’s Financial Aid website, however you should speak with a professional tax advisor to determine your eligibility and maximize your tax benefits.

Note that each year, no later than January 31, the University will issue each student a 1098-T statement, which will indicate the amount of tuition and fees that were paid.

TRANSITIONS AND LEADERSHIP PROGRAMS

The goal of the Office of Transitions and Leadership Programs is to support the transition needs of first-year students at Monmouth University and to ensure that Monmouth students’ first year of college is both satisfying and exciting. Collaborating with all offices within the Division of Student Life and the Center for Student Success, the Office of Transitions and Leadership Programs will focus on these specific goals: providing a new student orientation program that addresses the academic, social, and personal needs of first-year students; creating dynamic and memorable programming experiences during a student’s first year at Monmouth; developing a sense of first-year class unity as well as a connection to the University; addressing the specific needs of special populations throughout the first year; assisting students in their transition to upper-class status; and conducting ongoing assessment of the services provided to first-year students. Specific programs include the First Year Service Project, the SHADOW program, LIFT: Leadership Institute for First Year Transformation, and Farewell to First Year.

TUTORING AND WRITING SERVICES

Located in the Center for Student Success, Tutoring and Writing Services provides free, personalized academic assistance to all students of the University. Students may be referred by faculty members and advisors or may come voluntarily.
Content-specific tutoring by peer tutors is available in most academic disciplines. Academic coaches offer both one-on-one tutoring sessions and academic skills workshops on strategies for college success, such as organization and time management, note-taking and listening skills, college textbook reading strategies, and test-taking preparation. For more information, please contact Tutoring Services at 732-263-5721 or visit the Tutoring Services website at monmouth.edu/tutoring.

Peer, professional, and faculty writing assistants are available to help students with all stages of the writing process, from the initial drafting of the assignment through the final stages of editing. Writing Services also offers workshops for students seeking assistance with grammar and punctuation skills and documentation styles. For more information, please contact Writing Services at 732-571-7542 or visit the Writing Services website at monmouth.edu/writing.

Supplemental Instruction (SI) is a peer-facilitated academic assistance program designed to help students succeed in traditionally difficult courses. SI sessions are regularly scheduled, informal review sessions that involve collaborative learning activities through which students can clarify course concepts and practice the types of study strategies that will help them truly master the information and skills required by the target course. For more information about SI, please call 732-263-5530 or visit the SI website at: monmouth.edu/si.

UNIVERSITY STORE
The Monmouth University Store located in the OceanFirst Bank Center is a service operation designed to meet the needs of the students, faculty, administrators, and staff. They sell textbooks, tradebooks, school supplies, and other miscellaneous items that are necessary for all classroom activities. In addition, the store sells clothing, cards, electronics, stamps, art supplies, snacks, and health and beauty products. The University Store maintains a website at mubookstore.monmouth.edu or may be reached by phone at 732-571-3453.

VETERAN SERVICES
The Office of Veteran Services is responsible for developing and coordinating a comprehensive program of support and advocacy services for military connected students. The office is located in the Stafford Student Center, second floor, room 202D. The telephone number is 732-263-5258. Additional information is available at the Monmouth University Military Resource Center website at monmouth.edu/military. For more information on veteran’s benefits and the Post 9/11 GI Bill, please refer to the Veteran’s Benefits Administration website at benefits.va.gov/benefits.

WEBSTUDENT AND E-FORMS
See Registrar.
Clubs
Greek Organizations
Publications & Media
Honor Societies

Want to join a club or organization?
Interested in starting your own?
Do you have a question about club and organization procedures and policies?

This section will introduce you to the many clubs and organizations you can be involved in at Monmouth.
AFFILIATION

If you are a student at Monmouth, there is a club, organization, or honor society for you. All fraternities and sororities at Monmouth University must be affiliated with a national Greek organization. Local or other affiliations are not permitted and will not be recognized by the University or the Greek Senate.

CLUBS AND ORGANIZATIONS (Participation)

In order to participate in or hold office in any University club or organization, a student:

1. must be registered for and actively participating in at least 12 University credits per semester
2. must be in good academic standing (minimum 2.0 cumulative GPA; however, some groups may require a higher GPA from their members/officers)
3. may not be under any disciplinary probation

CLUBS AND ORGANIZATIONS (Forming New)

The Office of Student Activities and the Student Government Association are always eager to assist in developing new student groups. Students who are interested in forming a club (special interest, publications/media), sports club, or governmental organization should first come to the Office of Student Activities, located on the second floor of the Rebecca Stafford Student Center. The Office of Student Activities will meet with those students and provide them with all of the information necessary in getting their new club recognized by the SGA. Students who are interested in forming a Greek letter organization should also come to the Office of Fraternity and Sorority Life where they will review the process for bringing a new Greek letter organization to Monmouth University.

CLUBS AND ORGANIZATIONS (General Recognition Guidelines for All Organizations)

In order to maintain University recognition, all clubs and organizations are required to follow general recognition guidelines published annually in the student organization handbook. Some of these recognition requirements include:

- having a faculty/staff advisor
- submitting a roster at the beginning of each semester
- attending leadership and training seminars
- maintaining minimum membership guidelines

All recognized student groups are
required to maintain a membership of at least three people to maintain an active status at the University. If a student organization falls below three members, the organization will be placed on probationary status for the semester. If the organization does not increase membership during that time, they will be considered an inactive organization. Fraternities and sororities should refer to the Fraternity and Sorority Life Office procedures.

** CLUB AND ORGANIZATION FINANCIAL PROCEDURES**

All student clubs, sports clubs, and student organizations must first be recognized by the Student Government Association (SGA) in order to set up a club/organization campus account. Clubs with less than one full semester of recognition are not eligible to apply for an SGA annual budget. After completing a full semester of recognition, newer clubs that require their members to pay fees or dues are not eligible to apply for an annual budget. All student clubs and organizations must have a current membership roster and constitution on file with the Office of Student Activities and the Student Government Association in order to apply for funding, sponsor events, reserve rooms, and make use of University resources (e.g., audio/video equipment). Student club funds may not be used to purchase personal gifts or alcohol. All clubs receiving funding may be subject to SGA audits and summary reports. Please refer to the current SGA budget guidelines distributed at the beginning of each semester for more details.

All requests for payment of event-related services (e.g., food, entertainment, and publicity) must be accompanied by an original receipt, invoice, or contract. All requests for payment of event-related services must be handled by the organization’s advisor. Clubs and organizations that require assistance processing a bill are encouraged to contact the SGA secretary or the Office of Student Activities. Clubs and organizations must contact their advisor or the Office of Student Activities before they commit to the purchase of any club-related items, events, or contracts to ensure they follow appropriate University procedures. Clubs and organizations will be required to complete a Request for Use of University Account Funds and have the appropriate signatures.

**Annual Budgets**

Student groups that are eligible to apply for annual SGA funding will be emailed budget request information during the end of the fall semester from the SGA Director of Budgets. Student groups should review, complete, and submit their budget requests to SGA on or before the deadline indicated in the budget packet. Clubs that are applying for an annual budget are responsible for making sure that their request has been officially received by the SGA secretary.

**Special Event Funding**

Special event funding (SEF) and sport club funding (SCF) are financial resources that are to be used by students and student clubs for a specific program, activity, event, or competition related expense. SEF/SCF may not be used in place of an annual budget. SEF/SCF forms are due at least (30) thirty days in advance and (45) forty-five days in advance for conferences/competitions and travel. Students, clubs, organizations, and sport clubs may pick up SEF/SCF forms from the SGA secretary, located on the second floor of the Student Center.

A complete copy of the club and organization financial procedures is available by contacting the Student Government Association at 732-571-3484.

**RECRUITMENT AND NEW MEMBER PERIOD FOR FRATERNITY AND SORORITY LIFE**

No one may associate with a fraternity or sorority who has not successfully completed or transferred at least
12 college credit hours not including AP credits. To associate with a fraternity or sorority, students must have a 2.75 cumulative grade point average or higher. Some fraternities and sororities require a higher grade point average than the minimum. The student must currently be a full-time registered student at Monmouth University. There are no exceptions. Violations may result in disciplinary action and/or chapter suspension.

All new member programs last a maximum of six weeks. All new members must complete the new member sessions in order to be recognized as a member of the fraternity/sorority community. More specific details regarding these policies and additional requirements can be found in the Fraternity and Sorority Life Handbook.
The student organizations and clubs contained within this list are the only organizations and clubs with official recognition by the University. Any other organization or club not having University recognition is not one that is supported by the University. Any organization or club not having University recognition may not state or infer such recognition by the University or use the University’s name or resources.

**STUDENT GOVERNMENT**
Student Government Association (SGA)

**CLUBS**
5, 6, 7, 8 Dance Club
Accounting Society
Active Minds
American Marketing Association
Artists for Change
Association of Latino Professionals for America
Baseball Club
Black Student Union (BSU)
Blue Hawk Records
Blue Hawk Studio
Boxing Club
Catholic Campus Ministry
Chabad Club
Cheerleading Team
Chemistry Club
Chinese Student Association
Circle K
Club Basketball
College Democrats
College Republicans
Colleges Against Cancer
Community Service Club
Commworks (Communication)
Council for Exceptional Children
Counseling Students Association
CRU
Dance Team
Debate Team
Doctors Without Borders Club
Dungeons and Dragons
Economics and Finance Club
Educational Counseling Student Association
Enactus
eSports Club
Field Hockey
Financial Planning Club
First to Fly
Food Recovery Network
Gender Studies Club
Geographical Info Systems Club (GIS)
Global Service Project
The Guardians
Hero Campaign for Designated Drivers
History and Anthropology Club
Human Resources Student Chapter
Ice Hawks Club
IEEE/ACM
International Club
International Literary Association
Italian Club
Latin American Student Organization
Math Club
Men’s Lacrosse Club
Men’s Soccer Club
Monmouth Cinema Club
Monmouth Gamers United
Monmouth Student Athletes
Advisory Council (MSAAC)
Monmouth University Pep Band
Monmouth University Physician Assistant Student Society (MUPASS)
Monmouth University Professional Nurses Association (MUPNA)
MU Players Club
Music Alliance
Muslim Student Association
National Council of Negro Women (NCNW)
National Student Speech, Language, Hearing Association (NSSLHA)
Next-Generation Science Club
Outdoors Club
Political Science Club
Pre-Dental Club
Pre-Law Club
Pre-Physical Therapy Club
Pre-Veterinary Club
Psychology Club
Public Relations Student Society of America (PRSSA)
Real Estate Club
Residence Hall Association (RHA)
Sea Sharps A Capella Group
Senior Class
Snowriders Club
Social Work Society
Sociology Club
Spanish Club
S.P.E.C.T.R.U.M.
Sports Industry Club
Sports Marketing Club
Student Activities Board (SAB)
Student Alumni Association (SAA)
Students Advocating Girls Education (SAGE)
Students in Recovery
Study Abroad Club
Surf Club
Sustainability Club
Team Monmouth Oral Communications Center
Track & Field Club (MUTFC)
Transfer Student Connection
Veterans’ Association
Women’s Lacrosse Club
Women’s Soccer Club
Women’s Softball Club
Women’s Volleyball Club
Wrestling Fan Club
Youth Activists

FRATERNITY & SORORITY LIFE
Greek Senate

FRATERNITIES
Delta Tau Delta
Lambda Theta Phi
Omega Psi Phi
Phi Kappa Psi
Sigma Pi
Sigma Tau Gamma
Tau Delta Phi

SORORITIES
Alpha Kappa Alpha
Alpha Omicron Pi
Alpha Sigma Tau
Alpha Xi Delta
Chi Upsilon Sigma
Delta Phi Epsilon
Lambda Theta Alpha
Phi Sigma Sigma

PUBLICATIONS AND MEDIA
88.9 WMCX (Campus Radio Station)
Hawk TV
Monmouth Review (Literary & Art Magazine)
The Outlook (Newspaper)
The Verge (Student Online News Portal)

HONOR SOCIETIES
Alpha Epsilon Delta (Health Preprofessional Society)
Alpha Epsilon Rho (Broadcasting)
Alpha Kappa Delta (Sociology)
Alpha Phi Sigma (Criminal Justice)
Alpha Psi Omega (Music & Theatre Arts)
Beta Beta Beta/Chi Eta (Biology)
Beta Gamma Sigma (Business)
Chi Alpha Sigma (Athletics)
Chi Sigma Alpha (Student Affairs)
Chi Sigma Iota-Mu (Psychological Counseling)
Eta Sigma Gamma (Health Studies)
Gamma Kappa Alpha (Italian)
Gamma Sigma Alpha
(Fraternity/Sorority Academic)
Kappa Delta Pi/Nu Tau (Education)
Lambda Alpha (Anthropology)
Lambda Pi Eta (Communication)
Omicron Delta Kappa (Leadership)
Order Of Omega (Fraternity/Sorority Leadership)
Phi Alpha (Social Work)
Phi Alpha Theta/Iota Omicron (History)
Phi Delta Kappa (Education)
Phi Eta Sigma
(Freshman Leadership)
Phi Lambda Upsilon
Pi Sigma Alpha/Iota Lambda (Political Science)
Psi Chi (Psychology)
Rho Lambda (Panhellenic Leadership)
Sigma Delta Pi/Eta Pi (Spanish)
Sigma Tau Delta/Delta Sigma (English)
Sigma Theta Tau (Nursing)
Tau Sigma (Transfer Students)
Upsilon Pi Epsilon (Computing and Information Science)

STUDENT GOVERNMENT

STUDENT GOVERNMENT ASSOCIATION (SGA)
Monmouth University Box: 67
Contacts: Vice President Mary Anne Nagy,
Vaughn Clay/Amanda Klaus
Phone: 732-571-3484

The Student Government Association (SGA) is the governing body of all student clubs and organizations on campus. SGA is directly responsible for the clubs’ annual funding. The student government has many committees serving students’ interests including: academic affairs, events programming, elections/ recruitment, human and community relations, finance, public relations, and student affairs. SGA’s mission at Monmouth University is to promote the welfare of the student body.

CLUBS

5, 6, 7, 8 DANCE CLUB
Monmouth University Box: 52
Contact: Ekaterina Bronshteyn
Phone: 732-263-5824

The purpose and goal of this club is to have a way for those interested in dancing to express their abilities through creative choreography produced by the club members while also having fun.

ACCOUNTING SOCIETY
Monmouth University Box: 38
Contact: Doug Stives
Phone: 732-263-5894

The objectives of the Accounting Society are to foster scientific study and research in the field of accounting, develop sound thinking in accounting theory, and more exact knowledge and definition of accounting principles. Membership in this organization is open to any student of the Monmouth University community who shows interest in our objectives.

ACTIVE MINDS
Monmouth University Box: 55
Contact: Chris McKittrick
Phone: 732-571-7517

The purpose of Active Minds is to increase the awareness of the students, faculty, and staff at Monmouth University about issues surrounding mental health, symptoms related to mental health disorders, mental health resources available both on campus and in the surrounding community; to remove stigma surrounding mental health disorders so that students will feel more comfortable openly discussing mental-health related issues and seeking help when it is needed; promote a general awareness of holistic health by emphasizing care of both body and mind; provide information and activities to reduce stigma and raise mental health awareness; and to provide a forum and build an open environment for all students to speak up about mental health.
**American Marketing Association**

Monmouth University Box: 6  
Contact: Janeth Merkle  
Phone: 732-571-3483

The purpose of the Monmouth University Collegiate Chapter of the American Marketing Association is to foster scientific study and research in the field of marketing; to develop sound thinking in marketing theory and more exact knowledge and definition of marketing principles; to improve the methods and techniques of marketing research; to develop better public understanding and appreciation of marketing problems; to study and discuss legislation and judicial decisions regarding marketing; to improve marketing personnel; to record progress in marketing through the publication of outstanding papers; to encourage and uphold sound, honest practices, and to keep marketing work on a high ethical plane; to promote friendly relations between students, faculty, and business people; and to develop professional and leadership skills.

**Artists for Change**

Monmouth University Box: 20  
Contact: Kimberly Callas  
Phone: 732-263-5275

The purpose of Monmouth University Artists for Change is to appreciate and experience the world of art, to provide a forum to discuss others’ individual ideas and artistic expressions, to provide artists a means to utilize their ability in the real world, and to offer an opportunity for artists to socialize.

**Baseball Club**

Monmouth University Box: 45  
Contact: Thomas McCarthy  
Phone: 732-571-7517

The purpose of Club Baseball is to compete on a high level with other colleges and universities in a safe environment through sportsmanship, leadership, and dedication.

**Black Student Union (BSU)**

Monmouth University Box: 34  
Contact: Mark Hofelder/Claude Taylor  
Phone: 732-263-5399/732-263-5668

BSU provides knowledge of black empowerment, history, culture, current events, and community to all attending students.

**Blue Hawk Records**

Monmouth University  
c/o Office of Student Activities  
Contact: Joe Rapolla  
Phone: 732-263-5214

The purpose of Blue Hawk Records is to work with others motivated and like-minded individuals, as well as experienced industry professionals, for practical and portfolio experience as we dive into the art of music, the structure of business and how to mold artists into market material.

**Blue Hawks Studio**

Monmouth University  
c/o Office of Student Activities  
Contact: George Wurzbach  
Phone: 732-923-4636

The purpose of Blue Hawks Studio is to manage a recording studio for the use of Monmouth University, the Music Department, and Monmouth students; to run a teaching studio where students can develop recording skills; and to teach the business aspects of a recording studio such as booking, maintenance, and expansion.

**Boxing Club**

Monmouth University  
c/o Office of Student Activities  
Contact: Kasey Sanders  
Phone: 732-571-3559

Monmouth University Boxing will act as a collegiate boxing team. The organization will conduct training and practices throughout the year as well as attend competitions as available. The purpose of the organization is to help college students at Monmouth University get into shape and maintain proper health while learning to work on a team.
CATHOLIC CAMPUS MINISTRY
Monmouth University Box: 28
Contact: Anne Plantamura
Phone: 732-571-3461
The Catholic Campus Ministry is a relaxed home atmosphere where all students are able to grow spiritually, meet new friends, and learn more about the Catholic faith. Events include Sunday Mass, bible study, a coffeehouse, retreats, and BBQs.

CHABAD CLUB
Monmouth University Box: 60
Contact: Janis Marcus/Rabbi Yaako Greenberg
Phone: 732-263-5972/732-571-3440
The purpose of the Chabad Club is to offer students a chance to meet Jewish students and build Jewish life; to make a place where students socialize in a comfortable home-like setting with great friends, superb food and stimulating discussions; to create a forum where one can question their faith and not be afraid of judgment, to make partnership between students to help create cutting edge programming, plan social active projects and offer volunteer community opportunities; to be a center for prayer and study, where one can gain a deeper understanding and appreciation of Jewish heritage and to promote the growth, understanding, awareness and appeal of Judaism. The Chabad Club is open to everyone interested.

CHEERLEADING TEAM
Contact: Courtney Ball
Phone: 732-263-5204
The Cheerleading Team exists to provide school spirit at the University. The team works with SGA, athletics, the pep band, and the dance team to support Monmouth University. The cheerleaders perform at all home football games, men’s and women’s home basketball games, and select away and tournament games.

CHEMISTRY CLUB
Monmouth University Box: 19
Contact: Danuta Szwajkajzer/Gregory Moehring
Phone: 732-263-5669/732-263-5350
The purpose of the Chemistry Club is to promote social interaction of students in the sciences, to provide students with an opportunity to experience preparing and presenting technical material before science audiences, and to foster an awareness of the responsibilities and challenges facing modern chemists and other scientists. Anyone interested in chemistry is free to join.

CHINESE STUDENT ASSOCIATION
Monmouth University Box: 37
Contact: Jiacun Wang
Phone: 732-571-4449
The purpose of the Chinese Student Association is to create a closer bond among the Chinese students at Monmouth and Chinese residents in the community. The organization also helps people of other cultures to have a further understanding of Chinese culture. The organization helps Chinese students reach their goals of assimilating into University life, doing well in school, and having recreational activities of interest to them.

CIRCLE K
Monmouth University Box: 48
Contact: Diane Zuchnick/Julius Adekunle
Phone: 732-263-5891/732-571-4478
Circle K is the organization that holds promise of today’s college student becoming tomorrow’s leader. It exists to meet the personal needs of the individual collegian through the qualities of leadership, the rewards of service, and the unique spirit of friendship. Circle K’s potential lies in its ability to positively influence those in our society who are facing ultimate personal decisions, and those who will one day create the vision of mankind for generations to come.

CLUB BASKETBALL
Monmouth University
c/o Office of Student Activities
Contact: Corey Inzana
Phone: 732-263-5327
The purpose of Club Basketball is to allow students play competitive organized basketball against other colleges and universities.
COLLEGE DEMOCRATS
Monmouth University
c/o Office of Student Activities
Contact: Nicholas Mussina
Phone: 732-263-3444

The purpose of College Democrats is to bring together students to promote and discuss political issues and awareness on Monmouth University’s campus; and to involve students in Democratic political circles on the local, state, and federal levels. The College Democrats utilize media resources on campus to engage the Monmouth community in political discussion (i.e. radio, podcasts, debates), and the club engages the Monmouth community in political activism.

COLLEGE REPUBLICANS
Monmouth University
c/o Office of Student Activities
Contact: Shaun Golden
Phone: 732-571-3444

The purpose of the College Republicans is to make known and promote the principles of the Republican Party among members of the campus and community, aid in the election of Republican candidates at all levels of government, encourage and assist in the organization and active functioning of the Republican Party at local, state and national levels, and develop political skills and leadership abilities among students as preparation for future service by them to the Party and Community.

COLLEGES AGAINST CANCER
Monmouth University Box: 46
Contact: Kathleen Stein
Phone: 732-571-4445

Colleges Against Cancer is a nationwide collaboration of college students, faculty, and staff dedicated to eliminating cancer by initiating, volunteering, and supporting programs of the American Cancer Society.

COMMUNITY SERVICE CLUB
Monmouth University Box: 4
Contact: Office of Student Activities
Phone: 732-571-3586

The Community Service Club is a campus organization whose primary purpose is to become involved in ongoing volunteer services, to identify the need for services within the community and provide them, to become involved with local community service events, and to represent the University as a positive force within the community.

COMMWORKS
Monmouth University
c/o Office of Student Activities
Contact: Deanna Shoemaker
Phone: 732-263-5194

CommWorks is dedicated to performance in all its forms as a means to transform, educate, empower, and entertain both performers and audiences. Performing arts shape and reflect our lives and should function as a vehicle for civic dialogue, social change, and communal entertainment. The organization provides opportunities for students to explore and expand performance skills in a wide variety of venues and contexts to address issues of social relevance.

COUNCIL FOR EXCEPTIONAL CHILDREN
Monmouth University Box: 9
Contact: Stacy Lauderdale/Carol McArthur-Amedeo
Phone: 732-263-5216/732-923-4618

The Council for Exceptional Children is an internationally known organization for educators in the field of special education. This local council holds regularly scheduled on-campus meetings in addition to co-sponsoring a yearly Spring Symposium. Its community service projects involve working with and providing assistance to handicapped children.

COUNSELING STUDENTS ASSOCIATION
Monmouth University
c/o Office of Student Activities
Contact: Joanne Jodry
Phone: 732-263-5115

The Counseling Students Association is dedicated to achieving and maintaining a standard of academic excellence, providing enrichment through service and
educational programming, and promoting student networking within and beyond the academic forum.

CRU
Monmouth University Box: 24
Contact: Corey Inzana
Phone: 732-263-5327
The purpose of CRU is to provide students with Christian fellowship, help them grow closer to God and stronger in their faith, and inform them about who God is and how to know Him personally as revealed in the Bible. The group is open to all students with an interest.

DANCE TEAM
Monmouth University Box: 39
Contact: Joanne Nizolek
Phone: 732-571-3415
The Dance Team serves Monmouth University to bring spirit and reassurance to athletic teams, as well as to compete against other teams to satisfy their own competitive standards. The squad performs at competitions, as well as a number of special events such as parades and fraternity and sorority functions.

DEBATE TEAM
Monmouth University Box: 51
Contact: Joe Patten
Phone: 732-263-5742
The Debate Team is a student-run group created to participate in national and regional debate tournaments. Members of the debate team promote education of public policy, while promoting Monmouth University in national and regional debate tournaments.

DOCTORS WITHOUT BORDERS STUDENT CHAPTER AT MONMOUTH UNIVERSITY
Monmouth University Box: 27
Contact: Nikita Burrows
Phone: 732-263-5442
Doctors without Borders at Monmouth University has the mission to collaborate with, raise awareness for, advocate with, provide opportunities to help, and educate students about the work of the national chapter of Doctors without Borders/ Medécins sans Frontières (MSF). Doctors without Borders at Monmouth University is a registered student chapter with MSF, who is an international, independent medical, humanitarian organization that fundraises and deliver emergency aid to people affected by situations including but not limited to: armed conflicts, epidemics, natural disasters, and exclusion from healthcare.

DUNGEONS AND DRAGONS CLUB
Monmouth University
c/o Office of Student Activities
Contact: Patrick O’Halloran
Phone: 732-571-7530
The Dungeons and Dragons Club teaches members the fundamentals of Dungeons and Dragons, provides a space to promote creativity and socialization among members, and offers resources to members to run their own campaigns and games in a safe space.

ECONOMICS AND FINANCE CLUB
Monmouth University Box: 10
Contact: Robert Scott
Phone: 732-263-5532
The purpose of the Economics and Finance Club is to combine similar interests of economics and finance through various activities, such as guest speakers, field trips, projects, course work, tutoring, and social activities. The club affords the student body various opportunities to explore issues concerning the nation’s economy and financial markets.

EDUCATIONAL COUNSELING STUDENT ASSOCIATION
Monmouth University Box:
c/o Office of Student Activities
Contact: Kathleen Grant
Phone: 732-263-5660
The purpose of the ECSA is to promote understanding of a broad range of educational counseling issues for graduate students enrolled in the educational counseling program at Monmouth University in the School of Education. The association may do this by sponsoring educational events, organizing social gatherings, raising funds, establishing a
collection of research, assessment, and curriculum materials.

ENACTUS
Monmouth University Box: 63
Contact: Janeth Merkle
Phone: 732-571-3423

The mission of this organization is to provide members the best opportunity to make a difference and develop leadership, teamwork and communication skills through learning, practicing, and teaching the principles of free enterprise. Enactus focuses on improving the quality of life and standard of living for members of its community through educating others about the five Enactus education topics: market economics, success skills, entrepreneurship, financial literacy, and business ethics.

eSPORTS CLUB
Monmouth University
c/o Office of Student Activities
Contact: Katie Gatto
Phone: 732-571-5361

The eSports Club was created to recognize and identify the skills of the competitive gaming community within the student body, to capitalize on the growing field of collegiate eSports, and to recognize the participants of this field as varsity athletes.

FINANCIAL PLANNING CLUB
Monmouth University Box: 49
Contact: Jeffrey Christakos
Phone: 732-263-5312

The mission of the Financial Planning Club is to connect students who are interested in learning more about or exploring career options in financial planning and to create and execute workshops and programs that help students learn and understand personal financial planning. The organization will provide students with educational programs, such as speakers, workshops, trips, and other informational activities. The FPC does not provide professional financial advice, but provides an outlet for students to learn more about a career in financial planning and gain a better understanding for basic financial literacy.

FIRST TO FLY: FIRST GENERATION STUDENTS AT MONMOUTH UNIVERSITY (F2F)
Monmouth University
c/o Office of Student Activities
Contact: Claude Taylor
Phone: 732-263-5668

The purpose of First to Fly is to provide students with a support system and to help them become involved on campus by joining various groups or organizations that are of interest to them, and to help students utilize provided resources to take advantage of mentoring programs and departments/programs designed to assist in becoming a successful college student. The club encourages students communicating their experiences by sharing their thoughts and feelings with peers in hopes that it will help students’ long-term transition to college life.

FOOD RECOVERY NETWORK
Monmouth University
c/o Office of Student Activities
Contact: Heidi Bludau
Phone: 732-571-4479

The purpose of the Food Recovery Network is to reduce food waste at the University, help feed those in need in the local community using food surpluses, and to provide and support a service learning and co-curricular experience.

GENDER STUDIES CLUB
Monmouth University Box: 11
Contact: Lisa Dinella/Lisa Iannucci
Phone: 732-263-5304/732-571-7560

The purpose of the Gender Studies Club is to promote gender equality among Monmouth University and the surrounding communities; to promote an understanding of how gender inequality intersects with other forms of inequality such as race, class and sexuality; to communicate, understand, and attempt to find resolutions for the issues of gender injustice and these related forms of inequality for all members of society; to facilitate an open and stereotype-free atmosphere where every type of person will feel welcome regardless of gender, sexuality, race, ability, age or national
origin; to organize events related to these themes.

**GEOGRAPHICAL INFORMATION SYSTEMS CLUB (GIS CLUB)**

Monmouth University  
c/o Office of Student Activities  
Contact: Geoffrey Fouad  
Phone: 732-263-5153

The GIS Club creates opportunities for club members to showcase GIS skills and fosters collaborations and community service work. The club gives members an opportunity to participate in GIS competitions and for practical and realistic experience in related professions.

**GLOBAL SERVICE PROJECT**

Monmouth University Box: 16  
Contact: Ken Mitchell/Kevin Dooley  
Phone: 732-263-5893/732-571-4474

The purpose of Global Service Project is to help Monmouth University students become more aware of global issues and to enable students to study abroad for internships. Membership is open to all currently enrolled full-time students of any major or minor.

**THE GUARDIANS**

Monmouth University  
c/o Office of Student Activities  
Contact: Nicholas Sewitch  
Phone: 732-571-4440

The objectives of The Guardians shall be to explore topics of interest, expose students to careers and practitioners, and understand the qualifications necessary to obtain jobs all within the fields of criminal justice and homeland security. The Guardians shall also strengthen the relationship between the criminal justice and homeland security majors.

**HERO CAMPAIGN FOR DESIGNATED DRIVERS**

Monmouth University  
c/o Office of Student Activities  
Contact: Chris McKittrick  
Phone: 732-571-7517

The purpose of the HERO Campaign Club is to promote the use of designated drivers on campus and in our local community, raise awareness and knowledge of drunk driving throughout the Monmouth University community, and emphasize the role of safety and personal responsibility.

**HISTORY AND ANTHROPOLOGY CLUB**

Monmouth University Box: 31  
Contact: Melissa Ziobro  
Phone: 732-263-5107

The purpose of the club is to promote fellowship among anthropology and history majors. The society welcomes all Monmouth students to participate in lectures and activities that stimulate interest in the various ethnic cultures that exist both on and off campus.

**HUMAN RESOURCES STUDENT CHAPTER**

Monmouth University Box: 53  
Contact: Ellen Reilly  
Phone: 732-571-3594

The purpose of the Monmouth University Human Resources Student Chapter is to teach members about human resources as well as many other related business topics, provide members with networking opportunities, explore careers in human resources, broaden overall business perspectives, and help members gain increased visibility and leadership skills.

**ICE HAWKS CLUB**

Monmouth University  
c/o Office of Student Activities  
Contact: Michael Phillips-Anderson  
Phone: 732-263-5357

The Ice Hawks Club provides a means by which students can participate in playing ice hockey at the club level against other institutions of higher learning. Membership includes full-time students at the undergraduate and graduate levels. Participants will be selected after a series of tryouts, to be held one month prior to the start of the season. The team as a whole (players and coaches) will adhere to the guidelines set forth by USA Hockey game officials.
INSTITUTE OF ELECTRICAL AND ELECTRONIC ENGINEERS/ASSOCIATION OF COMPUTING MACHINERY (IEEE/ACM)

Monmouth University
c/o Office of Student Activities
Contact: Jamie Kretsch
Phone: 732- 571-4456

Institute of Electrical and Electronic Engineers/Association of Computing Machinery at Monmouth University is a student branch of the international IEEE and ACM organizations. Monmouth University IEEE/ACM is dedicated to fostering technical innovation and professional development in the area of electronics and electrical engineering. We are the future of software, innovation, and technical management that want to see exciting technology happen now. Our goal on campus is to provide the out of classroom support necessary to make these dreams a reality. Additionally, Monmouth University IEEE/ACM Student Chapter works to link the Software Engineering, Computer Science, and Information Technology faculty and students to advance learning opportunities.

INTERNATIONAL CLUB

Monmouth University Box: 12
Contact: Corey Inzana
Phone: 732-263-5327

Monmouth University currently enrolls approximately 100 undergraduate and graduate students representing more than twenty countries. The International Club has traditionally been active in promoting international student life on campus and in the surrounding community. Club membership is open to all Monmouth students (regardless of national origin). Students new to Monmouth are encouraged to attend biweekly meetings and semester activities. The International Club assists new students with orientation to the campus and with the cultural/social life in the United States.

INTERNATIONAL LITERACY ASSOCIATION MONMOUTH UNIVERSITY COUNCIL

Monmouth University Box: 21
Contact: Dr. Kenneth Kunz
Phone: 732-571-4417

The purpose of the ILA is to provide an opportunity for undergraduate and graduate students to become part of the leading advocacy group for worldwide literacy, to facilitate literacy connections with Monmouth University’s greater community, to foster lifelong reading, and to reach out and support literacy development initiatives for children of any age.

ITALIAN CLUB

Monmouth University Box: 13
Contact: Maria Simonelli
Phone: 732-263-5612

The Italian Club was established to promote the growth, understanding, awareness, and appeal for Italian culture. It also provides support and opportunities for the co-curricular experience at Monmouth. Anyone interested in the Italian culture is welcome to join.

LATIN AMERICAN STUDENT ORGANIZATION

Monmouth University Box: 23
Contact: Manuel Chavez
Phone: 732-265-5738

LASO encourages and initiates relationships between Hispanic and non-Hispanic students through multicultural awareness, promotes the need for pursuing a higher education within minority communities, and allows a forum in which potential members can work toward common goals. The organization’s goals are to be recognized as fundamental leaders in the University community, serve in numerous ways, and reach out to members of all communities, especially to those of Latin and minority backgrounds, advocating that there is strength in numbers.

MATH CLUB

Monmouth University Box: 47
Contact: Emanuel Palsu-Andriescu
Phone: 732-571-3524

The Math Club seeks to bring more awareness to the math major and math
department at Monmouth University. It is a student run organization that relies on the student’s participation and input to stay in effect. Fundraisers and gatherings are held to bring together the group and draw in new members. The club extends invitations to numerous guest speakers to articulate the effects of math in everyday life and give examples of careers that are math related or include some kind of math.

**MEN’S LACROSSE CLUB**
Monmouth University  
c/o Office of Student Activities  
Contact: Robert Panasuk  
Phone: 732-571-3415

The Men’s Lacrosse Club is open to all students interested in practicing and playing lacrosse competitively against other colleges’ men’s club lacrosse teams. Usually, organizational meetings are held in the fall and winter. Practices and competitions will be held in the spring.

**MEN’S SOCCER CLUB**
Monmouth University Box: 36  
Contact: Robert Panasuk  
Phone: 732-571-3415

The purpose of the Men’s Soccer Club is to have soccer practices and games throughout the semester, to allow students who used to play to continue playing this sport, to help students build team spirit, to help students get in shape in a fun way and to compete with other schools at a club level.

**MONMOUTH CINEMA CLUB**
Monmouth University  
c/o Office of Student Activities  
Contact: Matthew Lawrence  
Phone: 732-263-5554

The purpose of Monmouth Cinema Club is to view and discuss classic and contemporary movies, to foster a community of people who want to be movie lovers, and to offer an opportunity to gather a community if one has an idea for a film that they wish to make.

**MONMOUTH GAMERS UNITED**
Monmouth University  
c/o Office of Student Activities  
Contact: Sarah Rizzo  
Phone: 732-923-4537

The purpose of the Monmouth Gamers United Club is to encourage socialization of Monmouth students through the common interest of video games, board games, and card games, to promote campus wide gaming tournaments and to organize club trips to local gaming conventions.

**MONMOUTH STUDENT ATHLETES ADVISORY COUNCIL (MSAAC)**
Contact: Emily Howard  
Phone: 732-571-3668

**MONMOUTH UNIVERSITY PEP BAND**
Monmouth University Box: 40  
Contact: Jeffrey Cook  
Phone: 732-263-5136

Membership in the Monmouth University Pep Band is open to all registered Monmouth students. Members must be in good academic standing. The Pep Band works hand-in-hand with the Department of Music and Theatre Arts, the Athletics Department, Student Government, and the Cheerleading Squad, in its efforts to promote and support the activities and events sponsored at Monmouth University.

**MONMOUTH UNIVERSITY PHYSICIANS ASSISTANT STUDENT SOCIETY (MUPASS)**
Monmouth University  
c/o Office of Student Activities  
Contact: Stephanie Lynch  
Phone: 732-923-4586

The purpose of MUPASS is to serve as the official organization for the students of the Monmouth University Physician Assistant Program to promote academic achievement and clinical excellence and to promote the physician assistant as a member of the health care delivery team.
MONMOUTH UNIVERSITY PROFESSIONAL NURSES ASSOCIATION (MUPNA)

Monmouth University
c/o Office of Student Activities
Contact: Beth Gough/Barbara Paskewich/Mary Nasta
Phone: 732-571-3693/732-571-3694/732-263-5301

The purpose of the MUPNA is to contribute to nursing education and help to provide for the highest quality of healthcare; to aid in the development of nurses' professional role and their responsibility for the healthcare of people in all walks of life; to provide programs representative of fundamental and current professional interests and concerns; to promote awareness and involvement in nursing education; to act as a liaison between nursing faculty, administration, student government, and nursing students; and to provide an online means of communication for the nursing community at Monmouth University.

MU PLAYERS CLUB

Monmouth University Box: 59
Contact: Sheri Anderson
Phone: 732-263-5471

The purpose of MU Players Club is to enhance the talent and skills of students in a friendly theater environment.

MUSIC ALLIANCE

Monmouth University Box: 64
Contact: George Wurzbach
Phone: 732-923-4636

The Music Alliance has the mission to create a community of musicians and likeminded individuals where the common goal is to develop and promote each artist whom may become a part of our Alliance to the best of our combined abilities.

MUSLIM STUDENT ASSOCIATION

Monmouth University Box: 56
Contact: Golam Mathbor
Phone: 732-263-5523

The Muslim Student Association was established to facilitate the practice of Islam and to encourage and enhance friendship and cooperation among Muslim students. The group also cultivates a positive image of Islam and Muslims in the University community.

NATIONAL COUNCIL OF NEGRO WOMEN (NCNW)

Monmouth University Box: 43
Contact: Nicolle Parsons-Pollard
Phone: 732-571-3550

The National Council of Negro Women's purpose shall be to foster a wide student interest and participation in activities by providing leadership, programs, and services. Any student of the Monmouth University community is welcome to become a member.

NATIONAL STUDENT SPEECH, LANGUAGE, HEARING ASSOCIATION (NSSLHA)

Monmouth University
c/o Office of Student Activities
Contact: Dr. Elizabeth Mlawski
Phone: 732-923-4616

The purpose of the Chapter is to aid the students of Monmouth University by providing support to encourage professional interest among college university students in the study of human communication sciences and disorders, provide continuity to the dissemination of professional information, and to provide a vehicle for student representation in matters of professional concern.

NEXT-GENERATION SCIENCE CLUB

Monmouth University
c/o Office of Student Activities
Contact: Jonathan Ouellet
Phone: 732-263-5134

The purpose of the Next-Generation Science Club is to promote the growth, understanding, awareness, and appeal for scientific research, especially with regard to biology, chemistry, health, medicine, and technology. We raise awareness for different scientific career paths and students learn more about recent advances in scholarly research. We support and collaborate with other
related on-campus organizations; invite innovative researchers and prominent individuals from the scientific community to present at Monmouth; organize trips to see applications of science and technology in industry or academia; and organize fundraisers to support events, programs and conference attendance.

OUTDOORS CLUB
Monmouth University Box: 61
Contact: William Reynolds/Kris Kacandes
Phone: 908-601-2736/732-571-3467

The purpose of the Outdoors Club is to promote the growth, understanding, awareness, and appeal of nature through the various activities we sponsor. Activities may include hiking, rafting, camping, surfing, and more.

POLITICAL SCIENCE CLUB
Monmouth University Box: 17
Contact: Joseph Patten
Phone: 732-263-5742

Events include monthly coffee hours where students, faculty, and staff engage in discussion and debate local, national, and international politics. Guest lectures, films, campus-wide activities, fundraisers, voter registration drives, and debates between candidates for state and national elections are other programs the club is developing.

PRE-DENTAL CLUB
Monmouth University Box: 30
Contact: Bernadette Dunphy
Phone: 732-571-4415

The purpose of the Pre-Dental Club is to provide a forum for education about dental school and the application process; to provide a support group for those who are interested in exploring dental school as a form of continuing education and dentistry in general; to create networking opportunities amongst dental school faculty and club members; to provide volunteer and service opportunities to help the greater community.

PRE-LAW CLUB
Monmouth University Box: 5
Contact: Randall Abate
Phone: 732-571-3641

The purpose of the Pre-Law Club is to discuss and gain knowledge of the law and its professions, to familiarize students with the law school application process and what law school entails, and to provide the general population with a better understanding and appreciation of the law.

PRE-PHYSICAL THERAPY CLUB
C/o Office of Student Activities
Contact: Bernadette Dunphy
Phone: 732-571-4415

Pre-PT Club welcomes students interested in the profession of physical therapy and helps them with preparing to go into any post Bachelor's Physical Therapy programs.

PRE-VETERINARY CLUB
Monmouth University Box: C/o Office of Student Activities
Contact: Kathy Maloney
Phone: 732-263-5645

The Pre-Veterinary Club purpose is to create a community of students who plan on attending veterinary school after their graduation from Monmouth University. It will prepare students with information on the application process, prerequisite courses, and volunteer experience needed for veterinary professional schools.

PSYCHOLOGY CLUB
Monmouth University Box: 33
Contact: Dr. Lindsay Mehrkam
Phone: 732-263-5114

The Psychology Club’s members are dedicated to the service of the student body, the Department of Psychology, the University, and the community at large. We are dedicated to achieving and maintaining a standard of academic excellence, providing enrichment through service and educational programming, and promoting the advancement of student participation and achievement within and beyond the academic forum.
PUBLIC RELATIONS STUDENT SOCIETY OF AMERICA (PRSSA)
Monmouth University Box: 29
Contact: Alexis Nulle/Mary Harris
Phone: 732-263-5761/732-571-4425

The objectives of PRSSA are to encourage the understanding of current theories and procedures in the practice of public relations, to provide students of public relations with the opportunity to become acquainted not only with their peers but with professional practitioners as well, to encourage students to adhere to the highest ideals and principles of the practice of public relations, and to instill in them a professional attitude.

REAL ESTATE CLUB
Monmouth University Box: 67
Contact: Peter Reinhart
Phone: 732-571-3660

The Real Estate Club promotes the growth, understanding, awareness and appeal for buying, selling, leasing, managing properties, and habitable assets. The club also provides and supports the co-curricular experience at Monmouth University, offers an opportunity for practical and realistic experience in related professions, and enriches students with extensive networking opportunities.

RESIDENCE HALL ASSOCIATION (RHA)
Monmouth University Box: 2
Contact: Nina Dacey/Nick Maneto
Phone: 732-263-6014/732-263-6013

The purpose of the RHA is to represent the resident students of Monmouth University to the administration and to communicate and cooperate with the Office of Residential Life. The RHA assists in the planning, promotion, and execution of programs held for individual halls, buildings, areas, or for all resident students in general.

SEA SHARPS A CAPELLA GROUP
Monmouth University Box: 65
Contact: Dr. Pedram Daneshgar
Phone: 732-923-4784

The purpose of Sea Sharps is to give members of the student body an outlet to perform a cappella music at concerts and to compete in a cappella competitions.

SENIOR CLASS
Monmouth University
c/o Office of Student Activities
Contact: Amy Bellina/Megan McGowan
Phone: 732-571-3586/732-923-4713

The Senior Class strives to make sure that the seniors of Monmouth University make their last year their best one yet. By organizing activities such as the Senior Class gift fundraiser and Senior Week, the organization finds creative activities for their class to enjoy throughout the year.

SNOWRIDERS CLUB
Monmouth University Box: 8
Contact: Bernadette Dunphy/Robert Carsey
Phone: 732-571-4415/732-263-5171

The Snowriders Club is open to all Monmouth students who are academically in good standing. The Snowriders plan skiing and snowboarding trips and hold meetings on a regular basis during the course of each semester.

SOCIAL WORK SOCIETY
Monmouth University Box: 3
Contact: Cory Cummings/Sanjana Ragudaran
Phone: 732-571-5372/732-923-4596

The Social Work Society welcomes all social work majors. This organization allows for informal contributions to the policy-making process of the School of Social Work. Student suggestions have been utilized in broadening the content of some courses. The Social Work Society has a dual focus of service to those in need and the enhancement of professional education.

SOCIOLOGY CLUB
Monmouth University Box: 25
Contact: Jennifer McGovern/Johanna Foster
Phone: 732-923-4658/732-263-5440

The purpose of the Sociology Club is to encourage individuals to educate themselves and others about sociological issues within society, to sponsor
sociological discussions about topics of interest relating to society and its structural components, to provide a forum to hold discussion for students interested in sociological issues, and to offer Monmouth University students ways in which to utilize their sociological education and awareness to the benefit of others both on and off campus.

SPANISH CLUB
Monmouth University Box: 57
Contact: Mirta Barrea-Marlys
Phone: 732-263-5493

The purpose of the Spanish Club is to increase Monmouth University’s awareness of the Hispanic culture by putting together a variety of events to promote student involvement, to become involved with the surrounding Hispanic community through community service, and to provide opportunities for both language and social development for Spanish majors and minors.

S.P.E.C.T.R.U.M.
SEXUALITY, PRIDE, EDUCATION, COMMUNITY, TRUTH, RESPECT, AND UNITY AT MONMOUTH
Monmouth University Box: 14
Contact: Dr. Sasha Canan
Phone: 732-571-3519

The purpose of SPECTRUM is to create and promote awareness for the lesbian, gay, bisexual, trans* and queer/questioning community within Monmouth. To provide an open and safe atmosphere for students on campus, share ideas among one another, offer an opportunity for social contacts, supply resources to the LBGTQ community regarding health, well-being, and support, and educate each other and members of the campus community on issues of importance regarding LGBTQ equality.

SPORTS INDUSTRY CLUB
Monmouth University
c/o Office of Student Activities
Contact: Matt Harmon/Joseph Mosca
Phone: 732-263-5272/732-571-3495

The Sports Industry Club promotes the growth, insight, experience and appeal for students interested in the sports specific opportunities within the fields of Management, Communication, Administration, Facilities, and more. The club presents an opportunity for realistic and practical experience in sports professions and provides networking opportunities through career events for students interested in the sports fields.

SPORTS MARKETING CLUB
Monmouth University Box: 14
Contact: Jon Cascone
Phone: 732-263-5187

The mission of the Sport Marketing Club is to promote student participation in the recreational activities on campus, host events, and instill school spirit. The club also offers students interested in the Sport Marketing field an opportunity to network with each other and learn of potential career opportunities.

STUDENT ACTIVITIES BOARD (SAB)
Monmouth University Box: 68
Contact: Lindsay Smith
Phone: 732-571-3586

SAB is the events-planning board of Monmouth University. SAB provides entertainment for the entire student body. All students are welcome to help plan and promote movies, concerts, comedians, special events, lectures, novelty acts, trips, and multicultural events. SAB works with professional performers to provide a wide variety of entertainment.

STUDENT ALUMNI ASSOCIATION (SAA)
Monmouth University Box: 7
Contact: Laura MacDonald
Phone: 732-571-3489

SAA is a service organization encouraged by the Office of Alumni Affairs to provide a link between current students and alumni through a structured format of activities and events. SAA holds regular meetings each semester and can be found on the Monmouth University website.
STUDENTS ADVOCATING GIRLS EDUCATION (SAGE)
c/o Office of Student Activities
Contact: Rekha Datta
Phone: 732-571-4438

The purpose of SAGE is to promote and protect the right of women and girls nationally and internationally, to have access to education and opportunities, provide an opportunity for students to work at educating, and supporting the need for education for girls worldwide. Raise awareness about gender based discrimination, violence against women, and how education can help society combat such issues.

STUDENTS IN RECOVERY
c/o Office of Student Activities
Contact: Suanne Schaad
Phone: 732-263-5804

The purpose of Students in Recovery is to provide a safe, substance free environment within the University community for students in recovery and those that support recovery. The group offers support for students who are in recovery, support recovery and/or are questioning their need for recovery from substance abuse, mental illness, eating disorders and other related issues.

STUDY ABROAD CLUB
Monmouth University Box: 42
Contact: Janet Dustman
Phone: 732-263-5326

The Study Abroad Club is an organization set up to promote growth, understanding, awareness, and appeal for studying abroad while in college, for those who are interested in studying abroad or traveling, as well as for those who have returned from or have been involved with studying abroad or traveling.

SURF CLUB
c/o Office of Student Activities
Contact: Matthew Harmon
Phone: 732-263-5272

The purpose of the Surf Club is to create a fun and safe environment for all people with a passion for surfing and body boarding where they can interact with one another and develop their skills, to promote growth and enjoyment of the healthy wholesome sports of surfing and body boarding by encouraging new participants and new spectators.

SUSTAINABILITY CLUB
Monmouth University
c/o Office of Student Activities
Contact: Randall Abate/Scott Jeffrey
Phone: 732-571-3641/732-263-5519

The Sustainability Club assists members in learning more about the benefits of sustainability, participates in and assists with activities on the Monmouth campus that will make the university more sustainable, and reaches out to members of the local and state community who are involved in sustainability and helps get that message out. The club gives students the chance to meet with other individuals who share an interest in sustainability.

TEAM MONMOUTH ORAL COMMUNICATIONS CENTER
Monmouth University Box: 58
Contact: Lorna Schmidt/Michael Phillips-Anderson
Phone: 732-263-5356/732-263-5357

In accordance with both the University and Communication Department missions, the Mission of the Monmouth Oral Communication Center (MOCC) acts as an expert oral communication resource to students, faculty, staff, the University community, and external publics. The center endeavors to provide a nurturing communication environment which fosters confidence and improvement in oral communicators. TEAM MOCC is the student-run management organization of the center.

TRACK AND FIELD CLUB (MUTFC)
c/o Office of Student Activities
Contact: TBD
Phone: 732-571-3586

The Monmouth University Track and Field Club (MUTFC) was established to provide every member with the opportunity to access a network of runners, jumpers, and throwers in order to achieve personal and group goals of the sport. MUTFC
will serve as a platform for members to achieve a greater fitness level given the appropriate tools and guidance, as well as to promote fundraising for various charities.

TRANSFER STUDENT CONNECTION

Monmouth University Box: 50  
Contact: Erica Garofalo  
Phone: 732-571-3539

The purpose of the Transfer Student Connection is to provide assistance for an adjustment in education and surroundings at Monmouth University. They also provide a comfortable and engaging environment for transfer students to create new relationships amongst their peers and advisors and offer a mentorship program to connect transfer students with fellow Monmouth transfer students from around their town or previous school. Membership is open to all interested students.

VETERANS' ASSOCIATION

Monmouth University Box: 54  
Contacts: Michael Callahan  
Phone: 732-263-5258

The purpose of the Veterans’ Association is to promote growth, understanding, awareness, and charity for all veterans attending Monmouth University. The club raises awareness among the members of the MU community of the contributions veterans have, can, and will make. The club also supports the co-curricular experience at Monmouth University.

WOMEN’S LACROSSE CLUB

c/o Office of Student Activities  
Contact: Bill Kamenel  
Phone: 732-571-5275

The purpose of the Women’s Lacrosse Club is to give students the opportunity to play lacrosse at a competitive level. The Lacrosse Club allows leadership opportunities and focuses on the concept of students working together.

WOMEN’S SOCCER CLUB

Monmouth University Box: 44  
Contact: Robert Panasuk  
Phone: 732-571-3415

The purpose of the Women’s Soccer Club is to have soccer practices and games throughout the semester, to allow students who used to play to continue playing the sport, to help students build team spirit, to help students get in shape in a fun way and to compete with other schools at a club level.

WOMEN’S SOFTBALL CLUB

c/o Office of Student Activities  
Contact: Megan Jones  
Phone: 732-571-3465

The purpose of the Women’s Softball Club is to promote interest, understanding, and appeal for the game of softball among students; to enrich and evolve the experience of Monmouth University students within recreational sports and co-curricular activities; to teach and enhance skills within sportsmanship, teamwork, and leadership, along with physical skills relevant to the sport of softball.

WOMEN’S VOLLEYBALL CLUB

c/o Office of Student Activities  
Contact: Jeremy Lackman  
Phone: 732-571-3680

The purpose of the Women’s Volleyball Club is to play volleyball year-round and more often; to offer an opportunity to learn the rules and technique of volleyball; and to provide and support activity in Monmouth University’s campus community.

WRESTLING CLUB

Monmouth University  
c/o Office of Student Activities  
Contact: Maureen Slendorn  
Phone: 732-571-3540

The purpose of Monmouth Wrestling is to help Monmouth University students get involved around campus and live a healthy lifestyle, to help young students gain experience in sport wrestling and help them compete against other students with the same level of experience and to help Monmouth University create a diverse environment through various on-campus clubs. The club is focused on creating better men and women through various practices and general meetings.
YOUTH ACTIVISTS

c/o Office of Student Activities
Contact: Randall Abate/Sanjana Ragudaren
Phone: 732-571-3641/732-923-4596

The purpose of Youth Activists is to promote the awareness and understanding of current issues that exist in our society; to motivate and ignite passion within members of the campus community to support change; and to encourage a “power of the people” mentality where students feel a sense of belonging and purpose within Monmouth University, the surrounding communities, and the world at large.

FRATERNITY AND SORORITY LIFE

Fraternities and sororities at Monmouth University provide a robust experience focused on personal growth, professional development, scholastic achievement, community service, philanthropic giving, and social enrichment. The community is served by the Office of Fraternity and Sorority Life, which provides advisement, educational resources, and establishes processes and procedures for all recognized fraternities and sororities. The office is committed to developing a safe community of members who are engaged and prioritize fellowship and wellness.

Contact: Tara Fuller, Director
Phone: 732-263-5319

For a list of fraternities and sororities no longer recognized by or not affiliated with Monmouth University, please go to the Office of Fraternity and Sorority Life’s website at monmouth.edu/fraternity-and-sorority-life/.

GREEK SENATE

Monmouth University Box: 66
Contact: Tara Fuller
Phone: 732-263-5319

The Greek Senate is the governing body for all social, values-centered fraternities and sororities on campus. Its purpose is to discuss, adopt, and carry out procedures necessary for the general welfare of the fraternal community. The Senate instills the principles of sisterhood and brotherhood among the membership and within each fraternity and sorority chapter. Greek Senate has the power to direct and assist member organizations with social, philanthropic, and educational activities. This governing body works under the advisement of the Office of Fraternity and Sorority Life and in cooperation with inter/national headquarters for the recognized chapters on campus. The Greek Senate seeks to foster unity among the fraternal community. In addition to the Greek Senate, there are three additional councils that assist in governing the community. They include the Interfraternity Council (IFC), Multicultural Greek Council (MGC), and Panhellenic Council (PHC). Each of these councils have a respective Executive Board and focuses on planning programs and advocating on behalf of their member groups.

FRATERNITIES

DELTA TAU DELTA

Monmouth University Box: 106
Council: IFC

Delta Tau Delta, the Delts or DTD, has a national partnership with JDRF, Juvenile Diabetes Research Foundation. DTD has been a brotherhood for over 150 years and prides itself on helping members “redefine fraternity” on campus. Since 1858, the Fraternity has spread to nearly 200 campuses, with more than 130 active chapters and colonies comprised of roughly 8,000 students. More than 165,000 men have joined the brotherhood of Delta Tau Delta since its founding. The recent colonization involved 44 founding members.

LAMBDA THETA PHI
LATIN FRATERNITY INC.

Monmouth University Box: 114
Council: MGC

Lambda Theta Phi is a non-profit social fraternity in the United States. It was founded on December 1, 1975 as a Latino Fraternity in the U.S. at Kean College in Union, New Jersey. It emphasizes Latin unity and the celebration of the Latin culture. Although Lambda Theta Phi is Latino by tradition, membership is open to all college males. The organization
strives to make an impact on not just undergraduate students, but also their surrounding community at large, through positive social actions. Lambda Theta Phi’s goals are to promote scholarship, Latin unity, respect for all cultures and brotherhood.

OMEGA PSI PHI FRATERNITY INC.
Monmouth University Box: 101
Council: MGC
Omega Psi Phi Fraternity, Inc. is the first international fraternal organization founded on the campus of a historically black college at Howard University located in Washington, D.C. “Friendship is essential to the soul,” was selected as the motto. Manhood, Scholarship, Perseverance and Uplift were adopted as Cardinal Principles. The founders selected and attracted men of similar ideals and characteristics.

PHI KAPPA PSI
Monmouth University Box: 108
Council: IFC
The Phi Kappa Psi fraternity is a men’s social organization established in 1852 to focus on strengthening the values of its members while focusing on service, leadership, scholarship, and brotherhood. Membership in Phi Kappa Psi is based upon character, scholastic achievement, service, and involvement on campus and throughout the community.

SIGMA PI
Monmouth University Box: 110
Council: IFC
Membership in the Sigma Pi fraternity is a lifelong experience. From the first moments of associate membership to the Adytum on high, a member of Sigma Pi holds and maintains a unique idea of brotherhood. Sigma Pi at Monmouth is one of the fastest growing organizations on campus. Their success can be attributed to the social and community activities the organization has contributed to and sponsored. If you would like to be part of this organization, feel free to contact any brother.

SIGMA TAU GAMMA
Monmouth University Box: 111
Council: IFC
Sigma Tau Gamma received its charter in April of 2005. Sigma Tau Gamma was founded with the understanding that all men are social creatures and friendships made in college days are lasting ones. Members believe that a social fraternity must be dedicated to the highest ideals of manhood and brotherhood; to congeniality, the development of good personal characteristics, and social poise; to good scholarship, mature thinking, and action; to good citizenship, democratic principles, and acceptance of responsibility; and to loyalty and service to college, community, country, and Fraternity.

TAU DELTA PHI
Monmouth University Box: 112
Council: IFC
Tau Delta Phi Fraternity develops a brotherhood of exemplary leaders whose character and reputation earn respect and uncommon admiration. Tau Delta Phi’s ritual is the guiding light which leads our men toward success. Tau Delta Phi Fraternity is a commitment that encourages academic excellence, fosters good moral decisions, and enhances the ideals of brotherhood through the holistic development of its undergraduate and alumni members. Our relationship with our campus partners and society affords us the opportunity to discover men of character and develop the standard of tomorrow’s leaders.
SORORITIES

ALPHA KAPPA ALPHA SORORITY, INC.
Monmouth University Box: 100
Council: MGC

Alpha Kappa Alpha Sorority, Inc. began as a vision of nine college students on the campus of Howard University in 1908. It is the oldest Greek-lettered organization established by African-American college-educated women. The sorority has grown into a union of over 250,000 college-trained women who are bound by a powerful mystique, a real moving factor in the lives of students in more than 400 institutions of higher learning; it is one of the most solvent corporations in the world today. Its membership is comprised of distinguished women who boast excellent academic records, proven leadership skills, and are involved in the global community through advocacy and service. AKA has dedicated itself to improving the quality of life for citizens worldwide and promoting peace.

ALPHA OMICRON PI
Monmouth University Box: 102
Council: PHC

The values on which AOII was founded help lead us in the decisions we make and the behaviors we exhibit in our daily lives. We are inspired to promote the values of simplicity, integrity, circumspection, tolerance, generosity, personal dignity, and love. Our lives are to be living symbols of these values that we hold in common. They enable us to go with character and confidence into the world around us, confidently knowing AOII is ours, offering friendships and opportunities throughout our lifetime.

ALPHA SIGMA TAU
Monmouth University Box: 103
Council: PHC

“Strength is in the bond.” These words hold special meaning to each and every sister of Alpha Sigma Tau. Sisters know they can depend on each other throughout life’s twists and turns. With this strength to draw from, sisters feel confident in all their endeavors. Alpha Sigma Tau participates in a variety of campus activities including Greek Week, formals, and social service projects. Through sharing experiences, older sisters help new sisters grow and become involved on campus.

ALPHA XI DELTA
Monmouth University Box: 104
Council: PHC

Alpha Xi Delta has a rich 116-year history beginning at Lombard College in Galesburg, Illinois. Alpha Xi Delta’s flower is the pink rose; colors are light blue, dark blue, and gold, which are often referred to as double blue and gold; and mascot is a teddy bear named BetXi Bear. Alpha Xi Delta’s philanthropy is Autism Speaks and they help raise awareness and funds by participating in various Walk Now for Autism Speaks events across the country, and holding their annual Amazing Challenge events. Alpha Xi Delta is guided by the vision of inspiring women to realize their potential.

CHI UPSILON SIGMA NATIONAL LATIN SORORITY INC.
Monmouth University Box: 113
Council: PHC

Chi Upsilon Sigma National Latin Sorority, Inc. has been in existence since April 29, 1980. The founders had the desire to create an organization to promote leadership amongst the Latino community. It was their desire to create a sisterhood – a place away from home in which the members could feel the strong sense of family, which is such a force in the Latino culture.

DELTA PHI EPSILON
Monmouth University Box: 105
Council: PHC

Delta Phi Epsilon is a social, international sorority with chapters in the United States and Canada. D-Phi-E has been in existence for over 90 years. The chapter at Monmouth University is Delta Omega, which has been active since 1967. D-Phi-E was founded at New York University Law School on March 17, 1917. The colors of Delta Phi Epsilon are pure gold and royal purple, and the mascot
is the unicorn. D-Phi-E contributes to such philanthropies as anorexia nervosa awareness and prevention and related diseases, as well as cystic fibrosis. They pride themselves on their unity as a sorority and their uniqueness as individuals.

**LAMBDA THETA ALPHA, LATIN SORORITY INC.**

Monmouth University Box: 107
Council: PHC

Lambda Theta Alpha, Latin Sorority, Inc., began in 1975 and became incorporated in 1979. This academic and service sorority opened the Tau chapter at Monmouth in Spring 1994. Lambda Theta Alpha serves as a support system for the ladies of the organization and is devoted to helping and volunteering in the community. A sorority based on heritage, LTA takes great pride in their sisters’ various cultures and welcomes women of any nationality. With their burgundy and gray colors, Lambda Theta Alpha continues its growth at Monmouth University with unity, love, and respect.

**PHI SIGMA SIGMA**

Monmouth University Box: 109
Council: PHC

Phi Sigma Sigma is a national sorority founded in 1913. At Monmouth, the chapter participates in many annual events including Greek Week and homecoming. They hold an annual mother/daughter brunch that both sisters and mothers enjoy, and perform service projects in the local community. It’s hard not to have fun as a member of Phi Sigma Sigma!

**PUBLICATIONS AND MEDIA**

**88.9 WMCX (RADIO STATION)**

Monmouth University
Plangere Center Rm. 244
Contact: Aaron Furgason
Phone: 732-263-5254

88.9 WMCX-FM, located in the Plangere Center, is a student-run radio station. It has 1,000 watts of power and transmits over a 35-mile radius. Its goal is to train students for future broadcasting careers. Music programming includes rock n’ roll, alternative, metal, reggae, dance, soul, and R&B. WMCX-FM also features regular newscasts, talk shows, sporting events, and special interviews. Its staff is very diversified, coming from various fields of study, and is dedicated to making the station successful.

**HAWK TV (TELEVISION)**

Monmouth University
Plangere Center Rm. 139
Contacts: Donna Dolphin/Robert Scott
Phone: 732-571-4428/732-571-4430

Membership in HAWK TV is open to all registered Monmouth students. HAWK TV’s purpose is to provide a medium that encourages and promotes responsible, creative broadcasting, and to therefore foster the advancement of television education at Monmouth University. HAWK TV is located in the Plangere Center.

**MONMOUTH REVIEW (LITERARY & ART MAGAZINE)**

Contact: Mike Richison/Michael Walters
Phone: 732-263-5637/732-263-5896

The *Monmouth Review* is the University’s official magazine for creativity in writing, art, and graphic design. Edited and produced by students since 1957, the *Monmouth Review* publishes poetry, short fiction, art, and photography created by Monmouth University students, staff, administrators, and alumni. In addition to publishing the magazine, the *Monmouth Review* sponsors on- and off-campus speakers, and promotes literary and artistic expression. All students are invited to contribute their works and talents.

**THE OUTLOOK (NEWSPAPER)**

Monmouth University
Plangere Center Rm. 240
Contact: John Morano
Phone: 732-571-4424

*The Outlook* is the student newspaper of Monmouth University. It has been student-run since 1933. It is published weekly, with staff meetings held every
Wednesday at 3 p.m. The office is located in the Plangere Center. The Outlook covers all the news, sports, entertainment, and opinions on campus. The Outlook has received national awards from Columbia University for news coverage and layout. The newspaper is open to all students, regardless of major or experience.

**THE VERGE (ONLINE NEWS PORTAL)**

Monmouth University Box: 18  
Contact: Richard Cox  
Phone: 732-571-4429

The purpose of The Verge Student News Portal is to provide the Monmouth University community with information concerning issues in and around the University and to serve as a forum for expression of the ideas of its audience, to provide experience for students interested in journalism, communication, and other tech and multimedia reports; and to grant campus recognition of the achievements of students, faculty, and student organizations.

**HONOR SOCIETIES**

**ALPHA EPSILON DELTA (HEALTH PREPROFESSIONAL SOCIETY)**

Contact: Dr. Bernadette Dunphy  
Phone: 732-571-4415

**ALPHA EPSILON RHO (BROADCASTING)**

c/o Communication Dept.,  
Monmouth University  
Contact: Dr. Chad Dell  
Phone: 732-263-5192

AERho is the National Broadcasting Honor Society. Candidates must be second semester freshmen, maintain a minimum 2.5 GPA overall and a minimum 3.0 GPA in communications. All applicants must have completed six credits in communications.

**ALPHA KAPPA DELTA (SOCIODEMOCRACY)**

Contact: Dr. Joanna Foster  
Phone: 732-263-5440

**ALPHA PHI SIGMA (CRIMINAL JUSTICE)**

c/o Criminal Justice Dept.,  
Monmouth University  
Contact: Michele Grillo  
Phone: 732-263-5650

Alpha Phi Sigma is the National Criminal Justice honor society. The members of Alpha Phi Sigma provide leadership for the criminal justice profession by promoting academic excellence through the recognition of scholarship; by assisting in the development of professional and personal leadership among students and practitioners; by providing opportunities for service to the community and the profession; and by encouraging greater communication among member chapters and the entire criminal justice profession.

**ALPHA PSI OMEGA (MUSIC AND THEATRE ARTS)**

Contact: Sheri Anderson  
Phone: 732-263-5471

Founded at Fairmont State University in 1925 by Professor Paul F. Ott, Alpha Psi Omega is the National Theatre Honor Society. Alpha Psi Omega recognizes students’ active contribution to collegiate theatre. Qualification for membership is based on records supplied by the theatre staff and/or advisors. (source: alphapsiomega.org)

**BETA BETA BETA/CHI ETA (BIOLOGY)**

Monmouth University Box: 50  
Contact: Dr. Cathryn Kubera  
Phone: 732-263-5587

Monmouth University has an active chapter of Beta Beta Beta, the national Biology Honor Society. To be eligible as a regular member, the following requirements must be met: 1. Student must be a biology major; 2. Student must have completed three semesters of college-level biology; 3. Student
must have a 3.2 GPA or higher in his/her biology courses. Students must remain in good academic standing. Another category of membership exists for students who have not yet met the requirements for membership (or have majors other than biology). This is known as “associate membership,” and students must demonstrate an interest in biology and be in good academic standing. The club has sponsored speakers in various biology-related careers and performed various community service tasks, such as food drives and helping in nursing homes. Members have taken science-related trips and have undertaken various fundraising activities. Many members are involved in scientific research.

**BETA GAMMA SIGMA (BUSINESS)**

c/o Leon Hess Business School, Monmouth University  
Contact: Janeth Merkle  
Phone: 732-571-3483

Beta Gamma Sigma is the honor society for undergraduate and graduate scholars in business programs accredited by AACSB International. Membership is by invitation only. Students are normally invited for membership if they are in the top 10 percent of their class as juniors or seniors, or in the top 20 percent as graduate students.

**CHI ALPHA SIGMA (ATHLETICS)**

c/o Athletics, Monmouth University  
Contact: Tom Bieber  
Phone: 732-571-7573

Chi Alpha Sigma is a nonprofit organization established to recognize college student-athletes who earn a varsity letter in at least one sport while maintaining a 3.4 or higher cumulative GPA throughout their junior and senior years. To recognize outstanding academic achievement by intercollegiate varsity letter winners. To encourage good citizenship, moral character, and friendship among the high academic achievers in college athletics. To recognize and honor the individual athlete, his/her team, sport, athletic department, and college or university. To mentor and to provide leadership to other athletes.

**CHI SIGMA ALPHA, STUDENT AFFAIRS HONOR SOCIETY INTERNATIONAL (SPEECH PATHOLOGY, EDUCATIONAL COUNSELING AND LEADERSHIP)**

Contact: Kathleen Givney  
Phone: 973-263-5640

Chi Sigma Alpha is professional honor society for those graduate students seeking a career in higher education administration. The Nu Chapter of Chi Sigma Alpha selects the top 20% of student affairs and college counseling students each semester. Chi Sigma Alpha was founded in 2002 at Virginia Polytechnic Institute and State University in Blacksburg. The motto of Chi Sigma Alpha is Ut Provocem Et Adiuvem, which means “That I May Challenge and Support.”

**CHI SIGMA IOTA-MU UPSILON OMEGA CHAPTER (EDUCATION)**

C/o Department of Psychological Counseling and Department of Educational Leadership, School Counseling, and Special Education  
Contacts: Dr. Joanne Jodry/ Dr. Alyson Pompeo-Fargnol  
Phone: 732-263-5115/732-571-7507

Chi Sigma Iota is an international honor society for counseling. Students are eligible to become members when they have completed at least one semester of full-time study (9 credit hours) and have a grade point average of 3.5 or above. Monmouth University’s chapter of Chi Sigma Iota is called Mu Upsilon Omega. To join, or for more information about CSI, please visit the CSI website at csi-net.org.

**ETA SIGMA GAMMA (HEALTH STUDIES AND HEALTH PROMOTION)**

Contact: Professor Kiameesha Evans, MPH, MCHES  
Phone: 732-263-5852

Eta Sigma Gamma is the national honorary for health education. Eta Sigma Gamma’s mission is to promote the health education discipline by elevating the standards, ideals, competence, and ethics of professionally prepared individuals.
CLUBS AND ORGANIZATIONS

through teaching/education, service and research. For more information, please visit [http://etasigmagamma.org/](http://etasigmagamma.org/) and email esg@monmouth.edu for information about upcoming meetings.

**GAMMA KAPPA ALPHA**
(ITALIAN)

c/o Foreign Language Studies
Contact: Dr. Maria G. Simonelli
Phone: 732-263-5612

The members of Gamma Kappa Alpha, the National Italian Honor Society, pledge to uphold and further the Italian language and culture. The initials signify "Knowledge and Virtue," two attributes that they will strive to maintain throughout their lives. They pledge to stay true to their dreams and never stray from their belief, and carry forth the traditions that have made Italians great.

**GAMMA SIGMA ALPHA**
(FRATERNITY/SORORITY ACADEMIC)

Contact: TBD
Phone: 732-571-3586

The Zeta Lambda Chapter of Gamma Sigma Alpha was established in the spring of 2002. Gamma Sigma Alpha National Greek Academic Honor Society was founded to promote intellectual interaction between Greek students and the academic community. The purpose of the society is to promote the advancement of education among Greeks; to instill a greater spirit of cooperation among Greek students and organizations; and to encourage excellence in scholarship. Fraternity and sorority members in their junior or senior year who have at least a 3.5 cumulative grade point average or have earned a 3.5 during a semester in their junior or senior year are eligible to apply.

**KAPPA DELTA PI/NU TAU**
(EDUCATION)

c/o Education Dept.
Contact: Professor Mary Brennan/
Dr. Alex Romagnoli
Phone: 732-263-5292/732-263-5541

Kappa Delta Pi is an international honor society in education that provides leadership experience, service projects, professional growth, and fellowship. The purpose of Kappa Delta Pi is to promote excellence in education. KDP invites into its membership undergraduates who exhibit the ideals of scholarship, high personal standards, and promise in the field of teaching. All initiates must have completed 70 credits, with at least 12 semester hours of professional education courses completed or in progress. Students must maintain an overall GPA of 3.2 or better.

**LAMBDA ALPHA**
(ANTHROPOLOGY)

c/o History & Anthropology Dept.
Contact: Professor Brooke Nappi
Phone: 732-571-3610

Lambda Alpha is the national honor society for anthropology. Its requirements are 12 credits in history and a 3.2 GPA. Lambda Alpha is dedicated to promoting the study of anthropology. The name Lambda Alpha is composed of the initial letters of the Greek words Logos Anthropou, meaning “The Study of Humans.” Monmouth University’s chapter, Alpha of New Jersey, was the first in the state. The national organization offers a variety of competitive scholarships.

**LAMBDA PI ETA**
(COMMUNICATION)

Contact: Dr. Rebecca Sanford
Phone: 732-263-5533

**OMICRON DELTA KAPPA**
(LEADERSHIP)

Contact: Tashir Hempton
Phone: 732-571-3586

Omicron Delta Kappa is a national leadership honor society that recognizes and encourages achievement in scholarships, athletics, campus and community service, social and religious activities, campus government, journalism, speech, mass media, and creative and performing arts. Qualifications for membership are exemplary character or community life, superior scholarship, genuine fellowship, and commitment to democratic ideals. Candidates must have completed 57 credits. Applicants of junior status must have at least a 3.2 cumulative GPA.
GPA. Senior status must have at least a 3.3 cumulative GPA.

**ORDER OF OMEGA**
(FRATERNITY/SORORITY LEADERSHIP)

c/o Office of Student Activities
Contact: TBD
Phone: 732-571-3586

The Order of Omega is a national honor society that recognizes fraternity and sorority members who excel in scholarship, leadership, and service. Students are required to have a minimum GPA, which is determined each academic year and must be juniors or seniors to apply for membership. Membership applications are accepted each semester.

**PHI ALPHA** (SOCIAL WORK)
c/o MSW program, School of Social Work, Monmouth University
Contact: Dr. Sung-Ju Kim
Phone: 732-263-5536

A national social work honor society, Phi Alpha's motto, “through knowledge – the challenge to serve” demonstrates its commitment to fostering high standards of education for social work students. Students who have attained excellence in scholarship and academic achievement are invited to join.

**PHI ALPHA THETA/IOTA OMICRON** (HISTORY)
c/o History and Anthropology Dept., Monmouth University
Contact: Dr. Ashleigh Dean
Phone: 732-263-5423

Phi Alpha Theta is a history honor society. Its requirements for undergraduates are senior standing and a minimum 3.2 GPA and for graduate students is 18 credits and a 3.7 grade point average or better.

**PHI DELTA KAPPA** (EDUCATION)
c/o Curriculum and Instruction Dept., Monmouth University
Contact: TBD
Phone: 732-263-5191

Phi Delta Kappa is an international professional fraternity of men and women in education. The membership is composed of recognized leaders in the profession and graduate students whose leadership potential has been identified. Members include classroom teachers, school administrators, college and university professors, and educational specialists of many types. Graduate students may be elected to membership, provided that such students are definitely preparing for a life career in educational service, or have been in residence any time during the fiscal year in which membership is proposed, and have completed or are currently taking 15 semester hours of graduate courses at an accredited institution.

**PHI ETA SIGMA**
(FRESHMAN LEADERSHIP)

Contact: Dr. Golam Mathbor
Phone: 732-263-5523

Phi Eta Sigma is an honor society for freshmen with a grade point average of 3.5 or better. Its goals are to keep students thinking about their academics.

**PHI LAMBA UPSILON**

Contact: Dr. William Schreiber
Phone: 732-571-4443

**PI SIGMA ALPHA/IOTA LAMBDA** (POLITICAL SCIENCE)
c/o Political Science Dept., Monmouth University Box: 17
Contact: Dr. Stephen Chapman
Phone: 732-571-4481

Pi Sigma Alpha is the Political Science Honor Society. The requirements for Pi Sigma Alpha are: no fewer than 12 political science credits, with at least 9 credits taken at Monmouth University; a minimum 3.0 GPA in political science; and a minimum 2.75 overall GPA. Applications are online. A $30 initiation fee is required by the national society.

**PSI CHI** (PSYCHOLOGY)

Monmouth University Box: 32
Contact: Dr. Lindsay Mehrkam
Phone: 732-263-5144

Psi Chi is the national honor society for psychology majors. Qualifications are an overall GPA of 3.0 and 3.0 in psychology. The organization engages in various fundraisers to support local, national,
and international communities. Psi Chi provides a number of events for all who wish to learn more about psychology in a social and relaxing atmosphere.

**RHO LAMBDA**  
(PANHELLENIC LEADERSHIP)

Contact: TBD  
Phone: 732-571-3586

The Zeta Xi chapter of Rho Lambda, the International Panhellenic Leadership Recognition Society, was founded at Monmouth University in the spring of 2001. The purpose of Rho Lambda is to honor those women within the Panhellenic community who have exhibited the highest qualities of leadership and service to Panhellenic and their sorority. They are women who have furthered the ideals and principles of the Panhellenic system through their years of sorority affiliation. They must be junior or senior status with cumulative GPA of 2.5 and two full semesters in their chapter.

**SIGMA DELTA PI/ETA PI**  
(SPANISH)

c/o Dept. of World Languages and Cultures  
Contact: Dr. Priscilla Gac-Artigas  
Phone: 732-571-3406

Sigma Delta Pi is a national honor society recognizing academic excellence in the study of the Spanish language and in the study of the literature and the culture of the Spanish-speaking people. The society is also to honor those who strive to make the Hispanic contributions to modern culture better known to English-speaking peoples. To be eligible as a regular member, the following requirements must be met: must have studied at least three college years of Spanish or the equivalent (including at least three semester hours of a third-year course in literature) with a minimum grade point average of 3.0 or higher in Spanish; and a cumulative GPA of 3.2.

**SIGMA TAU DELTA/DELTA SIGMA**  
(ENGLISH)

c/o English Dept., Monmouth University  
Contact: Cortney Werner  
Phone: 732-571-3608

Sigma Tau Delta is the international English Honor Society. Its Monmouth University chapter, known officially as the Delta Sigma chapter, was founded in 1983. It seeks to confer distinction, to promote interest in literature and the English language, to foster the discipline of literary studies, to promote good citizenship, and to exhibit high standards of academic excellence. Through its activities on and off campus, it encourages comradery and professional development among its members, as well as service to the University and local communities. Although membership in Sigma Tau Delta is offered to English majors who have demonstrated superior achievement in both general academics and in literary studies, the society's activities are open to all University students.

**SIGMA THETA TAU (NURSING)**

c/o Nursing Dept., Monmouth University  
Contacts: Professor Mary Nasta/  
Professor Joan Raso  
Phone: 732-263-5301/732-923-4670

Sigma Theta Tau is the international honor society for nursing. The purpose of the organization is to recognize superior achievement in scholarship and leadership, and to strengthen the ideals of the nursing profession. Qualifications are a GPA of 3.5 or higher. Undergraduate students must have completed one-half of their courses to apply. Graduate students are eligible to apply after they complete 12 graduate credits in the MSN or DNP program.

**TAU SIGMA (TRANSFER STUDENTS)**

Contact: Transfer & Undeclared Services  
Phone: 732-571-3588  
Email: transferservices@monmouth.edu

The Tau Sigma Honors Society recognizes and promotes the academic excellence and involvement of transfer students. Candidacy for membership in the Monmouth University chapter of Tau Sigma requires: completion of at least one year at a prior institution & at least a 3.5 grade point average or placed in the top 20% of all incoming transfer students during the first term at Monmouth University.
UPSILON PI EPSILON
(COMPUTING AND
INFORMATION SCIENCE)

Contact: Janice Rohn
Phone: 732-571-4452
Looking for policies related to sexual misconduct, alcohol, etc?

Want to learn about housing at Monmouth?

Do you have a question about the student code of conduct?

This section will provide you with current information regarding Monmouth University’s policies and procedures.

University Policies (Alphabetical)  p. 73
Residential Life Policies          p. 131
Student Code of Conduct          p. 136
ACADEMIC POLICIES
For information regarding academic policies, undergraduate students should refer to the online 2019-2020 Undergraduate Catalog. For information regarding academic policies, graduate students should refer to the online 2019-2020 Graduate Catalog. Both the Undergraduate and Graduate Catalogs are available at catalog@monmouth.edu.

ADVERTISING AND SOLICITATION POLICIES
The soliciting of advertisements or space in a student publication other than the University newspaper and the radio station must be referred to the Vice President for Student Life.

Use of any bulletin boards or authorized advertising space does not constitute an endorsement or guarantee of any product, service, or information by Monmouth University. All advertisements hung in campus buildings must be approved by the Office of Student Life. The Office of Residential Life must approve all posters, leaflets, or announcements to be placed in the residence halls.

No posting or solicitation shall be placed on or in any vehicle on campus. No posting shall be done to any trees, street lamps, poles, signs, building exteriors, or other objects on the campus.

ADVERTISING OF ALCOHOL
No advertising will be allowed for any and all off-campus events featuring the consumption or purchasing of alcohol. This includes but is not limited to parties at homes, bar nights, club socials at bars, etc. No fliers or advertising of any kind by a bar or by student organizations sponsoring an off-campus “Bar Night” may be placed or distributed in residence halls, put on cars, or placed any other location on campus. Violators are subject to fine and/or disciplinary action.

On-Campus Events With Alcoholic Beverages
Advertising must adhere to the guidelines established in the Campus Advertising Policy, with this exception:

- No advertising or other publicity for an on-campus event at which alcohol will be served shall be distributed or posted until after a University Alcohol Permit has been granted. There shall be no advertising or other publicity for such events distributed or posted off-campus.

SOLICITING/CANVASSING
1. All groups (students and off-campus) wishing to solicit/canvass on campus must register through the Office of Student Activities and Student Center Operations to approve or disapprove the request, in consultation with appropriate University personnel, when necessary. If it is disapproved, an appeal may be made in writing to the Vice President for Student Life and Leadership Engagement. Final decisions will be based on appropriateness and availability of space in the Student Center or campus.
2. Solicitation is defined as the selling or distribution of a product, service, or information (e.g., leaflets, surveys, petitions) or as the collection of monies unrelated to college business. All bake sales and raffles by student groups must be authorized by the Office of Student Activities.

3. Permission to solicit does not constitute an endorsement or guarantee of any product, service, or information by Monmouth University.

4. Any use of the Monmouth University name, either directly or indirectly, must be approved by the President of the University. Contact the Office of Student Life for assistance.

5. The seal of the University may never be used for solicitation or canvassing purposes.

6. A table reservation form must be filled out at least two weeks in advance with the student activities office. The table will be reserved on the first floor of the Student Center. The space is limited and is subject to availability.

Exceptions may be considered for solicitation in other areas on an individual basis. Normal times are Monday through Friday, 9 a.m. to 3 p.m. Exceptions may be granted by the student activities office in conjunction with the Vice President for Student Life.

**Soliciting and Commercial Enterprises**

No general soliciting or canvassing is permitted in the residence halls. The presence of unauthorized persons soliciting any kind of product, service, or merchandise or attempting to collect money for such should be reported immediately to the Monmouth University Police, residence hall staff, and the Associate Vice President for Student Life. Also, any person who approaches a student with the intent to use that student in any intended solicitation should also be reported immediately. The latter often occurs over the telephone. The solicitation for sale and/or delivery of alcoholic beverages in, to, on, or around residence hall premises and buildings is prohibited. This includes such by both students and any retail or wholesale distributor, whether on residence hall premises or off campus (e.g., by telephone). State law and local ordinances prohibit the use of student residence hall rooms for commercial purposes. Students are to use their rooms for living purposes only. The use of a University or residence hall address, or the use of a residence hall room, for the purpose of conducting any commercial enterprise or the listing of such a business address is prohibited by both law and University policy.

**Student Center Posting Policy**

The Monmouth University Student Center is considered the “living room” of the campus. It is used by and for the Monmouth University community to host lectures, workshops, meetings, and events. It is also a place where people gather to eat, socialize, study, and relax. The Student Center maintains this balance by presenting an environment that is friendly and inviting, one that celebrates the University’s diversity of culture and ideas through positive expressions. Since the Student Center is one of the main “resource” locations on campus, it is important that any advertisements posted in the Student Center meet certain guidelines. The following regulations detail the Student Center’s policies for posting advertisements in the building.

1. All advertisements must be approved and posted by the Office of Student Activities and Student Center Operations or the Office of Student Life Monday through Friday, 8:45 a.m. to 5 p.m.

   Any items not stamped or hung by the Student Center staff will be removed.

2. Materials posted cannot exceed 18 inches x 24 inches.
3. The Student Center staff will post all advertisements. Advertisements dropped off at the Student Activities office will be posted in the Student Center within 24 hours. Also, the Student Center staff will be responsible for removing all advertisements.

4. Advertisements can hang for up to two weeks or until the occurrence of the event, whichever is first.

5. There will be separate bulletin boards for different categories of advertisements including:
   - (4) Student club/organization or campus-sponsored events and meetings.
   - (2) Housing issues (e.g., roommate wanted, room for rent, etc.).
   - (1) Items for sale and help wanted.
   - (1) Off-campus events.
   - (1) Miscellaneous ads (e.g., LSAT, GMAT, educational trips, etc.).

6. Posting is NOT permitted on the exterior of the Student Center or on or around the glass exterior of the Student Center doors, unless pre-approved by the Office of Student Activities.

7. There will be no posting of alcohol-related events, obscenities, slanderous material, or material containing racist or sexist statements. This would include, but not be limited to advertisements which show/promote nudity, violence, racism, sexism, etc.

8. There will be no posting of notices or fliers that support or endorse candidates for political office.

9. Use of any bulletin board or authorized advertising space in the Student Center does not constitute an endorsement or guarantee of any product, service, or information by the Student Center or Monmouth University.

10. Table tents must be approved by the Office of Student Activities. Please contact the office in advance for guidelines for the table tents.

ALCOHOLIC BEVERAGES POLICY

The Division of Student Life at Monmouth University is committed to the educational and social growth of students within the University’s community. On campus, students and their guests interact through a variety of programs and activities. The purpose of these events is to promote a healthy social experience on campus. The misuse and abuse of alcohol in whatever form is inconsistent with this purpose. The University encourages and supports students who abstain from the use of alcoholic beverages. It acknowledges that we live in a social environment which establishes by law a minimum age for the use of alcohol (21). Monmouth University does permit the consumption of alcohol on campus provided the guidelines established by the University, and departments within, are followed.

This policy has been established to regulate the use of alcohol on Monmouth University property or in University-owned or -sponsored housing and to promote the responsible conduct of Monmouth University students and others with regard to such use. In addition, Monmouth University students are expected to follow the laws of the state of New Jersey off campus as well involving the use of alcoholic beverages. Students violating local and state alcoholic regulations off campus will be disciplined under the Student Code of Conduct. We recognize the need for order and regulation in this process and will not
tolerate disruptive behavior or conduct that infringes upon the rights of those who wish
to pursue their academic interests as responsible members of this community. The specific
ramifications of violating this policy are outlined and specifically noted in the University's
Student Code of Conduct.

The Basics

A. New Jersey State Law

1. No one under 21 years of age may purchase, possess, or consume
   alcoholic beverages.

2. Transportation of open alcoholic beverage containers in any kind of vehicle on or off
   campus is a violation of state law. The transportation of alcoholic beverages by
   persons under 21 on campus is strictly prohibited. No person, regardless of age,
   may consume alcoholic beverages in public areas of the campus unless specifically
   approved by the Office of the Vice President for Student Life.

3. The attorney general has defined public areas as including residence hall entrances
   and lobbies, lounges, hallways and stairwells, or common grounds of a college or
   university to which the general public by specific or implied invitation has access,
   and in which an individual could have no expectation of privacy.

4. The sale or distribution of alcoholic beverages to persons under the legal drinking age
   is a serious criminal offense. Individuals can be held both criminally and civilly liable
   for the injury or death of any person resulting, either directly or indirectly, from the
   distribution of alcoholic beverages by them to a person under the legal drinking age.

B. Definition of Alcohol

1. This policy has been designed to ensure a uniform application and understanding.
   The definition of “alcoholic beverage” is to be interpreted in the broadest sense.
   Therefore, alcohol and alcoholic beverages are defined as any beverage which has
   an alcohol content. This would include but not be limited to all forms of beer, wine,
   wine coolers, and distilled spirits.

C. Health Risks

The health risks most commonly associated with the use of alcoholic beverages are
described below:

Whether in the form of beer, wine, or liquor, alcohol is a mind-altering chemical, which
has effects similar to barbiturates and narcotics. Alcohol acts as a depressant to the
central nervous system. In small amounts, alcohol can produce mild relaxation and
a feeling of well-being. In large amounts, alcohol can cause intoxication, sedation,
unconsciousness, or death.

Hangovers are probably the best known sign of too much alcohol in the body. They are
caused by the body’s reaction to the toxic, or poisonous, effects of alcohol. Often those
effects can occur at very low levels of drinking.

Liver - 95% of all alcohol is metabolized by the liver. Because clearing alcohol out of
the body is a “priority,” the other functions of the liver, such as regulating blood glucose
levels, are slowed down.

Stomach - Alcohol causes a surge in the flow of digestive acids, which can irritate the
stomach lining. Nausea and vomiting frequently occur, while regular, heavy drinking can
cause ulcers and chronic stomach problems.
Nervous System - Alcohol suppresses almost every function causing problems such as slurred speech, coordination, loss of balance, and memory loss.

Heart - Alcohol makes the heart work harder and less efficiently. Long-term heavy drinking is associated with heart muscle disease, irregular heartbeats, and an increased risk of coronary artery disease.

Other Heart Problems - Heavy, prolonged or excessive drinking can lead to malnutrition, cancer, psychological problems, miscarriages, possible birth defects, and infertility in women, as well as impotency and sterility in men.

D. University Resources and Programs

Monmouth University has developed a multifaceted response to meet the needs of students who may be at risk for alcohol and other drug problems. Substance awareness programs are coordinated through the Office of Substance Awareness, in collaboration with the Office of Counseling and Psychological Services, Health Services, Judicial Affairs, Athletics, Residential Life, and Student Activities.

Drug and alcohol counseling, treatment, or rehabilitation programs available to students:

- Confidential substance abuse assessments, short-term counseling, recommendations, and referrals are available from a licensed clinician.

- The Health Center staff of physicians and nurse practitioners can also assist with substance abuse concerns, especially if a health problem exists. Visits to the Health Center are confidential. The number is 732-571-3464.

Educational Programs and Courses targeted at preventing drug and alcohol abuse:

- The HERO Campaign Committee is a group of students and employees who raise awareness of the dangers of drunk driving and promote the use of designated drivers.

- Monmouth provides an online alcohol education program for students.

- Substance abuse assessments are provided for violators of the alcohol/drug policy or any student requesting services.

- Presentations for student organizations, groups, or classes on alcohol and other drug issues are regularly scheduled, as well as hosting outside national speakers.

- The Substance Awareness Resource Center, located in the Health Center, contains pamphlets, schedules for 12 Step Meetings, brochures, videos, books, etc., that focus on a variety of substance awareness topics.

- Alcohol Awareness Month and National Alcohol Screening Day Events are held in the spring semester.

- National Collegiate Alcohol Awareness Week and Drunk Driving Awareness Month Events are held in the fall semester.

- Support services are available for students who are concerned about a family member or friend’s substance abuse or addiction.

- Students in recovery program and lounge which is located on the third floor of the Rebecca Stafford Student Center.
E. Review of the Program

In compliance with Federal Law, this policy will be reviewed biennially to determine the effectiveness of the University's Alcohol and Drug Prevention Program; implement changes to the program as required and to ensure that disciplinary sanctions are consistently enforced.

Appendix A

USCS 11145G. DRUG AND ALCOHOL ABUSE PREVENTION

Notwithstanding any other provision of law, no institution of higher education shall be eligible to receive funds or any form of financial assistance under any Federal program, including participation in any federally funded or guaranteed student loan program, unless it certifies to the Secretary that it has adopted and has implemented a program to prevent the use of illicit drugs and the abuse of alcohol by students and employees that, at a minimum includes:

1. The annual distribution to each student and employee of –
   a. Standards of conduct that clearly prohibit, at a minimum, the unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on its property or as part of any of its activities;
   b. A description of the applicable legal sanctions under local, State or Federal law for the unlawful possession or distribution of illicit drugs and alcohol;
   c. A description of the health risks associated with the use of illicit drugs and the abuse of alcohol;
   d. A description of any drug or alcohol counseling, treatment or rehabilitation or entry programs that are available to employees or students; and
   e. A clear statement that the institution will impose sanctions on students and employees (consistent with local, State and Federal law), and a description of those sanctions to, and including expulsion or termination of employment and referral for prosecution for violations of the standards of conduct required by paragraph 1.a; and

2. A biennial review by the institution of its program to –
   a. determine its effectiveness and implement changes to the program if they are needed; and
   b. ensure that the sanctions required by paragraph 1.e are consistently enforced.

F. Jurisdiction and Violations

1. The Alcoholic Beverages Policy shall apply to every function and event, including but not limited to receptions, banquets, dinners, picnics, or any outdoor event, social event, and campus-wide activity sponsored by organizations or individuals associated with Monmouth University. All events must be registered and regulated as outlined below.

2. This policy shall be in effect during all periods of the year including the summer.

3. Student violations of this policy will be reviewed under the jurisdiction of the Student Code of Conduct, and appropriate sanctions apply. Applicable sanctions are outlined within the Code of Conduct. Violations by other constituencies, within the University,
will result in a loss of future approval for alcohol-related events for a prescribed period of time.

4. This policy shall apply to all Monmouth University students who violate New Jersey state law within local municipalities.

5. This policy shall apply to all University-owned or -sponsored housing.

Restrictions on Quantity

1. Kegs, beer balls, and similar products are prohibited on University property. Kegs and beer balls as well as taps will be subject to confiscation by University officials should they be discovered. Kegs, beer balls, and taps will not be returned to the person(s) from whom they were confiscated. This applies to full as well as empty containers.

Personal Consumption Within University Housing

1. Possession or use of alcohol in any form, including being in the presence of alcohol, is strictly prohibited in any University-sponsored housing by all students who are under the age of 21. This restriction applies to all students of Monmouth University, their guests, and members of their families.

2. Only students who are at least 21 years of age and their guests who are at least 21 years of age may possess or consume alcohol on campus in designated areas. Under no circumstances shall students who are at least 21 years of age possess or use alcoholic beverages in any form in any University housing designated for first-year students or as a “dry” hall. Students must present a valid ID to University personnel upon request. No alcohol is allowed to be consumed in the presence of roommate(s), apartment mate(s), and/or guest(s) under the age of 21.

3. Alcoholic beverages are permitted only in the assigned residence hall rooms or apartments of students 21 years of age or older.

4. Alcoholic beverage containers must be sealed and concealed from public view when transported on campus.

5. Intoxicated individuals may not be served alcoholic beverages and are subject to action under the Student Code of Conduct regardless of age if behavior warrants intervention.

6. All forms of excessive consumption of alcoholic beverages is prohibited. This includes, but is not limited to, participating in or encouraging and/or coercing drinking games, alcoholic consumption against one’s will, and binge drinking.

7. The possession of and/or use of devices or engaging in activities designed for group and/or excessive consumption of alcoholic beverages is prohibited. This includes, but is not limited to, punch bowls, beer pong, funnels, and/or shot blocks.

Registration and Regulation of Events: Policy Implementation

1. Any event at which there will be alcoholic beverages must be authorized by the Vice President for Student Life and Leadership Engagement or his/her designee.

An Application for Social Affair Permit must be submitted for approval to the Vice President for Student Life and Leadership Engagement or his/her designee four (4) weeks in advance of the event to allow time to obtain approvals from the West Long Branch Chief of Police and the West Long Branch Clerk and submission to the State of New Jersey if there is a cost associated with the alcohol either based
on an admission fee or a cash bar. A Monmouth University Alcohol Contract must be submitted for approval to the Vice President for Student Life and Leadership Engagement or his/her designee two (2) weeks prior to the event if alcohol is being served without charging a fee. If University funds are being used for the purchase of alcohol, an Alcohol Approval Form must first be submitted to the area vice president then to the President for approval and signature two weeks in advance of the event. All individuals at an authorized event must be of the legal drinking age (21) to possess, consume, or transport alcoholic beverages.

2. All wine and cheese parties, theatre receptions, pre- and post-game activities, and all other events where the consumption of alcohol has been authorized must comply with all hosting responsibilities outlined in this policy.

3. Events involving alcohol will be permitted within University housing on the north side of campus, within the Quad, or other open areas on the north side of campus only with the approval of the Vice President for Student Life and Leadership Engagement or his/her designee.

4. Unauthorized consumption, possession, selling or serving of alcoholic beverages is prohibited.

5. Any person who is authorized to host an event with alcohol must follow all guidelines established by this policy and adhere to the section entitled, “Hosting Responsibilities for an Event.”

6. The Vice President for Student Life and Leadership Engagement may suspend the privilege of serving alcoholic beverages on the campus by any group or organization for any time period considered appropriate when there is evidence that the group or organization has failed to cooperate with the University in achieving the objectives of this alcohol policy.

7. Events selling alcohol under the University's liquor license are restricted to the following spaces:
   - Doherty Deck, Kessler Stadium
   - Magill Commons (entire building)
   - OceanFirst Bank Center (entire building)
   - Pollak Theatre Lobby
   - Pozycki Hall (first and second floors)
   - Rechnitz Hall (first and second floors)
   - Stafford Center (first and second floors)
   - Wilson Hall (first floor and other portions of building)

**Hosting Responsibilities for an Event**

Any person(s) authorized to host an event is responsible for the following:

1. Make appropriate arrangements to obtain all applicable permits and complete and submit a Monmouth University Alcohol Contract. If University funds are being used to purchase the alcohol being served, an Alcohol Approval Form must be first submitted to the area vice president then on to the President for approval and signature two weeks prior to the scheduled event. A copy of the form is available on the shared drive under Public Forms. A copy of these materials must be submitted to the Vice President for Student Life and Leadership Engagement at least two (2) weeks in advance of the event.
2. If alcoholic beverages are being served at an event, either through the cost of admission or on a cash basis, a Social Affairs Permit from the New Jersey State Division of Alcoholic Beverage Control (ABC) will be required. The process to apply for a license must be started at least four (4) weeks in advance of the event by first contacting the office of The Vice President for Student Life and Leadership Engagement for approval and further directions. The cost associated with obtaining such a license will be the responsibility of the host and due at the time of application. Once your event is approved by the Division of ABC you will be issued an event license that must be displayed at your event and a copy must be submitted to the Vice President for Student Life and Leadership Engagement or his/her designee.

3. Provide adequate safety and security as determined by the Vice President for Student Life and Leadership Engagement in consultation with the Chief of University Police and the event’s sponsor.

4. The consumption of alcoholic beverages will take place only during the timeframe authorized by the Vice President for Student Life and Leadership Engagement or his/her designee, and within the designated area. The event must stop serving alcohol at least one half hour before the time that the event is scheduled to end. Any deviation from the established timeframe or designated area will be a violation of this policy.

5. Ensuring that provisions are made to regulate portions of alcoholic beverages that will be served during an event. Intoxicated persons should not be served. In addition, “drinking games” and shots are strictly prohibited.

6. The alcohol provided for the event must be acquired through a retail liquor sales establishment. The University's Dining Service may not purchase alcohol on your behalf. They can assist in quantities ordered.

7. The host or host organization is responsible for the care of the facility and must make all arrangements to have the area cleaned.

8. It is the responsibility of the host to ensure that all state and local laws with regard to the possession or consumption of alcoholic beverages are being complied with. Failure to do so will result in disciplinary action against the host of the organization or the organization itself.

9. The host or a designee is responsible for being present at the event throughout the entire period that alcohol is being served or consumed. There are no exceptions to this policy.

Prohibition of “Open” Events and Consumption

1. All University events on campus that involve the consumption of alcohol are limited to the members of the University and their invited guests.

Education and Prevention

The education and prevention regarding the use and misuse of alcohol is a responsibility that is shared by the entire campus community. To ensure an understanding of this policy and compliance, the University has established a variety of programs and mechanisms to promote responsible consumption of alcoholic beverages and provide for adequate education regarding the effects of alcoholic beverages.

To accomplish this:

1. The prevention of behavior that violates this policy and the abuse of alcoholic beverages will be coordinated by the Division of Student Life.
2. The University will provide resources and time for the prevention of, and the education concerning, conduct that violates this policy. The University will provide information to deans, Student Life personnel, directors, student organizations, and staff regarding: student rights and responsibilities concerning this policy, the availability of personal counseling regarding alcohol abuse, and the opportunities for alcohol-free sponsored events and programs.

3. The University will provide training to those students who work in a variety of “peer helping” roles on the University’s campus that encompass referrals, resources, and methods for handling conduct covered in this policy.

Amendments to this Policy
All requests for amendments to this policy must be directed to the Office of the Vice President for Student Life and Leadership Engagement for consideration. Any changes to this policy will be made in accordance with policy implementation as outlined in the Student Handbook.

Look below under “Sanctioning Guidelines” for other information regarding disciplinary action.

Sanctioning Guidelines for Violations of the Alcohol Policy
The following sanctions will be in effect for students found responsible for violating the Monmouth University alcohol policy.

The University reserves the right at any point in the range of offenses to impose sanctions deemed appropriate, in addition to or in place of sanctions listed below. Additionally, the University reserves the right at any point in the range of offenses to request students to seek a formal alcohol evaluation as deemed necessary by the Director of Counseling and Psychological Services, the Coordinator of Substance Awareness, and/or the Vice President for Student Life and Leadership Engagement or their designee. In all cases, the University reserves the right to prosecute criminally for violation of policies concerning alcohol and drugs.

Use, Possession, Distribution, and/or Being in the Presence of Alcohol for Those Individuals Under 21 Years of Age

First Offense:
1. Minimum $100 fine (depending upon quantity) and/or a service work assignment.
2. Assignment to an on-campus educational program. (Failure to complete this program will result in an increased fine as well as an alternative assignment to be determined by the Vice President for Student Life and Leadership Engagement or her designee.)
3. Parental notification. (Applicable when a summons for a violation of state law or borough ordinance is received.)

Second Offense:
1. Minimum $200 fine. (no exceptions)
2. Educational and/or service work assignment.
3. Parental notification.
4. A mandatory meeting with Monmouth University’s Substance Awareness Coordinator.
5. Arrest by the MUPD and face criminal prosecution for violations that occur on campus.

Third Offense:

1. One semester suspension from the University. Readmission contingent upon review by the Vice President for Student Life and Leadership Engagement in consultation with the Coordinator of Substance Awareness and the Director of Counseling and Psychological Services.

2. Parental notification.

3. Arrest by the MUPD and face criminal prosecution.

These sanctions were both initiated and endorsed by the Monmouth University Student Government Association.

Parental Notification:
The Family Educational Rights and Privacy Act (FERPA) permits colleges and universities to inform parents/guardians of students under 21 years of age when their student has been found in violation of university alcohol and drug policies.

The Office of Student Life will notify parents/guardians of students under 21 years of age when a student is found responsible for (1) a violation of the drug policy, (2) a second violation of the alcohol policy, and (3) on the first violation of the alcohol policy when one or more of the following occurs:

- a summons for a violation of state law or borough ordinance is issued
- the student demonstrates a reckless disregard for his or her personal safety or the safety of others
- medical attention to any person, including the student, is required as a result of the student’s alcohol or drug related behavior
- the student operates a motor vehicle under the influence of alcohol

Violations of the Alcohol Policy by Students 21 Years of Age or Over

Consuming alcoholic beverages to the point of problematic intoxication
- Sanctions determined on a case by case basis

Consuming alcoholic beverages in public areas as defined in the Student Handbook
- First Offense: Warning.
- Second Offense: Fine of up to $200.

Distribution to Individuals Under 21:

- First Offense: Up to $200 fine and ten hours of community service.
- Second Offense: Criminal prosecution; fine up to $500 and 20 hours of community service.

Recommended Actions for Noncompliance with Sanctions:

Students who fail to comply with sanctions will have a HOLD placed on their records and registration and may be charged under the Student Code of Conduct for failure to comply with a University official.
CLOSING

Except in unusual cases, the University will hold classes regardless of weather conditions. However, weather conditions can vary by geographic location. Therefore, in times of inclement weather, when University classes are in session, students should use their discretion in determining whether it is safe to travel to campus. In these cases, where possible, the student shall notify the faculty member in a timely manner and should be afforded the opportunity to make up missed class contents without penalty.

If the University must close or cancel classes, you will be notified by telephone via the Monmouth University Emergency Notification System. If you have not provided a cell phone number, you are urged to enroll in this system by logging into notify.monmouth.edu to register. You will be required to enter your Monmouth University User ID and password. This program is offered at no cost to you. Students are automatically enrolled in The Monmouth University Emergency Notification System if they provide their cell phone number.

A message will also be sent to all employees and resident students via the campus email system. This information will also be posted on the main page of the Monmouth University website (monmouth.edu) and the University Instagram, Facebook, Twitter, and Snapchat accounts.

Monmouth University has also established a Weather Emergency Information Line, which can be reached by calling 732-263-5900. During times of severe weather and when necessary the University may close. In that event, this recorded telephone line will have a prerecorded message with pertinent information for students and staff.

COMMUNITY STATEMENT ON CIVILITY

The Monmouth University community is an environment where teaching and learning activities are paramount, both inside and outside of the classroom. In order to foster this environment, respectful conduct and discourse must be the basis for all of our actions.

Members of the University community are expected to act in a responsible, respectful, and professional manner at all times, affirming their commitment to a collegial community. Faculty and students should enter into a dialogue at the start of each semester to develop classroom behavior parameters suitable for their individual learning environment.

Members of the faculty are ultimately responsible for what occurs inside the classroom environment. If, after suitable dialogue, a consensus on behavioral parameters cannot be reached, the faculty member’s decision on these is final.

Outside of the classroom environment, all students are expected to abide by the parameters outlined in the Student Code of Conduct. Other members of the community are expected to follow appropriate behavior guidelines as well. Appeals will be handled through appropriate University channels.

COMPUTER RESOURCES FOR STUDENTS: POLICY AND PROCEDURES

Important Notice

The student computer resource policies and procedures shall be distributed via the myMU portal and adhered to by all student users of computing resources. Any student who violates the policy is subject to disciplinary action by Monmouth University and possible legal action under the laws of the State of New Jersey and/or the Federal Electronic Communications Privacy Act. For more information on computer resources
A. Responsibilities of Information Management (IM)

1. Resource Access

The IM staff provides student access to licensed software for the University community through the general computing labs, computing classrooms, and networks. Hardware and software licenses used in the student computing labs and computer classrooms are administered by IM. Unlicensed or unauthorized software is not permitted on any Monmouth University computer. Also controlled is use of the campus network, including Wi-Fi, which is for authorized users and acceptable purposes.

2. Computing Resources

Monmouth University’s computing resources are provided for the use of current Monmouth University students for academic purposes. The Information Management Division manages these resources for the mutual benefit of all. Information technology resources include labs used for general computing, computer classrooms used for instructional purposes, and the campus network and computing infrastructure. Access to and use of these facilities and resources are contingent upon compliance with these policies and procedures as well as other applicable University rules and policies.

3. Disclaimer

The staff of IM will make every effort to ensure the integrity of the computer resources and the information stored thereon. However, Monmouth University is not responsible for the loss of information from computing misuses, malfunction of computing hardware, malfunction of computing software, or external contamination of data or programs. Backup of important data is strongly recommended.

4. User Accounts

Students will receive user accounts from IM in accordance with current procedure. Students who have graduated will retain their email privileges as specified by current policy.

Only currently enrolled Monmouth students are permitted to access the computing resources, use the computing labs, and access library resources remotely. Students are expected to report unauthorized use of accounts or known abuse of a computing resource to IM. Questions on policies for correct use of Monmouth University’s computing and networking resources should be directed to the IM Help Desk.

5. Remote Access

The University’s network security will block unsolicited traffic to the campus network. In most cases, users attempting to access nonpublic internal systems will be blocked.

B. Responsibilities of User

1. Appropriate Use

Appropriate use of Monmouth University’s information technology includes the efficient and productive use for their intended purposes: appropriately to the goals of the University. These include instructional, research, or University-related activities, and communications with faculty in a shared and equitable manner. Users of these resources must conduct their activities in an efficient, ethical, and legal manner that does not interfere with the rights of others and conforms to all license agreements. Use of University resources for recreational and personal use is permissible as long as
the resource utilization does not interfere with the academic or administrative use of the equipment or otherwise prevent others from using the equipment for academic or other non-recreational purposes. Illegal peer-to-peer file sharing or the downloading of copyrighted materials is strictly prohibited.

2. Ethical Use
Computing resources must be used in a manner that reflects consciousness of the right of others. In this context, the student is reminded of the Student Code of Conduct published in the Monmouth University Student Handbook and posted on the University Website and on the myMU portal. Use of any system in a manner that violates any policy published in the Student Handbook, or that deliberately diminishes or interferes with the use of the system by others, is strictly forbidden.

a. Licensing
The use of software at the University is governed by the terms of licensing agreements between the University and software licensors, and users must abide by the terms of those agreements. The use of such proprietary software may also be subject to copyright or patent restrictions as defined in the license agreements. Users may not copy, disclose, transfer, or remove from the computing labs any microcomputer software issued to IM, including programs, applications, databases, codes, or manuals. Users must return to IM, faculty, or administrator any licensed software issued through IM. Illegal copies of proprietary software in use on Monmouth University equipment will be subject to immediate confiscation and the referral of such incidents to the IM Division.

b. Sexual Harassment/Pornography
Any use of the computing resources for the creation, display, storage, or transmittal of sexually explicit, pornographic, harassing, abusive, or other similar material or communications shall be considered a violation of the Student Code of Conduct and shall be referred to the Vice President for Student Life and Leadership Engagement for appropriate action.

c. Academic Honesty
Any use of the computing resources to commit academic dishonesty shall be considered a violation of the Student Code of Conduct and shall be referred to the Vice President for Student Life and Leadership Engagement for appropriate disciplinary action.

d. Privacy
Students must not intentionally seek information on, obtain copies of, or modify files, passwords, or any type of data or programs belonging to another user unless specifically authorized to do so by the account owner for a specific purpose.

Interception of network transmissions and analysis of network usage is strictly forbidden. Users should be aware of the following:

• It may be possible for individuals to obtain unauthorized access to the facilities, or to other users’ electronic mail or files.

• Monmouth University may be ordered by a court of law to surrender communications that have been transmitted over the University network.

3. Passwords
Users are responsible for their own data and accounts. Anyone who shares his/her password is responsible for any actions taken by someone using their password. Individuals who allow others to use their accounts may lose their access privileges.
Users must reset their password when logging on to all systems for the first time. Users who forget their password must come to the Help Desk at Information Management and present two forms of identification (one with photo) before a new password will be issued, or use the telephone password reset online, or visit the campus resources password change page.

4. Internet Usage Guidelines

Commercial use of the University’s computing resources is strictly forbidden. The Internet is not a secure network and should not be relied upon for transmitting confidential or sensitive data without appropriate safeguards. Monmouth University cannot be held responsible for the loss of data or lack of confidentiality. Transmitting large files is not recommended during regular business hours. It is suggested that users transmit such data during off-peak hours if possible. Random electronic mailings (junk mail or “spam”) or repetitive mailings for the purpose of annoying someone are prohibited.

5. Virus Protection Warning

The University recommends scanning all files for malware that may damage files or disrupt the network.

6. Lab Environment

Each computer user has the right to a reasonably quiet environment in the computing labs. Each user is expected to exercise good judgment regarding noise levels in consideration of others. Lab attendants and consultants are responsible for maintaining the appropriate lab environment.

All users also share the responsibility for maintaining a clean environment. No food or drink is permitted in any of the computer labs, including the teaching labs. Smoking is prohibited.

C. Violations and Sanctions

1. Violations

Monmouth University treats the abuse of computing facilities, equipment, software, information, networks, or privileges seriously. Users who violate the policies outlined in this document and/or the Student Code of Conduct and IM-related regulations are subject to sanctions according to the nature, severity, and number of their offenses.

If a student is found in violation of a computer-related act by the disciplinary processes outlined in the Student Handbook, Information Management retains the right to deny future computing privileges to all computing facilities should it be in the interest of the University to do so. Users may also be subject to further disciplinary action such as, but not limited to:

- legal action by the owners and licensors of proprietary software for violation of copyright laws and license agreements
- prosecution according to New Jersey and federal law
COMPUTER USE POLICY

The University provides a number of computers and computer workstations throughout the campus for use by its students. The use of these computers is regulated by Monmouth University Information Management policies and procedures. Violations of any of the policies and procedures will subject the student to discipline under the Student Code of Conduct.

Students should pay particular attention to the following sections:

1. policies and procedures concerning software copyright
2. policies and procedures concerning the appropriate use of computer resources
3. policies and procedures regarding email etiquette

CONTRACTS

No students may request or sign contracts for their organizations. Organization advisors or the Office of Student Activities must request all contracts. The University General Counsel must review all contracts and the Vice President for Student Life and Leadership Engagement must sign all contracts. Contracts signed by students will not be honored, and the student signing such contract will be held legally responsible.

DISABILITY SERVICES

Procedures for Requesting Accommodations

Services are available to students with disabilities through the Department of Disability Services for Students. Students seeking accommodations should contact that office at 732-571-3460.

A copy of the University policy and procedures regarding accommodations can be obtained through the above mentioned office, the Office of Equity and Diversity (Wilson Hall, room 307), or through the Monmouth University home page by clicking on “Campus Life.” Refer to “Disability Services” in the Campus Services section for additional information regarding support services for students with disabilities.

EQUAL OPPORTUNITY, HARASSMENT AND NONDISCRIMINATION STATEMENT

Monmouth University supports equal opportunity in every phase of our operation including recruitment, admission, educational programs, and employment practices of recruitment, hiring, promotion, reclassification, transfer, compensation, benefits, termination, layoff and return from layoff, social and recreational programs and any other aspects of education or employment. The University does not discriminate on the basis of race, color, creed, ancestry, national origin, nationality, sex (including pregnancy and sexual harassment), affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, marital status, domestic partnership or civil union status, age, liability for military service, protected veteran status, or status as an individual with a mental or physical disability, including AIDS and HIV-related illnesses or any other protected category under applicable local, state or federal law. The University also complies with all major federal and state laws and executive orders requiring equal employment opportunity and/or affirmative action.

Monmouth University affirms the right of its faculty, staff, and students to work and learn in an environment free from discrimination and harassment, including sexual harassment,
and has developed procedures to be used to resolve discrimination or harassment complaints. A copy of the University-wide policy on discrimination and harassment, including sexual harassment, which describes the procedures for resolving such complaints, may be obtained from the Director of the Office of Equity and Diversity located at: 400 Cedar Avenue, Wilson Hall, Room 304, West Long Branch, NJ 07764, Phone: (732) 571-7577, Fax: (732) 263-5140.


FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)
The Family Educational Rights and Privacy Act (FERPA) of 1974 establishes the right of all students to limited access to certain records and information; to review, seek correction of, and add explanations to records; and to receive a hearing on allegations of violations. The University may not require a waiver of these rights in its admission, academic, or service requirements.

Information such as grades, financial records, and financial aid records may be released to parent(s) of Monmouth University students who are dependents of their parent(s) as defined by the Internal Revenue Service (IRS), provided that the parent(s) furnishes proof of such dependency, or the student completes a “FERPA Waiver Release” form. The FERPA form is available through WEBstudent.

Directory Information: Directory information may be released by the University without the student’s permission unless the student states, in writing, within the first two weeks of the fall semester (or within the first two weeks of the spring semester for students entering Monmouth in the spring semester), that he or she does not want his/her directory information released. This request should be submitted using the “FERPA Do Not Disclose” form, which is accessible from WEBstudent. Student requests to keep directory information confidential are permanent and therefore will remain in effect unless rescinded by the student. Directory information consists of the following information:

- Address
- Biographical data for public relations purposes
- Birth date
- Birthplace
- Class level
- Dates of attendance at Monmouth University
- Degree and awards received at Monmouth University
- Degree(s) candidacy
- Degree(s) status
- Major field of study
- Most recent previous educational institution attended
- Official student email address
- Participation in recognized activities and sports
- Photographs of student
- Registered credits for the current term
- Student ID number
- Student’s name
- Telephone number
- Veteran status
A copy of “FERPA Policy for Students,” developed in support of the Family Educational Rights and Privacy Act, may be inspected at the Office of Registration and Records, Wilson Hall, Room 208. It is also available online at: monmouth.edu/ferpa.

FIREARMS POLICY
New Jersey statute prohibits the possession, storing, or use of firearms on any college or university campus within the state. Therefore, firearms, including fireworks, are prohibited on campus. Students found to be in possession of any firearm, loaded or unloaded, are subject to suspension or expulsion and criminal prosecution.

FUNDRAISING
No student or group may solicit funds or items for its own use or for any community or charitable purpose without permission of the Vice President for Student Life and Leadership Engagement and the Vice President for External Affairs. The Office of Student Life will be happy to assist students in obtaining permission to raise funds for their use or a charitable purpose. Monies raised must be deposited in campus accounts immediately after the fundraiser, and proof of deposit will be required.

The Office of Student Activities and Student Center Operations and the Student Government Association encourage all student organizations to actively raise funds for their organization’s use. In order to assure that any fundraising activities are not considered suspect with regard to prize distribution or financial misappropriations, all student organizations are required to adhere to these fundraising guidelines.

1. All student organizations interested in raising funds via sales or contests must complete a fundraising request at the Office of Student Activities and Student Center Operations to gain official approval and table/building space.

2. If the fundraiser is an event-type program (i.e., dance, show, etc.) or a raffle, an appointment must be made with the Director of Student Activities to review plans and discuss expenses. Raffles require a license from the Borough of West Long Branch. The Office of Student Activities can assist you with the application. Applications may take up to eight weeks to approve.

3. Once the fundraiser takes place, the organization must come back to the Office of Student Activities to inform the staff as to who won the contest or raffle and/or to report revenue earned from the fundraiser. This information is for the Office of Student Activities’ records only. Student organizations will not be able to continue fundraising events until this information is provided. Also, failure to report fundraiser amounts may result in denial of future funding for organization projects.

4. No student group may solicit funds or items from off-campus sources for its own use or a charitable purpose without permission from the Vice President for Student Life and Leadership Engagement and the Vice President for External Affairs. The Office of Student Activities will be happy to assist students in obtaining permission to raise funds for their use or a charitable purpose.

GAMBLING
Students shall abide by the state and local laws regarding gambling.

GOOD SAMARITAN PRACTICE
The health and safety of students is of paramount concern to all at Monmouth University. Resources such as the University Police Department, Office of Residential
Life, Substance Awareness, and the Health Center are available for students to seek assistance for themselves, and equally important, their fellow student. Recognizing there are times when students or members of a University organization find themselves in a position where medical assistance is needed to ensure the proper care of a person who is significantly intoxicated or under the influence of drugs, the University has established this Good Samaritan Practice.

This practice has been established to ensure that proper medical assistance and intervention is sought in these instances and not delayed for fear of punitive action by the University under the Student Code of Conduct. All students are expected to act first out of concern for themselves and others by contacting appropriate University personnel, i.e., a Resident Assistant (RA), Area Coordinator (AC) or Head Resident Assistant (HRA), or the University Police to obtain emergency assistance.

Under the Good Samaritan Practice:

- Students and/or organizations that seek assistance from University, police, or medical authorities to address a situation involving a significantly intoxicated or under-the-influence individual(s) will not be charged with a violation of the university’s alcohol and/or drug policy.

- The practice applies to both the caller and the subject of the call if they under the legal drinking age to consume.

- This practice does not, however, preclude the University or other appropriate authorities from taking disciplinary action for other Student Code of Conduct offenses which may be associated with the situation, i.e., vandalism, theft, physical or sexual assault, etc., or the University Police Department filing appropriate criminal charges.

- Individuals and/or organizations involved in a situation that falls under the Good Samaritan Practice will be required to complete certain educational and counseling initiatives which are intervention and prevention based. Failure to complete these activities would result in action under the Code of Conduct.

- Students and/or organizations that demonstrate a consistent and repeated pattern of such behavior, after appropriate intervention and education has been provided, will not be considered under this practice.

HAZING

Students should be aware that hazing violates campus regulations and state law. Monmouth has a zero tolerance policy when it comes to hazing. Students and/or organizations involved in such acts will be charged under the Code of Conduct as appropriate. The following information has been prepared by the Office of Student Activities. The information is designed to assist members of the University community in understanding University and state positions on hazing activities. The information is intended to be educational and should not be viewed as all-inclusive in its content and definitions. Specific questions should be referred to the Office of Student Activities at 732-571-3586.

Statement on Hazing

Monmouth University recognizes that student groups and associations including, but not limited to, clubs and organizations, fraternities and sororities, and intercollegiate or club sport teams are an integral part of the University. They contribute to the academic and
social experience of the students and the Monmouth community. This relationship carries with it certain rights of the University to protect and preserve an appropriate environment in which all students and student associations may operate. As such, all students are expected to conduct themselves as responsible members of the University community and to respect their fellow citizens. Any departure from these standards as defined in the Student Handbook, the national fraternity/sorority documents, and state regulations may subject any individual(s) or group(s) to disciplinary action.

**Hazing: A Definition**

An Act passed by the New Jersey State Legislature in 1980 with regard to hazing and aggravated hazing under the New Jersey Criminal codes provides the following definitions.

§ 2C:40-3. Hazing; aggravated hazing

a. A person is guilty of hazing, a disorderly persons offense, if, in connection with initiation of applicants to or members of a student or fraternal organization, he knowingly or recklessly organizes, promotes, facilitates or engages in any conduct, other than competitive athletic events, which places or may place another person in danger of bodily injury.

b. A person is guilty of aggravated hazing, a crime of the fourth degree, if he commits an act prohibited in subsection (a) which results in serious bodily injury to another person.

Monmouth University Office of Fraternity & Sorority Life, the Greek Senate, the IFC, MGC and PHC define hazing as:

a. Any action or situation, on or off campus, which includes any mental or physical requirement, request or obligation placed upon any person (pledge, new member, associate member, member, affiliate, guest) which could cause discomfort, pain, fright, disgrace, injury, or which is personally degrading or which violates any federal, state or local statute/law or University policy, and

b. Upon which the initiation, or admission into, or affiliation with, or continued membership in an organization is directly or indirectly conditional.

Furthermore,

1. No person shall participate in the hazing of another.
2. No student or advisor shall knowingly permit the hazing of another.
3. No student or advisor shall fail to report hazing.
4. The negligence or consent of the student/participant or any assumption of risk by the student/participant is not a defense to any action brought pursuant to this policy.

The following offices are available to you as a resource to report allegations of hazing:

- The Office of Fraternity & Sorority Life 732-263-5319
- The Office of Student Activities and Student Center Operations 732-571-3586
- The Office of the Vice President for Student Life and Leadership Engagement 732-571-3417
- The Office of the General Counsel 732-571-3598
- The University Police 732-571-4444

**Examples of Hazing**

Depending upon circumstances, these activities have at one time or another been construed as hazing by the courts and/or institutions of higher education. Such actions
are often required or implied as conditions of inclusion or exclusion from a group, formal or informal. Thus, hazing may be perpetrated by individual(s), individual against group, or group against individual.

a. Requiring calisthenics such as sit-ups, push-ups, running, or any form of physically abusive exercise.

b. Forcing, requiring, or endorsing consumption of alcoholic beverages or any other drug.

c. Requiring the ingestion of an undesirable, unwanted substance (e.g., spoiled food, drink concoctions, etc.).

d. Requiring the carrying of items, such as rocks, bricks, or pumpkins.

e. Scavenger hunts, treasure hunts, road trips, kidnappings, drop-offs, or any other such activities.

f. Morally degrading or humiliating games and activities such as requiring members to sing in public or act like animals.

g. Assigning or endorsing pranks such as borrowing or stealing items, painting property and objects, or harassing other individuals or groups.

h. Deprivation of sleep.

i. Blindfolding or hand-tying.

j. Verbal harassment including yelling and screaming.

k. Requiring any personal servitude such as running errands.

l. Line-ups, kangaroo courts, or any interrogations not consistent with legitimate testing for information about history, purpose, or direction.

m. Requiring new members to wear publicly, apparel that is conspicuous and/or not normally in good taste.

n. Requiring new members to be branded.

o. Requiring new members to answer phones or doors with chants, riddles, songs, or rhymes.

p. Deceptions and/or threats contrived to convince the new member he or she won’t be able to join the organization.

q. Conducting activities that do not allow adequate time for study or sleep.

r. Requiring new members to enter the house or building through a side door or entrance not normally used to enter.

s. Requiring new members to yell when entering or leaving the house or building.

t. Work projects without the participation of the full membership.

u. Any action which would be perceived as inflicting physical abuse/harm to an individual, for example, paddling or throwing things at new members.

Please note: This list by no means covers all activities and actions that can be considered hazing. Should you have questions or desire clarification of any of these items, please contact the Office of Student Activities: stop by the Student Center, second floor office suite, or call 732-571-3586.
Approval of New Member Activities

The Office of Student Activities recognizes that while the University policy regarding hazing attempts to set appropriate standards for new member activities that support the state's laws against hazing and the University's standard of conduct, it is impossible to list every possible pledge activity.

Thus, it is recognized that the list of prohibited activities in the policy by no means covers all activities and actions which can be considered hazing. Furthermore, certain activities that technically fall within the above prohibited categories may be permissible if carried out within certain guidelines.

Therefore, in order to prevent organizations from engaging in hazing activities, while not overly restricting organizations from engaging in new member activities (which would not violate the principles of the institutional policy on hazing), the Office of Student Activities has established the following approval process:

1. If an organization is unsure whether a certain activity is permissible or if it believes that a planned activity technically violates the policy list of prohibited activities but should not be banned as a violation of this policy, it should be submitted as a written request for approval of the proposed activity to the Office of Student Activities.

2. The written request for approval shall set forth a full description of the nature of the proposed new member activity.

3. The Office of Student Activities will quickly review each written request and inform the organization in writing whether its request has been approved. The Office of Student Activities shall have authority to request further information or clarification and to place any appropriate conditions it believes necessary upon any such approvals.

4. If the request is approved, the organization and its members will not be charged with hazing for such new member activity so long as the new member activities conform to the description set forth in the written request and any conditions imposed by the Office of Student Activities. This protection will not apply for any activity that takes place prior to the receipt of approval from the Office of Student Activities or for any activity that falls outside the scope of the written request for approval or any conditions imposed thereon.

5. This procedure is subject to revocation if the Office of Student Activities determines that it is not operating in the best interests of the University community.

HUMAN RELATIONS PHILOSOPHY AND POLICY STATEMENT

Monmouth University affirms the inestimable worth and dignity of every individual, regardless of their condition in life. We affirm, further, the right of each person to develop to their full potential and to be judged on the basis of personal accomplishments. Finally, we believe that the achievement of full humanity is enhanced by experience of the human family.

We are committed to achieving and sustaining a pluralistic environment recognized for its racial, cultural, and ethnic diversity, which is characterized by genuine mutuality, acceptance, affirmation of the strengths and contributions of differing individuals and groups, and a willingness to resolve disputes in a spirit of good will.

Monmouth University, through this philosophy and policy statement, seeks to create a pluralistic community in which people:
• are accepted and judged as individuals, independent of ancestry, social and economic background, sexual orientation, age, gender, gender identity, physical characteristics, personal beliefs, or any protected classes;

• may freely engage in constructive academic dialogue and debate in classrooms and public halls, and pursue their social and private lives, uninhibited by discrimination, disruption, or harassment of any form;

• value, respect, and draw their intellectual strength from the rich diversity of other peoples of different races, cultures, religions, nationalities, and beliefs.

This affirmation and commitment will guide us in the challenging times ahead as we strive to achieve excellence in service, teaching, and scholarship.

INTERPERSONAL VIOLENCE STATEMENT

Monmouth University supports the right of its members to live, work, and learn in an environment free from any threat or actual physical violence between its members. The University seeks to create an environment where both people and property are protected from harm and intimidation. As such, incidents of physical violence or other such threatening behavior between students within a relationship or outside the context of a relationship which violates the spirit of this principle will not be tolerated by the University.

Students charged with, and found in violation of the Student Code of Conduct’s prohibition of physical abuse, harassment, or threats of abuse face a variety of sanctions under the Code. In addition, students should be aware that under certain conditions, (roommates, suitemates, apartment mates or others living in the same environment sharing a common bath facility) violations of the Student Code of Conduct involving interpersonal violation may also violate the current Domestic Violence Act (NJSA 2C: 25-17 et seq) as dictated by the state of New Jersey.

LIBRARY: BEHAVIOR POLICY

It is the policy of the Guggenheim Memorial Library to maintain an atmosphere conducive to reading, research, and study. Library users must refrain from unacceptable and disruptive behaviors which impinge on the safety, rights, and needs of others.

Unacceptable behaviors include inappropriate use of cell phones; excessive noise; consumption of food, beverages, or tobacco products (including e-cigs) in unauthorized areas; mutilation or theft of library materials or property; disorderly, threatening, or violent behavior; accessing inappropriate websites; and, any other behavior that interferes with a patron’s use of the library.

Any individual exhibiting unacceptable behavior will be asked to curb such behavior and/or leave the library. If necessary, the campus police will be notified.

MOTOR VEHICLES

The police department monitors and enforces the parking and driving rules on campus. Rules and regulations are necessary to establish safe driving conditions and the orderly parking of as many vehicles as possible. You are required to drive safely and park only in authorized parking spaces.

All vehicles parked on campus must be registered with the University police and display a current and valid decal. All parking and traffic regulations must be obeyed. Failure to comply may result in a fine, your vehicle being towed, and/or your campus driving privileges being revoked. See the Guide for a Safe Campus, available in the University Police Department or online at monmouth.edu/safetyguide for more information.
If four or more summonses are received and not paid, campus driving and parking privileges will be suspended and your student registration blocked. In order to restore campus driving privileges, fines must be paid in full. If placed on the revoked list more than once, you will be subject to disciplinary action and possible permanent loss of campus driving privileges. In order to receive your diploma and transcripts, all fines must be paid in full. For your convenience payment may be made online by logging into your WebAdvisor account.

**PAYMENT INFORMATION**

**Terms of Payment**

Payment of fall charges are due in August, and spring charges are due in December. Specific dates are set annually. VISA, MasterCard, Discover, American Express and debit cards are accepted for payment.

Payments can be made online by electronic check or credit card by either:

- logging into your WebAdvisor account and select “Account Summary.” If you have a balance due, a button will appear at the bottom of the screen to allow you to make an online payment.

- or visiting the Monmouth University home page at monmouth.edu, select Campus Life, Office of the Bursar, then the Pay Your Bill link.

A student who becomes delinquent in payments due during the year may be barred from classes. Financial clearance must be met for a student to graduate, or receive transcripts, either official or unofficial (student copy).

If payment for any charge that is incurred by the student as a result of registration at Monmouth University including, but not limited to, tuition, fees, judicial fines, traffic fines, telephone charges, room, and board are not made as required, the student may not be allowed to register for future semesters/terms until the outstanding balance is satisfied. In addition, all collection cost and fees up to 33%, including, but not limited to, interest, late charges, attorney fees, court fees, and other fees/costs incurred by the University in collecting the money owed will be paid by the student.

**Tuition Payment Plan**

To accommodate parents and students who prefer to pay for educational expenses in monthly installments, the following plan is available. The University reserves the right to alter the programs accepted from time to time.

The following organization is not affiliated with Monmouth University, and any questions regarding the tuition plans should be directed to their address: Tuition Management Systems, P.O. Box 842722, Boston, MA 02284-2722. Phone: 1-800-356-8329; website: afford.com/monmouth

**PETS ON CAMPUS**

Pets are not permitted in any area or building of the University. This applies to all types of animals including, but not limited to, the following: dogs, cats, snakes, fish, hamsters, mice, birds, lizards, insects, and spiders. Exceptions to this policy include:

- Monmouth University recognizes the rights of people with disabilities to be accompanied by their service animal while on campus as students, employees or
guests. Monmouth University further recognizes the rights of people with disabilities to be accompanied by their emotional support animal while living in university provided housing.

- In accordance with Section 504 of the Rehabilitation Act of 1973, the Americans with Disabilities Act (ADA) and the Fair Housing Act (FHA), the University will modify its policies to permit the use of service and emotional support animals by an individual with a disability, unless the animal poses a direct threat to the health and safety of others, would cause substantial physical damage to property of others, would pose an undue financial and/or administrative burden for the University, or would fundamentally alter the nature of the University’s operations.

- The Department of Disability Services and The Office of Residential Life (for students and their guests), the Office of Human Resources (for employees and guests), and the appropriate department hosting a program or activity, will establish procedures to ensure the students, employees, and guests who have a service or emotional support animal on campus are made aware of this policy. Any questions regarding this policy should be directed to the Director of the Office of Equity and Diversity as the University’s ADA/504 Coordinator.

Persons needing the assistance of a service dog, as defined by the Americans with Disabilities Act of 1990, will have full access to all University facilities.

**REFUND POLICY**

**FOR WITHDRAWALS—Summer Sessions**

Refunds, upon withdrawal from summer sessions, will be made according to the policy stated below:

- Students who withdraw from a four-week or six-week summer session within the first week of the session will receive 100 percent refunds. Withdrawals after the first week are not eligible for refunds.

- Students who withdraw from a nine-week or twelve-week summer session within the first week of the session will receive 100 percent refunds. Fifty percent refunds will be given if students withdraw from courses in the second week. Withdrawals after the second week are not eligible for refunds.

**FOR COMPLETE WITHDRAWALS—Fall and Spring Semesters**

Tuition and fees, including room and board fees, will be refunded upon complete withdrawal from all semester courses according to the policy stated below:

Students who withdraw completely from the University after the opening of classes will receive 100 percent refunds (less a $500 cancellation fee as detailed in the Housing Contract) through the end of the first week of the semester. Students who withdraw completely after the first week of the semester will receive pro-rata refunds (less a $500 cancellation fee as detailed in the Housing Contract) calculated on the basis of days enrolled through the sixtieth percent point in the semester. Example: For a semester consisting of 75 days, the sixtieth percent point would be the 45th day. Note that weekends are not included toward days counted. Please refer to the academic calendar for semester start and end dates. Withdrawals after the sixtieth percent point in the semester are not eligible for refunds.
All refunds will be based on the official date of withdrawal, which is the date the completed withdrawal form or an email message (email must be from the student’s University Hawkmail account and sent to registrar@monmouth.edu) is received by the Registrar (OR). The University encourages students to make notification of withdrawal in writing; however, verbal communication in the form of a phone call to the OR will be accepted within the following guidelines:

- The call must be made during business hours (Monday through Friday, 9 a.m. to 5 p.m.)
- The call must be communicated by the student (not a parent or designate) directly to OR personnel. Voice messages will not be accepted.
- Student must provide name, last four digits of his/her social security number, AND unique Monmouth student ID number.
- Telephone withdrawals will be confirmed by the OR.
- The student is responsible for ensuring that the withdrawal is communicated to the OR.

Pro-rata percentages are applied against tuition, comprehensive fee, lab fee, orientation fee, and room and board fees (less a $500 cancellation fee for students who have contracted for housing). The resulting amount is then compared to any student payments that may have been made with the difference being the amount still due the University or the amount available to be refunded. There will be no refunding of monies paid for health insurance, books, supplies, damages, fines, or other fees not mentioned above. Any amount available for refund will be returned to its sources. Federal Title IV aid, state aid, and University aid will receive refunds prior to any refund being paid to the student.

**IMPORTANT NOTICE FOR STUDENTS WITH FEDERAL STUDENT FINANCIAL ASSISTANCE:**

Under new regulations that implement the Higher Education Amendments of 1998, students who completely withdraw from the University are responsible for repaying the unearned portion of loans and grants received in excess of charges to their student account directly to the Federal Government. Failure to return unearned grant funds to the U.S. Department of Education may result in the student becoming ineligible for financial aid in future academic years. Students who have been advised that they have unearned grant funds should contact the Office of Financial Aid, 732-571-3463, for information regarding making repayment arrangements with the U.S. Department of Education. Loans are to be repaid by the student in accordance with the terms of their promissory note.

If the amount of aid credited to a student’s account at the time of withdrawal is less than the amount of aid earned based on the proportion of the semester that the student was enrolled, a post-withdrawal disbursement of aid can be made. If there are outstanding charges on the student’s account, the University will make the post-withdrawal disbursement to the student’s account. If there are no outstanding charges on the student’s account, the University must notify the student regarding the availability of the post-withdrawal disbursement. The student must inform the University within 14 days of this notification as to whether the student wishes to receive the post-withdrawal disbursement. No post-withdrawal disbursement will be made unless the University receives a response from the student within this time frame.

**FOR PARTIAL WITHDRAWALS—Fall and Spring Semesters**

All refunds will be based on the official date of withdrawal, which is the date the completed withdrawal form is received by the Office of Registration and Records (OR). Email or
verbal communication will not be accepted for communicating partial withdrawals to OR. Only the completed withdrawal form will be accepted.

Full-time undergraduate students who are registered for 12 to 18 credits in the semester are not entitled to any refund when withdrawing from one or more, but not all, courses after the first week of the semester. If the student drops below 12 credits prior to the end of the first week of the semester, the student’s status will be changed to part-time, and the student will be billed at the per credit rate. Full-time undergraduate students should note that enrolling for less than 12 credits may affect eligibility for financial aid. Those students who are registered for credits in excess of 18 will be entitled to refunds for tuition paid for credits in excess of 18 according to the partial withdrawal refund schedule for part-time undergraduate students and graduate students which follows below.

Part-time undergraduate students and all graduate students who withdraw from one or more courses during the semester while remaining registered for one or more courses are entitled to 100 percent refunds on the courses dropped if the courses are dropped during the first week of the semester or on the day following the first class meeting. Fifty percent refunds will be given if a student withdraws from a course during the second week. Withdrawals after the second week are not eligible for refunds.

Students who change housing and/or board arrangements during the semester while continuing as students at Monmouth University are eligible only for such refunds (less a $500 cancellation fee as detailed in the Housing Contract) as established by the Office of Residential Life. Further information on this process is available from the Office of Residential Life at 732-571-3465.

RELIGIOUS HOLIDAYS
Because of the time constraints imposed by the University’s Academic Calendar, it is necessary to schedule classes on several religious holidays, including Easter, Good Friday, Yom Kippur, and Rosh Hashanah. Students who intend to observe a holiday should inform the faculty member as early in the semester as possible of an anticipated absence and make up any work missed during that class period.

SEXUAL MISCONDUCT POLICY AND PROCEDURES
Monmouth University affirms the right of its students to participate in a community which is conducive to learning and personal growth. In order for this to be achieved, the environment of the campus needs to be one in which students feel safe and secure in their surroundings and free to explore the variety of opportunities available to them. Acts of sexual misconduct which include but are not limited to sexual assault, gender based harassment, dating violence, domestic violence, sexual harassment, sexual exploitation, and stalking pose a serious threat to this spirit of community, and as such, Monmouth University prohibits all forms of sexual misconduct and will endeavor to address these issues in the following manner.

I. NON-DISCRIMINATION STATEMENT
Monmouth University supports equal opportunity in every phase of our operation including recruitment, admission, educational programs, and employment practices of recruitment, hiring, promotion, reclassification, transfer, compensation, benefits, termination, layoff and return from layoff, social and recreational programs and any other aspects of education or employment. The University does not discriminate on the basis of race, color, creed, ancestry, national origin, nationality, sex (including pregnancy and sexual harassment), affectional or sexual orientation, gender identity or expression, atypical hereditary cellular or blood trait, genetic information, marital status, domestic
partnership or civil union status, age, liability for military service, protected veteran status, or status as an individual with a mental or physical disability, including AIDS and HIV-related illnesses or any other protected category under applicable local, state or federal law. The University also complies with all major federal and state laws and executive orders requiring equal employment opportunity and/or affirmative action.

Monmouth University affirms the right of its faculty, staff, and students to work and learn in an environment free from discrimination and harassment, including sexual harassment, and has developed procedures to be used to resolve discrimination or harassment complaints. A copy of the University-wide policy on discrimination and harassment, including sexual harassment, which describes the procedures for resolving such complaints, may be obtained from:

THE OFFICE OF EQUITY AND DIVERSITY
400 Cedar Avenue, Wilson Hall, Room 304
West Long Branch, NJ 07764
Phone: 732-571-7577
Fax: 732-263-5140
monmouth.edu/equity-and-diversity/discrimination-and-harassment

Additionally, inquiries may be made externally to:
Office of Civil Rights (OCR), U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-1100
Customer Service Hotline Phone: 800-421-3481
Fax: 202-453-6012
TDD: 877-521-2172
Email: OCR@ed.gov
Web: ed.gov/ocr

EQUAL EMPLOYMENT OPPORTUNITY COMMISSION (EEOC)
Contact: eeoc.gov

FILING A COMPLAINT

INFORMATION FOR COMPLAINTS:
monmouth.edu/equity-and-diversity/documents/information-for-complainants.pdf

INFORMATION FOR RESPONDENTS:
monmouth.edu/equity-and-diversity/documents/information-for-respondents-2.pdf

II. JURISDICTION OF THE UNIVERSITY

In meeting its educational mission, Monmouth University recognizes the importance of establishing and enforcing acceptable community standards of behavior. In doing so, members of the University community should know that they will be held accountable for both their behavior and actions on-campus as well as off-campus as they relate to established laws and regulations of federal, state, and local agencies, as well as policies of the University.

In connection, individuals who are members of the University community have a responsibility to represent themselves in a lawful and responsible manner at all times, both on and off campus. It would be unreasonable to suggest that a person committing a wrong act, on or off campus, which violated both the Student Code of Conduct and
Criminal statutes, could not be punished by all injured parties, e.g., the citizens of the state or local community and the University.

The University reserves the right to exercise its discretion on taking disciplinary action against students of the University when the University's reputation or its orderly functioning as an academic community are clearly involved or to protect the safety and well-being of the campus community.

III. PROHIBITED CONDUCT

Monmouth University prohibits the following specified conduct:

1. Sexual Misconduct
2. Sexual Assault
3. Non-Consensual Sexual Contact
4. Dating Violence
5. Domestic Violence
6. Stalking
7. Sexual Exploitation
8. Sexual Harassment
9. Gender Based Harassment
10. Retaliation

IV. DEFINITIONS

1. SEXUAL MISCONDUCT
Sexual Misconduct is defined as any sexual act or sexual contact upon another person without his or her explicit consent, which is a sexual offense under New Jersey criminal law (See NJSA title 2C:14-1, et. al.). Sexual Misconduct encompasses the act of sexual assault.

2. SEXUAL ASSAULT
Sexual Assault is sexual penetration of another person under any one of the following circumstances: (1) the other person is under the legal age of consent, (2) the other person is incapable of giving consent because of temporary or permanent mental or physical incapacity or (3) the conduct occurs through the use or perception of physical force, threat, coercion.

3. NON-CONSENSUAL SEXUAL CONTACT
Sexual Contact means any form of intentional touching, either directly or through clothing, of the victim's intimate parts designed to degrade or humiliate the victim or cause sexual arousal or gratification to the actor. Sexual contact can also occur when an actor intentionally touches himself or herself while in the view of and aware of the victim's presence and with the same purpose of humiliation, arousal, or self-gratification. Non-Consensual Sexual Contact is having sexual contact with another individual without affirmative consent, when an individual is incapacitated, or by threat or force.

4. DATING VIOLENCE
Dating Violence is an act of domestic violence between individuals in a social relationship of a romantic or intimate nature.

5. DOMESTIC VIOLENCE
Domestic Violence is an actual or threatened physical harm or infliction of fear of imminent physical harm upon a family member, significant other, household member, resident sharing a room, or other individual with an intimate relationship to the actor.

6. STALKING
Stalking occurs when an individual engages in conduct directed at a specific person that would cause a reasonable person to fear for their safety or the safety of a third person or suffer other emotional distress. This includes cyber-stalking.
7. SEXUAL EXPLOITATION
Sexual exploitation refers to non-consensual abuse or exploitation of another person’s sexuality for the purpose of sexual gratification, financial gain, personal benefit or advantage, or any other non-legitimate purpose. (E.g. observing another individual’s nudity/sexual activity; allowing another to observe nudity/sexual activity without the knowledge and consent of all participants; non-consensual streaming or distribution of images, photography, video or audio recording of sexual activity/nudity without the knowledge and consent of all participants.

8. SEXUAL HARASSMENT
Sexual harassment is unwelcome action, language or visual representation of a sexual nature that has the effect of unreasonably interfering with an individual’s education, employment, or participation in a University activity or that creates a hostile working, educational, or living environment. A form of quid pro quo (this for that) sexual harassment exists when submission to or rejection of unwelcome sexual advances, requests for sexual favors or other verbal or physical conduct of a sexual nature results in adverse educational or employment action, or the threat of such adverse action, or limits or denies an individual’s educational or employment access, benefits, or opportunities.

9. GENDER BASED HARASSMENT
Acts of aggression, intimidation, stalking, or hostility based on gender or gender stereotyping constitute gender-based harassment. Gender-based harassment can occur if students are harassed either for exhibiting what is perceived as a stereotypical characteristic of their sex or for failing to conform to stereotypical notions of masculinity or femininity. To constitute harassment, the conduct must unreasonably interfere with another person’s education or participation in educational programs or activities or create an intimidating, hostile, demeaning, or offensive academic or living environment.

10. RETALIATION
Retaliation is any adverse action taken or threatened (including intimidation, threats, harassment, and other such action) against any complainant or person reporting or filing a complaint of sexual misconduct or any person cooperating in the investigation of allegations of sexual misconduct to include testifying, assisting or participating in any manner in an investigation or any person related to or connected with such persons.

V. KEY TERMS

1. AFFIRMATIVE CONSENT
Affirmative consent means affirmative, conscious, and voluntary agreement to engage in sexual activity. It is the responsibility of each person involved in the sexual activity to ensure that the person has the affirmative consent of the other or others to engage in the sexual activity. Lack of protest or resistance does not mean consent, nor does silence mean consent. Affirmative consent must be ongoing throughout a sexual activity and can be revoked at any time. The existence of a dating relationship between the persons involved, or the fact of past sexual relations between them, should never by itself be assumed to be an indicator of consent. Consent cannot be given by a person who is incapacitated, which occurs when an individual lacks the ability to knowingly choose to participate in sexual activity. (E.g. lack of consciousness, being asleep, being involuntarily restrained, or being intoxicated).

2. FORCE
Force is the use or threat of physical violence to overcome an individual’s free will to choose whether or not to participate in sexual activity or provide consent. Force may
include words, conduct, or appearance. Force includes causing another's intoxication or impairment through the use of drugs or alcohol. Coercion, intimidation, and non-physical threats can all be forms of force. Consent obtained by force is not valid.

3. COERCION
Coercion is to force one to act or not act based on fear of harm to self or others. Means of coercion may include, but are not limited to, pressure, threats, emotional intimidation, or the use of physical force. Consent obtained through coercion is not valid.

4. INCAPACITATION
Incapacitation is a physical condition where a person is unconscious or physically unable to leave or provide consent. This includes a mental condition, permanent or temporary, which makes the victim incapable of understanding the nature of the activity or unable to communicate due to a mental or physical condition.

VI. REPORTING PROCESS

1. For student complaints involving faculty or non-faculty employees of the University please refer to the policies and procedures found on the following page: monmouth.edu/equity-and-diversity/discrimination-and-harassment

2. For Student complaints involving persons who are neither students nor employees of the University please contact the following:
   - Monmouth University Police Department: 732-571-4444
   - The Office of Equity and Diversity (Title IX Coordinator): 732-571-7577
   - The Office of Student Life: 732-571-3417

3. For complaints against students in accordance with the Student Code of Conduct please contact the following:
   - Office of Student Life: 732-571-3417
   - Office of Equity and Diversity: (Title IX Coordinator) 732-571-7577
   - Monmouth University Police Department: 732-571-4444

4. For student complaints involving another student(s) there are several options regarding how to proceed. These options are:
   - Meeting with the Monmouth University Police Department if the incident took place on campus (732-571-4444), or meeting with the local police department if the incident took place off campus to file a police report. (See section XIII for local law enforcement contact information).
   - Meeting with the Office of Student Life to file a complaint under the Student Code of Conduct and/or to request interim measures (732-571-3417).
   - File a complaint with the Title IX Coordinator/Deputy Title IX Coordinator in the Office of Equity and Diversity (732-571-7577).
   - Meet with a confidential resource which includes Counseling and Psychological Services (732-571-7517) and the Health Center (732-571-3464).
   - Make an anonymous report concerning an act of sexual misconduct without disclosing Complainants name or the name of the Respondent or without requesting any action. This can be done by contacting the Office of Equity and Diversity, Office of Student Life, or Monmouth University Police Department.
   - A student may choose to take advantage of any or all of these options, simultaneously.
   - A student may choose not to pursue any of these options. Students who may be victims/survivors of a sexual misconduct are encouraged to report the assault to the proper authorities as soon as possible. A psychological counselor from the Office of Counseling and Psychological Services, a representative from the Office of Student Life, or an individual from the Monmouth University Police Department
will assist a student in notifying the proper authorities if the student requests assistance.

Equally important, is the need for the student to seek medical attention immediately. It is critical that this be done as soon as possible to preserve any physical evidence. If a student wishes to have someone accompany the student to the hospital the student should inform MUPD, the Office of Student Life, the Office of Equity and Diversity, or a psychological counselor from the Office of Counseling and Psychological Services.

VII. AMNESTY POLICY

In order to encourage reporting, Monmouth University will grant amnesty to a student in violation of the drug and alcohol policy, when that person is reporting a sexual assault and/or sexual misconduct. For instance a student may be engaging in underage consumption of alcohol and witness another individual being sexually assaulted. The student’s should not hesitate to report the sexual assault because of their underlying violation of the student code of conduct. The University will not take action against that student for their underage consumption of alcohol because they reported a sexual assault. This policy does not grant amnesty for students who are involved in criminal activity aside from the above mentioned violations of the student code of conduct. The University may require that the student who reported the incident attend educational remedies regarding the use of drugs and alcohol.

VIII. TITLE IX COORDINATOR

Monmouth University has a designated Title IX Coordinator and Deputy Title IX Coordinator. These employees are responsible for compliance with Title IX of the Education Amendments of 1972, which prohibits sex discrimination, including sexual harassment, gender-based harassment and sexual violence, in education programs.

Title IX Coordinator
Nina Anderson
nanderso@monmouth.edu
Wilson Hall Rm 304
732-571-7577

Deputy Title IX Coordinator
Amy Arlequin
aarlequi@monmouth.edu
Wilson Hall Rm 304
732-571-7577

The names and contact information for the Title IX/Deputy Title IX Coordinators can also be found at the following page: monmouth.edu/equity-and-diversity/our-office

Following receipt of notice of an alleged violation of this policy, The Title IX Coordinator/Deputy Title IX Coordinator will conduct an assessment into the allegations to ensure that the alleged Respondent does not pose a threat to the campus community. The Title IX Coordinator/Deputy Title IX Coordinator will interview all involved parties as well as any witnesses to the incident. Both the Complainant and the Respondent will be informed of the options, resources, and interim measures available to them. The Title IX Coordinator/Deputy Title IX Coordinator will notify the Complainant and the Respondent of the outcome of the assessment, in writing, within five (5) business days of the completion of the assessment. If the assessment conducted by the Title IX Coordinator/Deputy Title IX Coordinator establishes that the Respondent poses a threat to the campus community, the University may choose to move forward under the Student Code of Conduct without the cooperation of the Complainant. The Title IX Coordinator/Deputy Title IX Coordinator cannot provide confidentiality to any parties involved in an allegation of sexual misconduct. Privacy will be provided to all parties involved to the extent that any information obtained will only be shared with people necessary to conduct the assessment. If the Title IX Coordinator/Deputy Title IX Coordinator receives an anonymous report of an alleged violation of this policy, an assessment will be conducted within the best of their ability given the information provided.
IX. INFORMAL RESOLUTION PROCEDURES FOR SEXUAL MISCONDUCT COMPLAINTS

The University will not use mediation or any other informal procedure to resolve cases involving allegations of sexual assault or other nonconsensual sexual contact.

In certain instances of sexual misconduct, the parties may voluntarily agree to follow an informal resolution procedure instead of the formal resolution procedure. The Title IX Coordinator or designee will determine whether a matter is appropriate for an informal resolution process and whether any proposed resolution as a result of an informal resolution process is appropriate. If a matter is deemed to be appropriate for an informal resolution process, the Title IX Coordinator or designee may arrange for or facilitate mediation between the parties or coordinate other voluntary informal resolution.

Informal resolution procedures are optional and may be terminated at any time by any of the parties involved or the University and the matter may be referred to the formal hearing procedure. Any agreements that are made during the informal resolution procedure must be documented, signed by the involved parties and the Title IX Coordinator or designee. In the event that no agreement is reached, the matter may be referred to the formal hearing procedure for further action.

All parties may have an advisor of choice at all meetings during the informal resolution process.

X. PROCEDURES FOR ON-CAMPUS DISCIPLINARY ACTION UNDER THE STUDENT CODE OF CONDUCT

1. TIME FRAMES

A Complainant (student, employee, or third party) who is a victim of prohibited conduct by a student may file charges against any student of the University for that Prohibited Conduct. Persons wishing to file charges based on the Student Code of Conduct must do so through the Office of Student Life. The Assistant Vice President for Student Life or another judicial officer will conduct an investigation into the matter to ascertain the particular facts of the case. The investigation is a prompt, fair, impartial process that provides an equal opportunity for the parties to provide information and identify relevant witnesses. In sexual misconduct cases mediation is not an option.

The University will seek to resolve every report under this policy within sixty (60) calendar days of an initial report, not counting any appeal. The University recognizes that each case has its own unique circumstances and time frames for each stage of the process may vary depending on the details of a case. The University may extend any time frame for good cause, with a written explanation to the Complainant and Respondent.

The University’s process for responding to, investigating, and adjudicating reports under this policy will continue during any law enforcement proceeding or civil proceeding. The University generally will not wait for the conclusion of any related criminal proceeding. However, brief delays may occur to allow law enforcement to gather initial evidence.

2. INTERIM AND FINAL REMEDIAL MEASURES

In all cases the University will take appropriate steps designed to mitigate the effects of the alleged prohibited conduct, prevent its reoccurrence, and make accommodations for the complainant(s) and respondent(s). These measures will be applied in a manner equitable to all parties involved. Such measures may include but are not limited to offering:
• Academic accommodations (e.g. changing a student’s academic schedule, allowing a student to withdraw from or retake a class without penalty, or providing access to tutoring or other academic support).
• Residential accommodations (e.g. changing a student’s campus residence).
• Work accommodations (e.g. adjusting a student’s work schedule for University employment).
• Issuance of a “no contact” letter through the Office of Student Life. The duration of these letters may vary depending on the particular situation in which they are issued and may be permanent.
• Training and educational materials for the campus community.
• Protective measures (e.g. interim suspension of the Respondent).

Any decisions regarding interim measure shall be made by the Office of Student Life in consultation with relevant University administrators. Such action may be taken in the immediate aftermath of an incident and/or while an investigation or a disciplinary action is pending. It is not necessary to file a complaint under this Policy, participate in the adjudication process, or file a criminal complaint in order to request services or accommodations from the University. Students may request accommodations even in cases where the victim has requested that no investigation be undertaken.

The Title IX Coordinator/Deputy Title IX Coordinator will seek to minimize unreasonable burdens on either party; however, reasonable efforts will be made to allow the parties to continue their academic, University housing, and/or University employment arrangements. The University will provide information about any interim measures and accommodations implemented only to those who need to know in order to make them effective.

XI. HEARING, DETERMINATION, AND OUTCOME

The Office of Student Life will provide simultaneous written notice of the charges, date and time of the hearing and the name of the hearing panel members to the Complainant and the Respondent no less than five (5) business days prior to the hearing. The hearing panel will be comprised of one member of the administration, one faculty member from the University Disciplinary Committee, and one student designated by the Student Government Association. The Vice President for Student Life and Leadership Engagement or his/her designee reserves the right to substitute a member of the administration for the student member for interim suspension hearings and during semester breaks and holidays when students are not generally present on the campus. Both the Respondent and the Complainant will have an opportunity to object beforehand to the panel members. The Respondent may NOT waive his/her right to a hearing. The “preponderance of the evidence” standard will be used to make determinations in hearings. This means determining whether “is it more likely than not” that a violation of the Student Code of Conduct occurred.

The Respondent and the Complainant have the right to review any information provided to the University that will be used during the disciplinary proceedings. Both the Respondent and the Complainant have the right to submit written statements as to their account of the matter. Upon request accommodations may be made to limit face-to-face contact between the respondent and the complainant during disciplinary hearings. In addition, both parties to the matter are entitled to have one advisor of choice. However, a person who will be a witness in the hearing may not also serve as an advisor. Each party is responsible for presenting his/her own information and therefore, advisors are not permitted to speak or participate directly in any meeting or hearing but are only allowed to provide support and/or guidance directly to their respective party. The parties should select an advisor who has a schedule which will allow attendance at the scheduled dates.
Delays will not normally be permitted due to the scheduling conflicts of an advisor. The Title IX Coordinator and judicial officer must be notified by the parties at least two (2) business days prior to any scheduled meeting or hearing if they plan to have an advisor present for the meeting or hearing and if so, the identity of the advisor. The Title IX Coordinator, his/her designee and the judicial officer reserve the right to remove an advisor from any meeting or hearing for violation of this policy.

1. REQUEST FOR ACCOMMODATIONS
All students with disabilities who are involved in the student conduct process including complainants, respondents, supporters, and witnesses may seek accommodations for any stage of the student conduct process, including hearings, conduct meetings, investigations, and any pre-hearing meetings. Any student requesting an accommodation must do so far enough in advance to allow the request to be reviewed and an appropriate accommodation identified and implemented. Accordingly, each student seeking an accommodation is strongly encouraged to do so as early as possible in the student conduct process. To request an accommodation please refer to the policy on the following page: monmouth.edu/disability-services/current-students.

2. STATEMENT OF WITNESSES
Any persons having specific knowledge of the matter may be called as witnesses. Every effort will be made to obtain names and written statements of witnesses and documentary evidence for both the complainant(s) and the respondent(s). If available these documents must be submitted to the Office of Student Life at least five (5) business days prior to the hearing. The hearing panel may preclude the testimony of any witness who does not submit a statement in conformance with this requirement if, in the opinion of the hearing panel, allowing such testimony would substantially impair either the complainant’s or the respondent’s ability to effectively present their case. In making this determination the hearing panel shall consider such factors as the reasons why a statement was not on file, the nature of the testimony summarized in the proposed witness’s statement prior to the hearing, and other appropriate factors.

3. CONTROL OF THE HEARING PROCEEDINGS
The presiding hearing officer shall exercise control over the manner in which the hearing is conducted to avoid unnecessary lengthy hearings and to prevent harassment or intimidation of witnesses. Anyone who disrupts a hearing or who fails to adhere to hearing guidelines may be excluded from the proceedings and is subject to disciplinary action.

4. BURDEN OF PROOF
A preponderance of the evidence standard shall be applied. Therefore it must be established that it is more likely true than not true that the alleged violation took place. It should be noted that the resolution is not dependent upon the number of witnesses who testify on either side, but rather on the credibility and weight which is attributed to such testimony.

5. PRIVACY OF HEARINGS
The hearing shall be conducted in private. People not directly involved in the hearing are excluded from the proceedings.

6. QUESTIONS DURING HEARINGS
The hearing panel may address questions to any party during the proceedings or to any witness called by the parties or by the hearing panel. Complainants and Respondents...
monmouth.edu/studenthandbook

may address their questions of witnesses through the hearing panel, which shall have
the discretion to decide whether the question will be posed to the witness.

7. EVIDENCE FOR CONSIDERATION
Pertinent records, exhibits, and written statements may be received as evidence for
consideration by the hearing panel at the discretion of the chairperson. If available these
documents must be submitted to the Office of Student Life at least five (5) business
days prior to the hearing. Both the Respondent and the Complainant will receive copies
of such and will be given a similar, timely opportunity to review the documents. The
hearing panel may preclude records, exhibits, and the testimony of any witness where
documents were not submitted in conformance with this requirement if, in the opinion
of the hearing panel, allowing such records, exhibits, or testimony would substantially
impair the complainant’s or the respondent’s ability to effectively present their case. In
making this determination the hearing panel shall consider such factors as the reasons
why the record, exhibit, or statement was not on file, the nature of the testimony
summarized in the proposed witness’s statement prior to the hearing, and other
appropriate factors.

8. APPEARANCE OF WITNESSES
The hearing panel may require the presence of witnesses by sending them a letter via
hand-delivery or certified mail, return receipt requested or via email with a read/received
receipt. University students and employees are expected to comply with such requests
unless a verified hardship would result.

9. FAILURE TO APPEAR AT HEARINGS
The failure of individuals charged with misconduct to appear at a hearing after proper
notice will not prevent the hearing from taking place or invalidate the outcome.

10. RECORDING OF HEARINGS
A recording of the hearing shall be made. The recording will be under the control of the
Vice President for Student Life and Leadership Engagement. A request to review the
recording must be made in writing and the recording must be reviewed in the Office of
Student Life.

11. DETERMINATION OF THE HEARING
Within five (5) business days after the hearing deliberations are completed, the hearing
panel shall determine (by majority vote) whether the Respondent has violated the
Student Code of Conduct. The Chairperson on behalf of the hearing panel, shall prepare
a written report to the Vice President of Student Life and Leadership Engagement or his/
her designee consisting of: a statement of charges, evidence presented to the panel, the
decision of the hearing panel and the sanctions imposed.

12. NOTIFICATION OF THE HEARING BOARD DECISION
The Vice President or his/her designee will notify both the Complainant and the
Respondent simultaneously in writing of the hearing panel’s decision within five (5)
business days of the receipt of the decision. The President of the University will also
be notified of the decision.

XII. APPEALS PROCESS
An appeal shall be limited to the review of the verbatim record of the initial hearing and
supporting documents unless a further hearing is required to receive and evaluate new
evidence. An appeal may be initiated for one or more of the following purposes:
1. The hearing process as described in the code was materially violated in such a manner that the outcome could have been affected.

2. A violation of individual/organization rights as outlined in this document.

3. Submission of new evidence sufficient enough to alter a decision, or other relevant facts not brought out in the original hearing because such facts were not known to the person appealing at the time of the original hearing.

4. To determine if the sanctions imposed were appropriate for the violation(s) of the Student Code which the student was found to have committed.

A decision reached by a hearing panel or a sanction imposed may be appealed by either party. The appeal must be submitted in writing to the Vice President of Student Life and Leadership Engagement or his/her designee within five (5) business days of the finding by the hearing panel.

1. The appeal and any supporting documentation shall be sent to the opposing party for review. The opposing party shall be given five (5) business days to submit a reply.

2. The Vice President or his/her designee shall review the matter and render a decision on the appeal within twenty (20) business days from receipt of the written appeal.

3. Within five (5) business days of the receipt of the decision by the Vice President for Student Life and Leadership Engagement or his/her designee, an appeal can be made to the President. The appeal and any supporting documentation shall be sent to the opposing party for review. The opposing party shall be given five (5) business days to submit a reply.

4. The President or his/her designee shall make a final decision on the case within twenty (20) business days from the receipt of the appeal. The President or his/her designee shall make a final decision on the case.

Following the President’s or his/her designee’s decision the matter shall be concluded with no further recourse.

All deadlines and time line requirements set forth in this section may be extended for good cause. Both the respondent and the complainants will be notified in writing of any delay and provided the date of the new deadline.

XIII. SANCTIONS FOR SEXUAL MISCONDUCT
In accordance with the Student Code of Conduct, the following sanctions may be imposed by a hearing board or officer on a student found to have violated the sexual offense section in the code.

A. FINE—a monetary fine may be imposed as part of a student’s sanction. Fines are payable within a prescribed period of time to the Office of Student Life.

B. DISCIPLINARY PROBATION—may include, but not be limited to, the possible exclusion or restricted participation in privileges or extracurricular University activities for a specified period of time including the possibility of more severe sanctions in the event of further violation of University regulations during the period of probation.
C. EDUCATION/SERVICE WORK—a requirement to participate in an educational program or to perform a number of service work hours. Included in this sanction may be a requirement to participate in a psychological consultation/assessment and/or counseling.

D. RESIDENCE HALL PROBATION—a defined period of time whereby a student living in residence is given an opportunity to modify his/her behavior without further violations.

E. RESIDENCE HALL SUSPENSION—separation from the residence halls for a defined period of time.

F. RESIDENCE HALL EXPULSION—permanent separation from the residence halls.

G. SUSPENSION—separation of the student from the University for a definite or indefinite period of time. This action will be on record in the disciplinary files of the Vice President for Student Life and Leadership Engagement.

H. EXPULSION—permanent separation of the student from the University. This action will be permanently recorded in the files of the Vice President for Student Life and Leadership Engagement.

XIV. ON-CAMPUS RESOURCES

1. Confidential Resources
Victims of sexual assault or sexual misconduct are encouraged to report any crime to the police. Should a victim prefer that details of an incident be kept confidential, they are encouraged to seek on-campus services through Counseling and Psychological Services (732-571-7517), Substance Awareness Counselor (732-263-5804) or Health Services (732-571-3464). These resources can offer confidential emotional and medical support.

Disclosure of the details of sexual assault or sexual misconduct to any other office on campus requires that the office share the information with individuals on campus responsible for such matters. The University will keep the information concerning an incident of prohibited conduct and the individuals involved as private as possible however, any office or individual outside of a confidential resources cannot provide confidentiality.

1. COUNSELING AND PSYCHOLOGICAL SERVICES
   Student Center 3rd Floor
   732-571-7517
   Hours of Operation:
   Monday-Friday: 8:45 a.m.–5:00 p.m.
   Email: mucounseling@monmouth.edu
   monmouth.edu/counseling

2. CAMPUS HEALTH SERVICES
   Birch Hall
   Hours of Operation:
   Monday-Thursday: 8:00 a.m.–7:00 p.m.
   Friday: 8:00 a.m.–5:00 p.m.

3. OFFICE OF STUDENT LIFE
   Student Center Room 206
   732-571-3417
   Hours of Operation: Monday-Friday: 8:45 a.m.–5:00 p.m.
   monmouth.edu/student-life/student-life-division
4. OFFICE OF EQUITY AND DIVERSITY/TITLE IX COORDINATOR
   Wilson Hall Room 304
   732-571-7577
   Hours of Operation:
   Monday-Friday: 8:45 a.m.–5:00 p.m.
   monmouth.edu/equity-and-diversity

5. OFFICE OF JUDICIAL AFFAIRS
   Student Center Room 212
   732-263-5218
   Hours of Operation:
   Monday-Friday: 8:45 a.m.–5:00 p.m.
   monmouth.edu/judicial-affairs

6. OFFICE OF RESIDENTIAL LIFE
   Pinewood Hall
   732-571-3465
   Hours of Operation:
   Monday-Thursday: 8:45 a.m.–5:00 p.m.
   monmouth.edu/reslife

XV. OFF-CAMPUS SUPPORT SERVICES

1. MONMOUTH MEDICAL CENTER
   300 Second Ave, Long Branch, NJ 07740
   Emergency Care: 732-923-7300/7328
   barnabashealth.org/Monmouth-Medical-Center.aspx

2. 180 TURNING LIVES AROUND
   Hazlet, NJ
   Sexual Assault Hotline: 1888-264-RAPE (7273) or 732-264-RAPE
   180nj.org

3. RAPE, ABUSE, AND INCEST NATIONAL NETWORK (RAINN)
   National Sexual Assault Hotline: 1800-656-HOPE
   rainn.org/get-help/national-sexual-assault-hotline

4. NJ COALITION AGAINST SEXUAL ASSAULT (NJCASA)
   24 Hour State Hotline: 1-800-601-7200
   njcasa.org

5. NATIONAL COALITION AGAINST DOMESTIC VIOLENCE
   1-303-839-1852

XVI. POLICE

1. MONMOUTH UNIVERSITY POLICE
   732-571-4444 (24 hrs a day; 7 days a week)

2. LONG BRANCH POLICE DEPARTMENT
   732-222-1000

3. WEST LONG BRANCH POLICE DEPARTMENT
   732-229-5000

4. OCEAN TOWNSHIP POLICE DEPARTMENT
   732-531-1800
5. EMERGENCIES
Dial 911

XVII. PREVENTION AND AWARENESS PROGRAMS
The University sponsors educational programs to promote awareness of all forms of sexual misconduct throughout the year. Specific programs are included during New Student Orientation and twice a year in the fraternity and sorority education program. All incoming first year students are required to complete our online educational program, Not Anymore. The program is made available to all students and employees and participation is strongly encouraged. This program focuses on consent, bystander intervention and healthy relationships. Annually, a week of educational programming is held on campus called Hawks United Week. Programming during this week focuses on the prevention and awareness of sexual misconduct on our campus. During this week presentations and performances are held as well as passive programming. The topics addressed during this week include but are not limited to sexual assault, domestic violence, dating violence, stalking, and bystander intervention. In addition, programs will be conducted by the Office of Counseling and Psychological Services, the Office of Equity and Diversity, the Office of Student Life and Residential Life. Information will be available in the Office of Student Life, Health Services, Office of Equity and Diversity, and the Office of Counseling and Psychological Services. Further information on the Sexual Misconduct Policy and Procedures may be obtained by contacting the Office of Student Life, University Police, the Office of Equity and Diversity, and the Office of Judicial Affairs.

XVIII. TRAINING
The Office of Equity and Diversity provides numerous trainings throughout the year to both students and employees to ensure they are familiar with and understand the Universities' policies and procedures on sexual misconduct. All individuals responsible for implementing sexual misconduct policy, investigating, and determining violations of this policy will receive annual training on relevant topics and how to conduct investigations and disciplinary proceedings that protect the safety and respectful treatment of all parties and promote accountability to the Monmouth community.

XIX. POLICY COMPLIANCE
Any person with a concern about the University's handling of a particular matter should contact the University's Title IX Coordinator, Nina Anderson – 732-571-7577, Wilson Hall 304. The U.S. Department of Education, Office for Civil Rights is a federal agency responsible for ensuring compliance with Title IX. OCR may be contacted at 400 Maryland Avenue, SW, Washington, DC 20202-1100, (800) 421-3481.

CAMPUS SEXUAL ASSAULT VICTIM'S BILL OF RIGHTS
I. INTRODUCTION
A college or university in a free society must be devoted to the pursuit of truth and knowledge through reason and open communication among its members. Academic communities acknowledge the necessity of being intellectually stimulating where the diversity of ideas is valued. Its rules must be conceived for the purpose of furthering and protecting the rights of all members of the university community in achieving these ends. The boundaries of personal freedom are limited by applicable state and federal laws and institutional rules and regulations governing interpersonal behavior. In creating a community free from violence, sexual assault, and non-consensual sexual contact, respect for the individual and human dignity are of paramount importance. The state of New Jersey recognizes that the impact of violence on its victims and the surrounding
II. BILL OF RIGHTS
The following rights shall be accorded to victims of sexual assault that occur:
- On the campus of any public or independent institution of higher education in the state of New Jersey; and
- Where the victim or alleged perpetrator is a student at that institution; and/or
- When the victim is a student involved in an off-campus sexual assault.

“Campus authorities” as used in this act shall mean any individuals or organizations specified in an institution’s statement of campus security policy as the individuals or organizations to whom students and employees should report criminal offenses.

A. HUMAN DIGNITY RIGHTS
- To be free from any suggestion that victims must report the crimes to be assured of any other right guaranteed under this policy.
- To have any allegations of sexual assault treated seriously; the right to be treated with dignity.
- To be free from any suggestion that victims are responsible for the commission of crimes against them.
- To be free from any suggestion that victims were contributorily negligent or assumed the risk of being assaulted.
- To be free from any pressure from campus personnel to:
  - Report crimes if the victim does not wish to do so.
  - Report crimes as lesser offenses than the victim perceives the crime to be.
  - Refrain from reporting crimes.
  - Refrain from reporting crimes to avoid unwanted personal publicity.

B. RIGHTS TO RESOURCES ON/OFF-CAMPUS
- To be notified of existing campus- and community-based medical, counseling, mental health, and student services for victims of sexual assault whether or not the crime is formally reported to campus or civil authorities.
- To have access to campus counseling under the same terms and conditions as apply to other students in their institution seeking such counseling.
- To be informed of and assisted in exercising:
  - Any rights to confidential or anonymous testing for sexually transmitted diseases, human immunodeficiency virus, and/or pregnancy.
  - Any rights that may be provided by law to compel and disclose the results of testing of sexual assault suspects for communicable diseases.

C. CAMPUS JUDICIAL RIGHTS
- To be afforded the same access to legal assistance as the accused.
- To be afforded the same opportunity to have others present during any campus disciplinary proceeding that is allowed the accused.
- To be notified of the outcome of the sexual assault disciplinary proceeding against the accused.

D. LEGAL RIGHTS
- To have any allegation of sexual assault investigated and adjudicated by the appropriate criminal and civil authorities of the jurisdiction in which the sexual assault occurred.
- To receive full and prompt cooperation and assistance of campus personnel in notifying the proper authorities.
• To receive full, prompt, and victim-sensitive cooperation of campus personnel with regard to obtaining, securing, and maintaining evidence, including a medical examination when it is necessary to preserve evidence of the assault.

E. CAMPUS INTERVENTION RIGHTS
• To require campus personnel to take reasonable and necessary actions to prevent further unwanted contact of victims by their alleged assailants.
• To be notified of the options for and available assistance in changing academic and living situations after an alleged sexual assault incident if so requested by the victim and if such changes are reasonably available.

F. STATUTORY MANDATES
• Each campus must guarantee that this Bill of Rights is implemented. It is the obligation of the individual campus governing board to examine resources dedicated to services required and to make appropriate requests to increase or reallocate resources where necessary to ensure implementation.
• Each campus shall make every reasonable effort to ensure that every student at that institution receives a copy of this document.
• Nothing in this act or in any “Campus Assault Victim’s Bill of Rights” developed in accordance with the provisions of this act, shall be construed to preclude or in any way restrict any public or independent institution of higher education in the state from reporting any suspected crime or offense to the appropriate law enforcement authorities.

SEXUAL HARASSMENT-NON-FACULTY MEMBER
(Alleged violator is a non-faculty member. For violations involving a faculty member see Sexual Harassment - Faculty member)

I. INTRODUCTION
Consistent with the University’s mission as an institution of higher education and its policies against discrimination and sexual harassment, the University abides by all applicable federal, state and local laws which prohibit discrimination on the basis of race, religion, color, national or ethnic origin, age, sex (including sexual and gender-based harassment), sexual orientation, gender identity, marital status or disability in any educational or employment program, policy, or practice of Monmouth University (including outside contractors and visitors). In accordance with these laws and policies, the University also prohibits retaliation against anyone that has complained about discrimination or otherwise exercised rights guaranteed by these laws. Regardless of the means selected for resolving allegations of discrimination, including sexual harassment, the initiation of a complaint will not cause any reflection on the complainant nor will it affect such person’s employment, compensation or work assignments or, in the case of students, grades, class selection or other matters pertaining to his or her status as a student at the University. Every effort should be made to resolve any incident as soon as possible while the facts and potential testimony of witnesses, if any, are current.

II. PROCEDURE
The procedures described below are provided for the prompt and equitable resolution of complaints by faculty, students and non-faculty employees who believe they have been subjected to discrimination, including sexual harassment in violation of the University’s policy against discrimination and sexual harassment. These procedures will be followed when the alleged violator is not a faculty member or a student of the University. Separate procedures address faculty members. Allegations of discrimination, including sexual harassment involving a student, are addressed through the Student Code of Conduct. Nothing in this procedure shall limit or prohibit the filing of a grievance or action under a collective bargaining agreement, the University’s Code of Conduct for student disciplinary
actions or with an external agency responsible for addressing issues of discrimination or sexual harassment.

All employees and students, covered by this procedure, who believe they have been subjected to discrimination, including sexual harassment, have several ways to make their concerns known.

**A. Initial Attempt at Informal Resolution (Optional)**

1. If a person believes that he or she has been discriminated against, the following are the optional procedures for informal resolution. If the complainant wishes, he or she may choose to file a formal complaint rather than pursue the procedures for informal resolution. (See Section II C).

2. Those initiating an informal resolution process may inform, either orally or in writing, the individual perceived as engaging in discriminatory conduct or communication as soon as possible that such conduct or communication is offensive and must stop. If a meeting is arranged, a neutral witness should be present.

3. If a person does not wish to or feel comfortable communicating directly with the alleged violator or if the direct communication with that individual has not resolved the problem, the person should contact one of the following for assistance or advice as soon as possible:
   a. Your immediate supervisor, appropriate School Dean or Chairperson.
   b. Counselor/Advisor in Counseling and Psychological Services.
   c. The Vice President for Student Life.
   d. The Vice President for Administrative Services.
   e. The Provost.
   f. The Director of the Office of Equity and Diversity

4. The Director of the Office of Equity and Diversity may be contacted directly at any time regarding any issue of discrimination or sexual harassment. Again, if the individual filing the complaint wishes, he or she may choose to file a formal complaint, (see Section II, C for formal complaint procedures).

5. Any University official approached with a complaint pursuant to this procedure, including the appropriate officials listed above, shall immediately notify the Director of the Office of Equity and Diversity of the complaint and its substance.

6. The Director of the Office of Equity and Diversity will initiate the informal resolution process.

**B. Informal Resolution Process**

1. The initial attempt at resolving a complaint regarding discrimination or sexual harassment may be conducted according to an informal process.

2. During this initial phase, the student or employee filing the complaint (complainant) may meet with the appropriate University officials designated in Section II, A.2 or the Director of the Office of Equity and Diversity in order to describe the complaint verbally. While no written outline of the complaint is required at this stage, such a written outline or any other written materials related to the complaint will be reviewed.

3. The Director of the Office of Equity and Diversity will investigate the complaint informally. This investigation may include but is not limited to meetings with the complainant, the person accused of having committed the alleged act or acts (respondent) and any other appropriate campus administrators, faculty members, members of the nonacademic staff and/or students who may have knowledge of the situation.

4. The following items shall be included in the initial meeting with both the complainant and the respondent as soon as possible thereafter:
   a. A copy of the University policy allegedly violated and these procedures will be given.
   b. Assurance that the matter will be pursued.
c. Assurance that the Director of the Office of Equity and Diversity or another appropriate official will be available throughout the process to answer questions or address concerns.

d. Assurance that the matter will be kept confidential to the extent possible.

e. A statement regarding non-retaliation.

5. The Director of the Office of Equity and Diversity, along with, when appropriate, other involved University officials, shall discuss the initiation of the complaint with the respective parties, the process of investigation and resolving the complaint, and the timetable for the completion of this process, i.e., investigation, resolution and recommendation. An attempt to resolve the complaint with the complainant and the respondent will follow.

6. The Director of the Office of Equity and Diversity will attempt to reach an informal resolution within fifteen (15) working days and inform the complainant of the results in writing, including providing information about how to file a formal complaint. If the informal resolution is not completed, the Director of the Office of Equity and Diversity will contact the complainant who may choose to extend the informal process for up to fifteen (15) working days or to move directly to the formal complaint process.

7. Every effort will be made to resolve the complaint at the lowest level possible and consistent with the desires of the person bringing forward the complaint. However, the University recognizes that under certain circumstances, it has a legal obligation to ascertain where discrimination and/or sexual harassment exist irrespective of whether a formal complaint is actually filed. Therefore, at any point during the informal process, either the complainant, respondent or the Director of the Office of Equity and Diversity may move the complaint to the formal process set forth below.

C. Formal Complaint Procedure

1. Should the initial informal attempt or attempts to resolve the matter be unsuccessful, the complainant may initiate the formal complaint procedure. A formal complaint must be submitted in writing to the Director of the Office of Equity and Diversity.

2. The student or employee should file a formal complaint within ninety (90) working days following the last alleged discriminatory incident. Where the informal complaint process has been pursued, the ninety (90) day limit can be extended.

3. When a student believes that it is not in his or her best interest for a complaint to be investigated during the course of a semester, the formal complaint must still be filed within the above time limit. However, at the written request of the student and approval by the Director of the Office of Equity and Diversity, notice to the charged parties shall be delayed to no later than fourteen (14) working days after the end of the semester in which the alleged discriminatory act is alleged to have occurred. Under such circumstances, all of the time limits dependent on the date of the formal complaint shall start to run from within fourteen (14) working days after the end of the semester.

4. The written complaint must be filed with the Office of Equity and Diversity and include the following:

   a. The complainant’s name, campus location, and status within the University community, including title, department, and school as appropriate.

   b. The basis of the alleged act or acts of sexual harassment or discrimination; that is, race, religion, color, national or ethnic origin, age, sex, sexual orientation, gender identity, marital status or disability.

   c. A brief description of what occurred, including dates, times and names of witnesses or individuals who can corroborate the allegations, and the complainant’s reason for concluding that the behavior or action was discriminatory or sexually harassing.

   d. The name and position in the University community held by the person or persons who committed the alleged act(s).
e. Copies of materials, if any, which may be relevant to the investigation of the complaint.
f. The date on which the alleged act(s) was committed.
g. The date on which the complainant first knew of the alleged act(s), and any steps the complainant has taken to date, if any, to resolve the complaint.
h. A statement indicating the remedy sought by the complainant.
i. The signature of the complainant.

D. Procedures for Investigating Formal Written Complaints
1. As soon as possible, but within fourteen (14) working days after receipt of the written complaint, the Director of the Office of Equity and Diversity of the University shall review the materials, which comprise the written complaint, and commence investigation of the complaint. The Director of the Office of Equity and Diversity shall consult, if appropriate, with a faculty resource person with regard to academic and classroom behavioral issues. The Provost when appropriate, upon request from the Director of the Office of Equity and Diversity, shall select the faculty resource person. The formal investigation may include initial meetings with the complainant and with the respondent, a discussion of the available procedures and an exploration of possible avenues for resolution of the complaint. As part of the investigation, the Director of the Office of Equity and Diversity will notify the respondent of the allegations within the ten (10) working days from receipt of the complaint, and shall provide the respondent with a copy of the written complaint.

2. If the investigation of a complaint would require interviewing students or employees who may not be available between semesters, and those interviews are significant to the complaint, these deadlines will be delayed until the beginning of the following semester and the complainant so notified.

3. Possible outcomes of an investigation are (1) a finding that the allegations are not warranted or could not be substantiated, (2) a finding that the allegations are substantiated and constitute sexual harassment, discrimination, or inappropriate behavior and, if so, will be referred to the appropriate administrative authority for corrective action, (3) a finding that the allegations were brought forth in bad faith or a malicious manner and, if so, will be referred to the appropriate administrative authority for corrective action, (4) a finding that the allegations could not be substantiated, but still warrant preventative or corrective action by the University.

4. The Director of the Office of Equity and Diversity shall, as soon as possible, but within sixty (60) working days after receipt of the written complaint, make every effort to complete a fact-finding investigation of the complaint and submit a final report to the Vice President and General Counsel.

5. The Vice President and General Counsel will review the findings of the investigation with the appropriate area Vice President, who will then take appropriate action. The Director of the Office of Equity and Diversity will be notified by the Vice President and General Counsel as to the proposed actions, if any, against the parties in the complaint.

6. The Director of the Office of Equity and Diversity will within five (5) working days notify all parties of the determination and consult with the appropriate University authorities to insure implementation of the decision.

E. University Action
The University may assume the role of a complainant and pursue a report or complaint of sexual harassment or discrimination, either informally or formally. The University may respond to complaints or reports by persons external to the University community about alleged sexually harassing or discriminatory conduct by University employees.

III. DISCIPLINE
Whenever a violation of this policy is brought to the University's attention through appropriate channels, prompt corrective action will be taken. For example, individuals
found to have engaged in discrimination, sexual harassment or retaliation pursuant to these procedures may be subject to disciplinary action for violations of the University’s policies (up to and including separation from the University). The University will follow applicable University procedures in taking any disciplinary action. Any disciplinary action taken against a member of a collective bargaining unit will be in accordance with the applicable collective bargaining agreement.

IV. APPEALS
Any party aggrieved with the resolution of the complaint by the appropriate Vice President under Section II, D.4 above may appeal that resolution to the President within fourteen (14) working days of the notification by the appropriate Vice President. Such an appeal shall be submitted in writing and shall be decided within fourteen (14) working days of its receipt. The determination of the President will be deemed final and binding.

V. CONFIDENTIALITY
1. Cases involving discrimination and especially sexual harassment are particularly sensitive and demand special attention to issues of confidentiality. Dissemination of information relating to the case should be limited to individuals who have a legitimate need to know or who have information relevant to the investigation in order that the privacy of all individuals involved is safeguarded to the extent practicable under the circumstances.
2. Every effort should be made to protect members of the University community so that they may use the discrimination and sexual harassment grievance procedures without fear of reprisal or retaliatory action.
3. University employees and students are obligated to comply with requests to provide statements during an investigation.

VI. FALSE CHARGES
Once a complaint of sexual harassment and/or discrimination has been made, the University has an obligation to investigate the matter. Any complaint determined to be intentionally dishonest or made maliciously without regard for the truth shall subject such complainant to disciplinary action. The determination as to whether a complaint constitutes a false charge under this section shall be made as part of the complaint resolution process set forth in these procedures.

VII. MONITORING
1. The Director of the Office of Equity and Diversity shall monitor all reported incidents of alleged discrimination and sexual harassment for an appropriate time period, subsequent to their resolution, to ensure that the offending conduct has ceased, any corrective action has been complied with and retaliatory actions have not occurred.
2. The Office of Equity and Diversity (OED) will monitor repeated complaints within the same unit or against the same individual. Where repeated complaints or violations are identified, the Office of Equity and Diversity will respond accordingly with training, education, and/or disciplinary action.

VIII. TIME LIMITS
1. All of the time limits contained in this document may be extended for good cause, upon notification to the parties and the Director of the Office of Equity and Diversity.
2. If the complainant fails to respond within the time limits provided, upon written notice of such failure, the complaint may be deemed to have been withdrawn.

IX. TAPE RECORDINGS
1. During the formal investigation process, the Director of the Office of Equity and Diversity shall tape record all interviews for the purpose of creating a transcript of the interview. Once the recordings have been transcribed, reviewed and signed by the person interviewed, the tapes will be destroyed.
2. Tape recording of interviews will not be allowed by anyone else.
X. RELEASE OF DOCUMENTS
Except as stated in Section II, D.3 above, documents obtained in the course of an investigation (formal or informal) will not be released to any party of the investigation.

XI. REPRESENTATION
  1. No party, including the complainant, respondent or witnesses shall be allowed to have an attorney present at the proceedings for these procedures.
  2. Any complainant or respondent who is a member of a collective bargaining unit may have his or her union representative present during proceedings under these procedures.

XII. RECORD KEEPING
  1. All records required to be kept by the Director of the Office of Equity and Diversity, including tape recordings of interviews, are confidential. The records shall be so noted and maintained in the files of the Director of the Office of Equity and Diversity.
  2. Records pertaining to individuals who have either filed complaints or who have been subject of complaints shall be maintained in the Director of the Office of Equity and Diversity’s files. Except as required by University policy and/or law, no records maintained by the Director of the Office of Equity and Diversity shall be released.

XIII. RETALIATION
The University will take appropriate steps to assure that a person who in good faith reports, complains about, or participates in an informal resolution or formal investigation of a sexual assault, harassment and/or discrimination allegation will not be subjected to retaliation. The University also will take appropriate steps to assure that a person against whom such an allegation is made is treated fairly. The Director of the Office of Equity and Diversity will take appropriate follow-up measures to assure the goals of this policy are met. Persons who believe they are experiencing retaliation are strongly encouraged to lodge a complaint with the University using the same procedure for lodging a discrimination/sexual harassment complaint.

XIV. REPORTING REQUIREMENTS
To assure University-wide compliance with this policy and with federal and state law, the Office of Equity and Diversity must be advised of all reported incidents of sexual harassment and discrimination and their resolution.

XV. EMPLOYMENT-AT-WILL
This procedure is intended to provide for the prompt and equitable resolution of student and employee complaints alleging discrimination and sexual harassment. It is not intended to create, and does not create, an employment contract or a guarantee of continued employment for any employee. Nor does this policy abrogate or limit the at-will status of any University employee. Therefore, the University is free to discharge at-will employees at any time for any reason, just as an employee may resign at any time for any reason. Furthermore, the University may amend or rescind any of the provisions of this policy and the procedure from time to time in its sole discretion.

SEXUAL HARASSMENT–Faculty Member
(Alleged violator is a faculty member. For violations involving a non-faculty member see Sexual Harassment - Non-faculty member)

I. INTRODUCTION
Consistent with the University’s mission as an institution of higher education and its policies against discrimination and sexual harassment, the University abides by all applicable federal, state and local laws which prohibit discrimination, including, but not limited to, on the basis of race, religion, color, national or ethnic origin, age, sex (including sexual harassment), sexual orientation, marital status, disability, gender identity or other
legally protected classes in any educational or employment program, policy, or practice of Monmouth University (including outside contractors and visitors). In accordance with these laws and policies, the University also prohibits retaliation against anyone that has complained about discrimination or otherwise exercised rights guaranteed by these laws. Regardless of the means selected for resolving allegations of discrimination, including sexual harassment, the initiation of a complaint will not cause any reflection on the complainant nor will it affect such person’s employment, compensation or work assignments. Every effort should be made to resolve any incident as soon as possible while the facts and potential testimony of witnesses, if any, are current.

II. PROCEDURE
The procedures described below are provided for the prompt and equitable resolution of complaints by faculty, students and non-faculty employees who believe they have been subjected to discrimination, including sexual harassment in violation of the University’s policy against discrimination and sexual harassment. These procedures will be followed when the alleged violator is a faculty member of the University. Separate procedures address non-faculty members. Allegations of discrimination, including sexual harassment involving a student, are addressed through the Student Code of Conduct. Nothing in this procedure shall limit or prohibit the filing of a grievance or action under a collective bargaining agreement, the University’s Code of Conduct for student disciplinary actions or with an external agency responsible for addressing issues of discrimination or sexual harassment.

A. Optional Informal Process Between the Parties
1. If a person believes that he or she has been discriminated against, the following are the optional procedures for informal resolution. If the complainant wishes, he or she may choose to file a formal complaint rather than pursue the procedures for informal resolution. (See Section II C).
2. Those initiating an informal resolution process may inform, either orally or in writing, the individual perceived as engaging in discriminatory conduct or communication as soon as possible that such conduct or communication is offensive and must stop. If a meeting is arranged, a neutral witness may be present. The Director of the Office of Equity and Diversity may be present to provide assistance in attempting to resolve the alleged complaint.
3. If a person does not wish to or feel comfortable communicating directly with the alleged violator or if the direct communication with that individual has not resolved the problem, the person should contact one of the following for assistance or advice as soon as possible:
   a. Appropriate Chairperson, School Dean, or officer of the Faculty Association.
   b. Counselor/Advisor in Counseling and Psychological Services.
   c. The Vice President for Student Life and Leadership Engagement.
   d. His/her immediate supervisor.
   e. The Vice President for Administrative Services.
   f. The Provost.
   g. The Director of the Office of Equity and Diversity.
4. The Director of the Office of Equity and Diversity may be contacted directly at any time regarding any issue of discrimination or sexual harassment. Again, if the individual filing the complaint wishes, he or she may choose to file a formal complaint, (see Section II, C for formal complaint procedures).
5. Any University official approached with a complaint pursuant to this procedure including the appropriate officials listed above, shall immediately notify the Director of the Office of Equity and Diversity of the complaint and its substance.
6. The Director of the Office of Equity and Diversity will initiate the informal resolution process.
B. Informal Resolution Process
1. The initial attempt at resolving a complaint regarding discrimination or sexual harassment may be conducted according to an informal process.

2. During this initial phase, the student, employee, or faculty member filing the complaint (complainant) may meet with the appropriate University officials designated in Section II, A.2 or the Director of the Office of Equity and Diversity in order to describe the complaint verbally. No written outline of the complaint is required at this stage unless requested by the Director of the Office of Equity and Diversity. The requesting party will be afforded an opportunity to review the written complaint.

3. The Director of the Office of Equity and Diversity will investigate the complaint informally. This investigation is limited to meetings with the complainant, the person accused of having committed the alleged act or acts (respondent) and except for unusual circumstances, any other appropriate campus administrators, faculty members, members of the nonacademic staff and/or students who may have knowledge of the situation.

4. The following items shall be included in the initial meeting with both the complainant and the respondent as soon as possible thereafter:
   a. A copy of the University policy allegedly violated and a copy of these procedures will be given.
   b. Assurance that the matter will be pursued.
   c. Assurance that the Director of the Office of Equity and Diversity or another appropriate official will be available throughout the process to answer questions or address concerns.
   d. Assurance that the matter will be kept confidential to the extent possible.
   e. Assurance that retaliation will not be permitted. Any acts of retaliation shall be subject to investigation and shall be properly addressed.

5. The Director of the Office of Equity and Diversity, along with, when appropriate, other involved University officials, shall discuss the initiation of the complaint with the respective parties, the process of investigation and resolving the complaint, and the timetable for the completion of this process, i.e., investigation, resolution and recommendation. An attempt to resolve the complaint with the complainant and the respondent will follow.

6. The Director of the Office of Equity and Diversity will attempt to reach an informal resolution within fifteen (15) working days and inform the complainant of the results in writing, including providing information about how to file a formal complaint. If the informal resolution is not completed, the Director of the Office of Equity and Diversity will contact the complainant who may choose to extend the informal process for up to fifteen (15) working days or to move directly to the formal complaint process.

7. Every effort will be made to resolve the complaint at the lowest level possible and consistent with the desires of the person bringing forward the complaint. However, the University recognizes that under certain circumstances, it has a legal obligation to ascertain where discrimination and/or sexual harassment exist irrespective of whether a formal complaint is actually filed. Therefore, at any point during the informal process, either the complainant, respondent or the Director of the Office of Equity and Diversity may move the complaint to the formal process set forth below.

C. Formal Complaint Procedure
1. Should the initial informal attempt or attempts to resolve the matter be unsuccessful, or if the student or employee chooses not to utilize the informal complaint process, the complainant may initiate the formal complaint procedure. A formal complaint must be submitted in writing to the Director of the Office of Equity and Diversity.

2. The student or employee should file a formal complaint within ninety (90) working days following the last alleged discriminatory incident. Where the informal complaint process has been pursued, the ninety (90) day limit can be extended.
3. When a student believes that it is not in his or her best interest for a complaint to be investigated during the course of a semester, the formal complaint must still be filed within the above time limit. However, at the written request of the student and approval by the Director of the Office of Equity and Diversity, notice to the charged parties shall be delayed to no later than fourteen (14) working days after the end of the semester in which the alleged discriminatory act is alleged to have occurred. Under such circumstances, all of the time limits dependent on the date of the formal complaint shall start to run from within fourteen (14) working days after the end of the semester.

4. The written complaint must be filed with the Office of Equity and Diversity and include the following:
   a. The complainant’s name, campus location, and status within the University community, including title, department, and school as appropriate.
   b. The basis of the alleged act or acts of sexual harassment or discrimination; that is, race, religion, color, national or ethnic origin, age, sex, sexual orientation, marital status, disability, gender identity or other protected class.
   c. A brief description of what occurred, including dates, times and names of witnesses or individuals who can corroborate the allegations, and the complainant’s reason for concluding that the behavior or action was discriminatory or sexually harassing.
   d. The name and position in the University community held by the person or persons who committed the alleged act(s).
   e. Copies of materials, if any, which may be relevant to the investigation of the complaint.
   f. The date(s) on which the alleged act(s) was committed.
   g. The date(s) on which the complainant first knew of the alleged act(s), and any steps the complainant has taken to date, if any, to resolve the complaint.
   h. A statement indicating the remedy sought by the complainant.
   i. The signature of the complainant.

D. Procedures for Investigating Formal Written Complaints

1. As soon as possible, but within fourteen (14) working days after receipt of the written complaint, the Director of the Office of Equity and Diversity of the University shall review the materials, which comprise the written complaint, and commence investigation of the complaint. The Director of the Office of Equity and Diversity shall consult, if appropriate, with a faculty resource person with regard to academic and classroom behavioral issues. The Provost when appropriate, upon request from the Director of the Office of Equity and Diversity, shall select the faculty resource person in consultation with the Faculty Association. The formal investigation may include initial meetings with the complainant and with the respondent, a discussion of the available procedures and an exploration of possible avenues for resolution of the complaint. As part of the investigation, the Director of the Office of Equity and Diversity will notify the respondent of the allegations within the ten (10) working days from receipt of the complaint, and shall provide the respondent with a copy of the written complaint.

2. If the investigation of a complaint would require interviewing students or employees who may not be available between semesters, and those interviews are significant to the complaint, these deadlines will be delayed until the beginning of the following semester and the complainant so notified.

3. Possible outcomes of an investigation are (1) a finding that the allegations are not warranted or could not be substantiated, (2) a finding that the allegations are substantiated and constitute sexual harassment, discrimination, or inappropriate behavior and, if so, will be referred to the Provost for corrective action, (3) a finding that the allegations were brought forth in bad faith or a malicious manner and, if so, will be referred to the appropriate administrative authority for corrective action, (4) a finding that the allegations could not be substantiated, but still warrant preventative or corrective training/education by the University for the affected area.
4. The Director of the Office of Equity and Diversity shall, as soon as possible, but within sixty (60) working days after receipt of the written complaint, make every effort to complete a fact-finding investigation of the complaint and submit a final report to the Vice President and General Counsel.

5. The Vice President and General Counsel will review the findings of the investigation with the Provost, who will then take appropriate action, if any. The Faculty Association will be notified that a decision has been made and the name of the faculty member involved. The Director of the Office of Equity and Diversity will be notified by the Vice President and General Counsel as to the proposed actions, if any, against the parties in the complaint.

6. The Director of the Office of Equity and Diversity will within five (5) working days notify all parties of the determination and consult with the appropriate University authorities to insure implementation of the decision.

E. University Action
Where required by state and federal law, the University may assume the role of a complainant and pursue a report or complaint of sexual harassment or discrimination, either informally or formally. The University may respond to complaints or reports by persons external to the University community about alleged sexually harassing or discriminatory conduct by University faculty.

III. DISCIPLINE
Whenever a violation of this policy is brought to the University’s attention through appropriate channels, prompt corrective action will be taken. For example, individuals found to have engaged in discrimination, sexual harassment or retaliation pursuant to these procedures may be subject to disciplinary action for violations of the University’s policies (up to and including separation from the University). The University will follow applicable University procedures in taking any disciplinary action. Any disciplinary action taken against a member of a collective bargaining unit will be in accordance with the applicable collective bargaining agreement.

IV. APPEALS
Any party aggrieved with the resolution of the complaint by Provost under Section II, D.5 above may appeal that resolution to the President within twenty (20) working days of the notification by the Provost. Such an appeal shall be submitted in writing and shall be decided within fourteen (14) working days of its receipt. The determination of the President will be deemed final and binding but shall be subject to appeal as set forth below in this paragraph. The President’s determination shall be sent to the involved faculty member, the Provost, and the Faculty Association. A faculty member may appeal the decision of the President through the arbitration process set forth in Article VII of the Faculty Agreement. The Faculty Association shall, within ten (10) working days after receipt of the President’s decision notify the Provost in writing of its intent to proceed to arbitration.

V. CONFIDENTIALITY
1. Cases involving discrimination and especially sexual harassment are particularly sensitive and demand special attention to issues of confidentiality. Dissemination of information relating to the case should be limited to individuals who have a legitimate need to know or who have information relevant to the investigation in order that the privacy of all individuals involved is safeguarded to the extent practicable under the circumstances.

2. Every effort should be made to protect members of the University community so that they may use the discrimination and sexual harassment grievance procedures without fear of reprisal or retaliatory action.

3. University employees and students are obligated to comply with requests to provide statements during an investigation.
VI. FALSE CHARGES
Once a complaint of sexual harassment and/or discrimination has been made, the University has an obligation to investigate the matter. Any complaint determined to be intentionally dishonest or made maliciously without regard for the truth shall subject such complainant to disciplinary action. The determination as to whether a complaint constitutes a false charge under this section shall be made as part of the complaint resolution process set forth in these procedures.

VII. MONITORING
1. The Director of the Office of Equity and Diversity shall monitor all reported incidents of alleged discrimination and sexual harassment for an appropriate time period, subsequent to their resolution, to ensure that the offending conduct has ceased, any corrective action has been complied with and retaliatory actions have not occurred.
2. The Office of the Office of Equity and Diversity will monitor repeated complaints within the same unit or against the same individual. Where repeated complaints or violations are identified, the Office of the Office of Equity and Diversity will refer the matter to the Provost for training, education, and/or disciplinary action.

VIII. TIME LIMITS
1. All of the time limits contained in this document may be extended for good cause, upon notification to the parties and the Director of the Office of Equity and Diversity.
2. If the complainant fails to respond within the time limits provided, upon written notice of such failure, the complaint may be deemed to have been withdrawn.

IX. RECORDINGS
1. During the formal investigation process, the Director of the Office of Equity and Diversity shall electronically record all interviews for the purpose of creating a transcript of the interview. Once the recordings have been transcribed, reviewed and signed by the person interviewed, the recording will be destroyed.
2. Recording of interviews will not be allowed by anyone else.

X. RELEASE OF DOCUMENTS
Except as stated above, documents obtained in the course of an investigation (formal or informal) will not be released to any party to the investigation. See Section XII below.

XI. REPRESENTATION
1. No party, including the complainant, respondent or witnesses shall be allowed to have an attorney present at the proceedings under these procedures.
2. Any complainant or respondent who is a member of a collective bargaining unit may have his or her union representative present during proceedings under these procedures.

XII. RECORD KEEPING
1. All records required to be kept by the Director of the Office of Equity and Diversity, including tape recordings of interviews, are confidential. The records shall be so noted and maintained in the files of the Director of the Office of Equity and Diversity.
2. Records pertaining to individuals who have either filed complaints or who have been subject of complaints shall be maintained in the Director of the Office of Equity and Diversity’s files. Except as required by University policy and/or law, no records maintained by the Director of the Office of Equity and Diversity shall be released.

XIII. RETALIATION
The University will take appropriate steps to assure that a person who in good faith reports, complains about, or participates in an informal resolution or formal investigation of a sexual harassment or discrimination allegation will not be subjected to retaliation. The University also will take appropriate steps to assure that a person against whom such
an allegation is made is treated fairly. The Director of the Office of Equity and Diversity will take appropriate follow-up measures to assure the goals of this policy are met. Persons who believe they are experiencing retaliation are strongly encouraged to lodge a complaint with the University using the same procedure for lodging a discrimination/sexual harassment complaint.

**XIV. REPORTING REQUIREMENTS**

To assure University-wide compliance with this policy and with federal and state law, the Director of the Office of Equity and Diversity must be advised of all reported incidents of sexual harassment and discrimination and their resolution.

**SMOKING POLICY**

1. Smoking is prohibited in all University housing as prescribed by New Jersey law. This includes bedrooms, common living areas, and lounges.
2. Smoking shall be defined as the burning, inhaling from, exhaling from, or the possession of a lighted cigar, cigarette, pipe, or any other matter or substance which contains tobacco or any other matter that can be smoked, or the inhaling or exhaling of smoke or vapor from a hookah or an electronic device (e-cigarette).
3. In addition to all members of the University community, outside groups who utilize University facilities are required to comply with this policy.
4. Individuals exiting a University building to smoke are required to stand at least 25 feet from the entrance and are requested to utilize ashtrays.
5. Appropriate disciplinary action, including fines, will be taken against individuals who do not comply with this policy.

**STUDENT EVENTS REGULATIONS**

These regulations have been designed as general guidelines for all parties, shows, special events and other events sponsored by student organizations and held on campus. These regulations may be modified by the Office of Student Activities and Student Center Operations based on the nature of the event. Items taken into consideration include, but are not limited to, the size of the audience, whether the event is open to the general public or not, and if the organization has successfully presented the event in the past. Student organizations will be informed of any modified regulations when meeting with the Director of Student Activities and Student Center Operations.

1. All organizations requesting to sponsor a dance, show, fundraiser or other event, must schedule a meeting with the Director of Student Activities to seek approval for the proposed activities. This should be done well in advance of your program. No facility reservations will be approved until this meeting takes place. The Director of Student Activities and Student Center Operations will assist you in finding a place and time for your event and assist you in reserving the facility.
2. No advertisements may be made until the event has been approved; then all advertisements must be approved and stamped before they can be placed in approved locations.
3. Events must end by 1:00 a.m. Starting and closing times for parties must be included on advertisements.
4. The decision to assign any police or safety officers to student events is determined by administrative officials in conjunction with University Police. In general, if it is determined that an officer or officers be present for an event, the following guidelines are used:
   - Events open to Monmouth University students and their guests must have a minimum of one (1) Monmouth University Police or Safety Officer present.
• Events open to Monmouth University students and students from other colleges or universities must have a minimum of two (2) Monmouth University Police or Safety Officers present,
• Events approved to be open to the general public must have a minimum of three (3) Monmouth University Police or Safety Officers present.

The required amount of police or safety officers may vary due to the anticipated crowd and/or nature of the event, i.e. concerts with public ticket sales, dances, parties, step shows, open talent shows, events where alcohol will be served, date or time of the event, and other circumstances. Generally this decision will be made in advance of the scheduled date of event. The police or safety officers will be paid for by the sponsoring organization, and the Office of Student Activities and Student Center Operations will arrange for the police or safety officers to be present. With regards to certain events, such as Homecoming and Winter Ball, the University will continue to assess the security needs based upon tickets sales and/or the sales and distribution of alcoholic beverages. Parties/dances open to other schools or the general public may have additional requirements that will be discussed during a required meeting with the Director of Student Activities.

5. The organization’s advisor or chaperone must be present during the entire function. This person must be a member of the Monmouth University faculty, staff or administration.

6. The sponsoring organization must ensure staffing at the door during the entire event. All individuals working the event must be Monmouth University students or staff.

7. If the organization is planning on hiring any outside vendor or entertainer (i.e. band, DJ, etc.), the organization’s advisor or the Office of Student Activities and Student Center Operations must call to request a contract. Students are not authorized to request a contract or commit a Monmouth University club or organization to a contract; if this occurs, the student or the student organization assumes all responsibility for payment and liability. All contracts must be reviewed by the Office of the General Counsel and revisions made as requested by the Office of the General Counsel. Only the Vice-President for Student Life and Leadership Engagement may sign the contract for a student organization. The Office of the General Counsel may also require that the outside vendor or entertainer provide a certificate of insurance evidencing insurance coverage which lists Monmouth University, its trustees, officers, directors, employees, agents and students as additional insureds.

8. All Monmouth University students must present their University ID upon entering.

9. When guests are permitted, Monmouth University will admit only those guests who are 18 years or older and possess a valid University ID. Sponsoring organizations, with prior approval, may invite Monmouth University students and students from surrounding colleges. Students visiting from neighboring colleges must present a current student I.D. and leave it at the entrance desk. Any Monmouth University student may register a guest not from another college but must assume responsibility for their guest’s behavior. The guest must be 18 years or older and present a valid driver’s license or other valid and current state or military issued identification card. The guest(s) must also be signed in by a Monmouth University student. There is a maximum of two (2) guests per Monmouth University student. Failure to adhere to this policy will prohibit any and all guests from attending the event. The University or the sponsoring organization has the right to limit an event to one or no guests.

10. Student organizations sponsoring functions must conduct a visual inspection of all people entering the event. This may require asking their guests to open bags, pocketbooks, etc. Physical searches will not be required; however, metal detectors may be utilized upon request of the sponsoring organization and/or the Monmouth
University Police Department. The sponsoring organization is responsible for supervision of the bathrooms, stairwells, and event area in the Rebecca Stafford Student Center. Extra Student Center staff may be deployed at the discretion of the Office of Student Activities and Student Center Operations for overall supervision. The expense for the extra staff will be charged to the sponsoring organization.

11. There must be adequate lighting, minimal lighting kept on in Anacon Hall (or other event location) at all times so as to ensure the safety and security of all.

12. Sponsoring organizations must be fully aware that they will be held accountable for any/all costs that are incurred by the University as a result of unruly behavior during their sponsored event.

SUBSTANCE ABUSE POLICY
The use of drugs by students can create conditions that are contrary to those deemed necessary for the maintenance of an optimal academic environment. Monmouth University affirms its responsibility to secure this optimal educational atmosphere by establishing the following policy:

The use, possession, or sale of alcohol, illegal drugs, or narcotics, and/or paraphernalia by a student will subject that individual to disciplinary action and legal prosecution under federal, state, or local statutes. The decision rendered shall be determined by the circumstances of the student’s involvement. In addition, the presence of the odor of marijuana, and the possession of drug paraphernalia or any device used to ingest marijuana in any campus residence hall, building, etc., may also subject students to internal disciplinary action.

A. DRUG LAWS
According to the New Jersey Code of Criminal Justice pertaining to controlled substances, students should be aware of the following:

1. It is unlawful for any person, knowingly or purposely, to manufacture, distribute or dispense, possess or have under his/her control with the intent to manufacture, distribute or dispense, a controlled dangerous substance or controlled substance analog.

2. It is unlawful for any person, knowingly or purposely, to obtain or to possess a controlled dangerous substance unless the substance was obtained directly by a valid prescription from a practitioner (physician, dentist, etc.)

3. Anyone convicted of distributing a controlled substance to a person under age 18 will be subject to twice the term of imprisonment, fine, and penalty.

4. New Jersey law provides strict liability for drug-induced deaths. Even if the victim voluntarily takes the drug, the person who distributes or dispenses the controlled substance can be prosecuted for a homicide. Anyone convicted of any drug offense, including use, will have to pay a special penalty which starts at $500 and goes up to $32,000.

5. Anyone convicted of any drug offense will automatically lose his or her driver’s license for at least six months. It doesn’t matter if a car was used in committing the offense.

B. HEALTH RISKS
The health risks most commonly associated with the use of alcoholic beverages, drugs and narcotics are described below:

DRUGS AND NARCOTICS
We live in a drug-oriented society. Drugs have saved lives, reduced pain, and improved the quality of our lives. However, misuse and abuse of drugs can cause critical injury or death.

MARIJUANA - Marijuana is a drug taken to produce a high or euphoric feeling and a state of relaxation. The short-term effects of marijuana include distortion of time perception, increased heart rate, dilation of the blood vessels, and loss of short-term
memory. Visual perception and psychomotor skills are also decreased which have adverse effects on driving ability. The effects of long-term use include loss of motivation, chronic bronchitis, decreased lung capacity, and an increased risk of lung cancer. In men, marijuana use can result in reduced levels of testosterone.

**COCAIN** - Cocaine is a powerful stimulant. It is most often inhaled (snorted) into the nose. It can also be smoked or injected. No matter how it is taken, the drug’s immediate effect is to create a high that is often described as orgasmic or euphoric. It creates increased alertness, suppresses appetite, and temporarily relieves depression. Studies indicate that cocaine’s effect on the body and psyche is dangerous. It is thought that some of the damage caused by cocaine is irreversible. The least harmful effects are nosebleeds and nasal erosions that result from irritation of the lining of the nose. Most dangerous are the “coke blues” which are intense downs that often occur after a high, which results in the user trying other drugs to relieve the psychological and emotional discomfort. There is a strong psychological dependency on “coke” which slowly increases as tolerance develops.

**STIMULANTS** - Caffeine is the most widely used stimulant, and can be found in coffee, tea, cola, and cold medications. Amphetamines are also stimulants. They are also referred to as “speed and uppers.” Stimulants increase awareness, keep people awake and depress the appetite. Short-term effects include elevated blood pressure, nervousness, and hyperactivity. Long-term effects include insomnia, malnutrition, and acute psychosis.

**DEPRESSANTS** - Depressants, also called “downers,” include Quaaludes, barbiturates, and tranquilizers. These drugs reduce anxiety, induce sleep, and promote relaxation. Used together, they can be extremely dangerous and can suppress the central nervous system enough to cause death. Downers cause slower response time, loss of rational judgment, decreased coordination, and loss of motor skills. Driving skills are seriously affected. Tolerance and physical dependence often develops.

**HALLUCINOGENS** - Hallucinogens include LSD, mescaline, and PCP. They produce dream-like perceptions and/or panic reactions that produce horrifying perceptions. PCP is a hallucinogen, which is particularly dangerous and can cause a person to become violent to himself/herself and others. Ecstasy (MDA) is a drug that became popular in the 1980s. It has been billed as “the perfect drug” by enhancing thinking, coordination, and empathy. The use of “Ecstasy” also results in irreversible brain damage. Although most hallucinogens do not result in physical or psychological dependence, tolerance to them can develop.

**NARCOTIC ANALGESICS** - These drugs include opium, morphine, heroin, and codeine. They relieve pain. Improper use of narcotics can result in physical dependence in a relatively short period of time. A narcotic overdose can result in death.

**STEROIDS** - Steroids are drugs that resemble the male sex hormone, testosterone. Popular since the 1950s, steroids have been used by athletes and body builders to increase muscle mass and improve athletic performance. The true effectiveness of steroids in improving strength and performance is not known; however, it is known that steroids pose certain health risks. Taken in large doses, steroids can cause psychological dependence, increased anger, aggression, depression, and will stunt growth in adolescents who have not attained their full height. Men may also experience nipple and breast growth, shrunken testicles, and baldness. Intravenous steroid users are at risk for hepatitis, liver cancer, an altered sex drive, and AIDS.

**C. University Resources and Services**
See the University’s Alcoholic Beverages Policy.

**D. Program Review**
See the University’s Alcoholic Beverages Policy.
Sanctions for Violation of Substance Abuse Policy

The University reserves the right at any point in the range of offenses to impose sanctions deemed appropriate, in addition to or in place of sanctions listed below. Additionally, the University reserves the right at any point in the range of offenses to request students to seek a formal evaluation or consultation as deemed necessary by the Director of Counseling and Psychological Services, Coordinator of Substance Awareness, and/or the Vice President for Student Life and Leadership Engagement. In all cases, the University reserves the right to prosecute criminally for violation of policies concerning alcohol and drugs.

Use, Possession, or in the Presence of Controlled Dangerous Substances/Paraphernalia

First Offense:
1. Residence hall probation.
   Non-residents found in violation will have privileges of being in any residential facility including the quad, apartments, and parking lots of the residence halls held on a probationary basis. Any subsequent violation of University or residence hall policy will result in suspension from the residence halls.
2. Up to $200 fine.
3. Possible service work assignment.
4. Disciplinary probation for one full semester.
5. Possible educational program.
6. A mandatory meeting with Monmouth University’s Substance Awareness Coordinator.
7. Parental notification.
8. Arrest by MUPD.

Second Offense:
1. Suspension from the University for a minimum of one semester.
2. A fine up to $400.
3. Reinstatement upon approval of Student Life personnel and Director of Counseling and Psychological Services and/or a formal alcohol and other drug evaluation at a licensed treatment facility.
4. Disciplinary probation upon return to the Institution for a period of two full semesters.
5. Permanent loss of university owned and/or sponsored housing privileges.
6. Parental notification.
7. Arrest by MUPD.

Third Offense:
1. Expulsion from the University.
2. Parental notification.
3. Arrest by MUPD.

Selling or Distribution of Controlled Dangerous Substances
Expulsion from the University and criminal prosecution.

Other Significant Laws Pertaining to Substance Abuse

- Anyone convicted of distributing a controlled substance to a person under age 18 will be subject to twice the term of imprisonment, fine, and penalty.
- New Jersey law provides strict liability for drug-induced deaths. Even if the victim voluntarily takes the drug, the person who distributes or dispenses the controlled substance can be prosecuted for a homicide. Anyone convicted of any drug offense, including use, will have to pay a special penalty which starts at $500 and goes up to $32,000.
Anyone convicted of any drug offense will automatically lose his or her driver’s license for at least six months. It doesn’t matter if a car was used in committing the offense.

Medical Marijuana Policy

Medical marijuana, while legally permitted in New Jersey, is prohibited on the Monmouth University campus and on all Monmouth University owned or controlled property. As an institution of higher education and an employer, Monmouth University is required to comply with the Drug Free Schools and Communities Act. Since the federal government does not recognize the difference between medical and recreational use of marijuana, Monmouth University must prohibit all marijuana use, possession, or cultivation (including medical marijuana) on its campus and on all University owned or controlled property. Therefore, even a student with a valid medical marijuana prescription will not be permitted to use, possess or cultivate medical marijuana on the Monmouth University campus or on any Monmouth University owned or controlled property. Monmouth University will not pursue charges under the Student Code of Conduct for students who possess a valid medical marijuana prescription and engage in the off-campus use of medical marijuana, which is consistent with their prescription. However, in order to avoid being charged with a violation the Student Code of Conduct, students will be required to produce a valid medical marijuana prescription if they are either suspected or found to be under the influence of marijuana on the Monmouth University campus or on a University owned or controlled property. Health Services, located in Birch Hall, is a confidential resource that is available to all Monmouth University students and can assist with a variety of health related issues and concerns.

TITLE IX

It is the policy of Monmouth University not to discriminate on the basis of sex in its educational programs, activities, or employment practices as required by Title IX of the 1972 Educational Amendments. As a recipient of federal financial assistance, Monmouth University has appointed Nina Anderson, the Director of the Office of Equity and Diversity, as our Title IX Coordinator. In addition, we have adopted and disseminated a nondiscrimination policy and have in place procedures to address complaints of discrimination on the basis of an individual’s sex. These policies and procedures can be found in the MU Student Handbook, or on the web at monmouth.edu/equity-and-diversity/discrimination-and-harassment, or by contacting the Office of Equity and Diversity by phone at 732-571-7577, by email at nanderso@monmouth.edu, or in person in Wilson Hall, room 304.
CONDUCT REQUIRED IN GENERAL

Students are citizens of several communities—city, county, state, and nation—as well as the University. Certain types of misconduct may subject a student to the concurrent jurisdiction of, and the imposition of, civil, criminal, or disciplinary sanctions by both the University and the civil authorities. All students are, therefore, generally put on notice that they are subject to and are required to comply with, observe, and obey the following:

- the laws of the United States (federal)
- the laws of the State of New Jersey
- local, city, county, and municipal laws and ordinances
- the Rights, Responsibilities, Rules, and Regulations in the Residence Hall Housing Contract and Residential Life Guidebook
- the policies, rules, and regulations of Monmouth University including the Student Code of Conduct, as well as any policy, rule, or regulation which may from time to time be established and enacted
- standards set within their community

LIABILITY

Monmouth University assumes no responsibility for any and all losses to persons or property while in the residence halls (or University owned and/or sponsored housing) by reason of any utility failure, accident, presence of bugs, vermin or insects, injury, loss, or damage, except for negligence on the part of employees of the University. The burden of proof in any claim of loss or damage due to negligence on the part of employees of the University rests solely and entirely with the complainant.

Please note: This applies to all Monmouth University students as well as their guests.

Policies and Procedures

All of the policies, procedures, and rules that govern University Housing are detailed in the Residential Life Guidebook and Housing Contract. All University students, as well as their guests, should be familiar and comply with such.

Please note: All policies, rules, and procedures apply within University housing as well as the areas surrounding the facilities and University owned and/or sponsored housing. Although the following procedures, rules, and regulations are not contained in this handbook, students should be aware that the following areas are discussed in full in the Residential Life Guidebook.

They are:

- telephone service
- room keys
- damage to university property
- vacation periods
- quiet hours
- meal plan information
PROTECTION OF STUDENTS’ PROPERTY

The University provides locks on rooms and keys to each resident to ensure the safekeeping of money and other valuables. However, the University cannot protect the student against him/herself and the student’s failure to use common sense. Never keep large sums of cash in your room or on your person. To do so is an open invitation to theft. Students should keep their door closed and locked at all times when leaving their room and when they will be out of sight of the room, even when just going to the bathroom or taking a shower, and should always take their keys with them any time they leave their room. At no time should a student give their keys to any other individual for use or leave their keys accessible to others by leaving it in a public area such as a mailbox, a ledge, or under a doormat.

Students are advised that it only takes 15 seconds for a theft to occur under the aforementioned conditions, and in most cases the loss is permanent. Report any and all thefts to the University Police and to the residence hall staff immediately. Prompt reporting of thefts, regardless of value, dramatically improves the possibility of recovering property.

Please note: The University is not liable for any item stolen on University property or in University owned and/or sponsored housing.

Monmouth University cannot be responsible for loss of, or damage to, the personal property of any resident student (see section entitled “Liability”). During vacation periods students leave personal possessions in their rooms or in the residence halls at their own risk. Parents and students should ensure that their property insurance is adequate, or request that their homeowner’s insurance policy be extended to cover their student’s personal property while at the University. Most policies do cover such items and circumstances; however, it is recommended that you check your policy and be sure of the amounts of coverage and procedures in case of theft. In many cases, contacting your insurance agent will avoid delays, problems, and enhance your protection when you follow their recommendations.

Students should be alert to the presence of strangers in the residence halls. Such persons should be reported immediately, along with a complete description, to the University Police and residence hall staff.

RESIDENT STUDENT CONTRACT RESPONSIBILITIES

In addition to the information contained in the Residence Hall Housing Contract, students are advised that the deadline dates for submission of applications, contracts, and all applicable fees/deposits by current residence hall students intending to return to the residence halls for the next academic school year will be published early in the spring semester. Students should be advised that failure to meet these deadlines may result in the unavailability of housing for the following year.

Applications submitted after the deadline will be considered on a space-available basis. Students are also advised that submission of an application for housing for the next academic year does not, in any way, guarantee them space in University housing or any specific room assignment.

Furthermore, students who occupy University owned and/or sponsored housing shall be required to sign and abide by supplemental contracts.
SOCIAL AFFAIRS
Smaller gatherings, such as birthday celebrations, or programs conducted or sponsored by residential life staff may be conducted, but are subject to all quiet, study hour, and noise restrictions and in no case may they extend beyond 11 p.m. on weekdays (2 a.m. on weekends).

In addition, alcoholic beverages may not be sold, distributed, consumed, or possessed at such gatherings in any way which constitutes a violation of any alcohol policy cited in the Student Handbook, Residence Hall Housing Contract, or any other published document outlining such restrictions. Residents cannot charge admission to these gatherings. Furthermore, students must comply with the borough of West Long Branch’s or the City of Long Branch’s fire code pertaining to occupancy limits.

It is expected that at all times during the day, evening, and early morning hours, students will remain considerate of those around them, as well as the rights of all persons residing or present in or near residence hall premises. Finally, larger gatherings are not permitted at Pier Village or the University Bluffs.

TELEPHONES
On-campus telephone service can be provided to students who reside in the residence halls as a service fee. For more information on these services, costs, and procedures, please contact the Help Desk at 732-923-4357 (HELP) or email helpdesk@monmouth.edu.

UNIVERSITY HOUSING AND RESIDENCE HALL CONDUCT
The conduct of all students—resident or commuter, as well as their guests—is governed by the Code of Conduct and the Residential Life Guidebook. It is important to note that Monmouth University students will be held responsible for the actions of their guests.

VACATION AND BREAK HOUSING
For reasons of security, inability to maintain liability coverage for students, minimal supervision, and energy conservation requirements and programs, all students are required to vacate the residence halls during a vacation period. Students may live on campus during these periods only if they are enrolled in special courses (e.g., co-op programs) or if they participate in inter-collegiate athletics. Any other student needing to stay during these times must submit a formal break period request form to Residential Life at least two weeks prior to closing.

Please note: Normal services are not offered during these times (e.g., meal plans, mail distribution, RA staffing, etc.). Students residing on campus during these periods may be charged an interim rate. Vacation and break housing for University owned and/or sponsored housing will be stipulated in the specific facility’s supplemental contract.

Scheduled vacation breaks include Fall Break, Thanksgiving, Winter Break, and Spring Break. During these periods, students are expected to vacate their rooms on the day before a vacation period begins (time to be determined by the Office of Residential Life). Students are cautioned that their Residence Hall Contract is valid during these periods and they must abide by all University rules and regulations. A student entering any residence hall building without permission during these periods is trespassing and will be treated accordingly.
VISITATION IN UNIVERSITY HOUSING

Residents are not restricted in their rights to have visitors, providing the practice of this privilege does not infringe upon the comfort and rights of others. As such, residents are responsible for their visitors at all times. Overnight visitation is limited to 48 hours, and only with the consent of the roommate. This policy applies to University-owned and/or-sponsored housing.

Policy

1. Monmouth University housing is only opened to assigned residents, University officials and staff, and guests of assigned residents. Residence halls are special purpose buildings and are not open to the general public.

2. A guest is defined as a student from another residence hall and/or a non-student who resides off campus.

3. An overnight guest is defined as a person who stays overnight in a room to which he or she is not assigned.

4. Residents are responsible for the actions and behaviors of their guests.

5. Overnight guests may stay no more than two consecutive nights and/or no more than four cumulative nights per month.

6. An overnight guest is limited to no more than 16 nights in any one semester. During summer sessions, an overnight guest is limited to eight cumulative nights, but no more than two consecutive nights per given week.

7. All guests must comply with the child visitation policy.

8. If a resident student violates any provision of this policy, charges under the Student Code of Conduct may be filed and in addition the following consequences will apply:

a. First Offense
   A written letter of warning will be sent to the student and a copy will be on file in the Office of Residential Life, and/or loss of guest privileges.

b. Second Offense
   Loss of visitation privileges for a period of 90 days from the date of the infraction and a monetary fine.

c. Third Offense
   Immediate suspension from the residence halls and the cancellation of the Residence Hall Contract.

9. Additional guidelines pertaining to guests as noted in the Residence Hall Contract/Guidebook must be adhered to.

10. Visitation guidelines in University-sponsored housing will be detailed in each facility’s supplemental contract.
WITHDRAWAL FROM UNIVERSITY RESIDENCE HALLS

A student who lives in the residence halls and who is withdrawing from the University and/or the residence halls must complete the following:

1. Formally withdraw from the University by following all procedures specified in the Undergraduate Catalog.

2. Notify, in writing, the Office of Residential Life his/her intent to withdraw from University housing.

3. Notify his/her area coordinator and complete the necessary checkout and room inventory procedures and forms, including having his/her room inventoried and the Room Condition Report completed by his/her resident assistant or area coordinator as specified in the section entitled “Room Inventory” in the Residential Life Guidebook.

4. Return keys if you are withdrawing from the residence halls. All students must return all keys before leaving at the end of the spring semester. Failure to turn in keys prior to leaving will result in being charged for such whether or not they are returned at a later date.

5. Once all procedures have been completed, a resident student must vacate the room within 24 hours, including the return of all keys belonging to the University.

Please note: Students will be responsible for all costs associated with their room/apartment until all keys are formally returned and in accordance with Residential Life’s refund policy.
PREAMBLE

Monmouth University offers its students the opportunity for maximum intellectual and personal growth by providing a variety of experiences, activities, and services that are designed to complement classroom work and provide opportunities for individual maturation.

The University recognizes and respects the students’ personal freedom and assures maximum individual liberty within the limits necessary for the orderly operation of the University. In response, students must observe rules and regulations necessary for the proper functioning of the institution.

Each individual has the right and responsibility to bring to the attention of an administrative or student government official any violations of personal freedom or the regulations of the University.

Disciplinary authority comes from the board of trustees, which delegates this responsibility to the president. The president has authority to accept, reject, or modify procedures and standards that are recommended by the University Discipline Committee and the Office of the Vice President for Student Life and Leadership Engagement.

The Vice President for Student Life and Leadership Engagement has been delegated responsibility for administering student discipline. In those cases involving academic dishonesty, the Vice President for Academic Affairs/Provost shall oversee a separate process described in Article IV, Section A.

ARTICLE I: DEFINITIONS

1. The term “University” means Monmouth University.
2. The term “student” includes all persons taking courses at the University, both full-time and part-time, pursuing undergraduate and graduate studies. Persons who are not officially enrolled for a particular term but who have a continuing relationship with the University are considered students.
3. The term “faculty member” means any person hired by the University to conduct classroom activities.
4. The term “University official” includes any person employed by the University, performing assigned administrative, professional responsibilities, including staff, paraprofessionals, and police officers.
5. The term “University premises” includes all land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University including adjacent streets and sidewalks.
6. The term “member of the University community” includes any person who is a student, faculty member, University official, or any other person employed by the University. A person’s status in a particular situation shall be determined by the Vice President for Student Life and Leadership Engagement or her designee.
7. The term “hearing panel” means any person or persons authorized by the Vice President for Student Life and Leadership Engagement or her designee to determine whether a student has violated the Student Code and to recommend imposition of sanctions.
8. The term “hearing officer” means a University official authorized on a case-by-case basis by the Vice President for Student Life and Leadership Engagement or her designee to impose a sanction upon students found to have violated the Student Code. The Vice President for Student Life and Leadership Engagement or her designee may authorize a hearing officer to serve simultaneously as a hearing officer and the sole member or one of the members of a hearing body. Nothing shall prevent the Vice President for Student Life and Leadership Engagement or her designee from authorizing the same hearing officer to impose sanctions in all cases.

9. The term “shall” is used in the imperative sense.

10. The term “may” is used in the permissive sense.

11. The “vice president” is that person designated by the President of the University to be responsible for the administration of the Student Code.

12. The term “policy” is defined as the written regulations of the University as found in, but not limited to, the Student Handbook, the Residential Life Guidebook, and the Undergraduate and Graduate Catalogs.

13. The term “business day” is considered to be Monday through Friday from 9:00 a.m.- 5:00 p.m. local time and excludes weekends, public holidays, and University holidays and emergency closings.

14. Cheating: Cheating includes, but is not limited to the following actions:
   a. Copying from someone else’s test or examination paper.
   b. Possessing, buying, selling, removing, receiving, or using, at any time or in any manner not prescribed by the instructor, a copy or copies of any materials (in whole or in part) intended to be used as an instrument or academic evaluation in advance of its administration.
   c. Using material or equipment during a test or other academic evaluation that has not been authorized by the instructor, such as crib notes, calculator, tape recorder, or slide rule.
   d. Obtaining or attempting to obtain in a fraudulent manner any material relating to a student’s academic work. Such actions would include theft of examinations or library materials, or obtaining advance access to an examination through collusion with a University employee.
   e. Working with another or others in completing a take-home examination or assignment when the instructor has required independent and unaided action.
   f. Attempting to influence or change an academic evaluation, grade, or record by unfair means. This would include altering academic work that has been resubmitted without indicating that the work has been altered.
   g. Permitting another student to substitute for one’s self in an academic evaluation.
   h. Marking or submitting an examination or evaluative material in a manner designed to deceive the grading system.
   i. Willfully damaging the academic work or efforts of another student to gain an unfair advantage in an academic evaluation.
   j. Failing to comply with a specific condition of academic integrity that has clearly been announced in a particular course.
k. Submitting, without prior permission, any work by a student that has at anytime been submitted in identical or similar form by that student in fulfillment of any other academic requirement at any institution.

l. The submission of material in whole or part for academic evaluation that has been prepared by another individual(s) or commercial agency.

m. Plagiarism:
   i. Submitting written materials without proper acknowledgment of the source.
   ii. Deliberate attribution to, or citation of, a source from which the referenced material was not in fact obtained.
   iii. Submitting data which have been altered or contrived in such a way as to be deliberately misleading.

Please note: Monmouth faculty members have access to Turnitin, turnitin.com, a web-based plagiarism detection resource that compares the text of student papers to an extensive electronic database. All student assignments may be subject to submission for textual similarity review to Turnitin.com for the detection of plagiarism. For more information about Turnitin, see the Undergraduate or Graduate Catalog.

ARTICLE II: DISCIPLINARY AUTHORITY

1. The Vice President for Student Life and Leadership Engagement shall determine the composition of hearing panel and shall determine which hearing panel and hearing officer shall be authorized to hear each case.

2. The Vice President for Student Life and Leadership Engagement shall develop policies for the administration of the discipline program and procedural rules for the conduct of hearings that are consistent with provisions of the Student Code of Conduct.

3. Decisions made by a hearing panel or a hearing officer are final, pending the normal appeal process.

ARTICLE III: PROSCRIBED CONDUCT

A. Jurisdiction of the University

Generally, University jurisdiction and discipline shall be limited to conduct that occurs on University premises or which adversely affects the University community and/or the pursuit of its objectives.

In meeting its educational mission, Monmouth University recognizes the importance of establishing and enforcing acceptable community standards of behavior. In doing so, members of the University community should know that they will be held accountable for their off-campus actions and/or behaviors as they relate to established laws and regulations of federal, state, and local agencies, as well as policies of the University.

In this connection, individuals who are members of the University community have a responsibility to represent themselves in a lawful and responsible manner at all times, both on and off campus. It would be unreasonable to suggest that a person committing a wrong act, on or off campus, which violated both the Student Code of Conduct and criminal statutes, could not be punished by all injured parties, e.g., the citizens of the state or local community and the University.
The University reserves the right to exercise its discretion on taking disciplinary action against students of the University or University organizations involved in off-campus activities when the University’s reputation or its orderly functioning as an academic community are clearly involved and distinct or to protect the safety and well-being of the campus community.

B. Conduct—Rules and Regulations

Some examples of misconduct for which students or campus organizations are subject to University discipline include, but are not limited to, those listed below. The range of standard sanctions for those found to be in violation of this section are also indicated.

The University reserves the right to exercise discretion in the imposing of sanctions based on the severity of the situation. (See Article IV, Section III for further explanation.)

1. Dishonesty, such as cheating, plagiarism, using unauthorized information, or knowingly furnishing false information to the University. (Sanctions # 1, 3, 9, 10, 11, 12)

2. Forgery, alteration, or use of University documents, records, or instruments of identification with the intent to defraud. (Sanctions # 1, 3, 7, 10, 11, 12)

3. Intentional obstruction, distracting behavior, or disruption of teaching, research, administration, computer resources, disciplinary proceedings, or other University activities, including public service functions and other authorized activities on University premises. (Sanctions # 1, 3, 4, 5, 10, 11, 12)

4. Physical abuse, threats, intimidation, harassment, coercion, and/or other conduct that threatens or endangers the health or safety of any person. (Sanctions # 2, 3, 4, 5, 6, 7, 8, 10, 11, 12, 13)

5. Attempted or actual theft of and/or damage to property of the University or property of a member of the University community or other personal or public property. (Sanctions # 2, 3, 4, 5, 6, 7, 8, 10, 11, 12, 13)

6. Conduct which is lewd, disorderly, or indecent; breach of peace; aiding, abetting, or procuring another person to break the peace on University premises or at functions sponsored, or participated in, by the University. (Sanctions # 1, 3, 4, 5, 13)

7. The use, possession, distribution, or being in the presence of a narcotic or other controlled dangerous substance, and/or paraphernalia except as expressly permitted by law. (Refer to sections on Alcohol and Drugs, in the University Policies section of this handbook.)

8. The use, possession, distribution, or being in the presence of alcoholic beverages except as expressly permitted by the law and University regulations, or intoxication. (Refer to sections on Alcohol and Drugs, in the University Policies section of this handbook.)

9. Littering of campus property. (Sanctions # 1, 2, 3, 4)

10. Failure to comply with directions of University officials or law enforcement officers acting in performance of their duties and/or failure to identify oneself to these persons when requested to do so. (Sanctions # 1, 3, 4, 5, 6, 7, 8, 10, 11, 12, 13)

11. Violation of published University rules, policies, or regulations or terms of the Residence Hall Contract. (Sanctions # 1–13)

12. Unauthorized possession, duplication, or use of keys to any University premises or unauthorized entry to or use of University premises. (Sanctions # 1, 3–8, 10, 11, 13)

13. Violation of rules governing University residence halls. (Sanctions 1, 3, 4, 6, 7, 8, 12, 13)

14. Illegal or unauthorized possession of firearms, explosives, other weapons, or dangerous chemicals on University premises. (Sanctions # 3–8, 10, 11, 12)

15. Hazing. (Sanctions # 2, 3, 4, 5, 10, 11, 12, 13)

16. Violations of law, or other conduct that directly or indirectly adversely affects the University or members of the University community or affects the reputation of the University. (Sanctions # 1–8, 10, 11, 12, 13)
17. Violation of Monmouth University's sexual misconduct policy. These violations include, but are not limited to sexual misconduct, sexual assault, non-consensual sexual contact, dating violence, domestic violence, stalking, sexual exploitation, sexual harassment, gender-based harassment, and retaliation. For more information regarding Monmouth's Sexual Misconduct Policy, refer to page 99 of the Student Handbook. (Sanctions # 3–8, 10, 11, 12, 13)

18. Abuse of the Student Discipline System, including but not limited to:
   (Sanctions # 1, 3–8, 10, 11, 12, 13)
   a. Failure to obey the summons of a hearing panel or University official.
   b. Falsification, distortion, or misrepresentation of information before a hearing panel.
   c. Institution of a discipline proceeding knowingly without cause.
   d. Attempting to discourage an individual's proper participation in, or use of, the discipline system.
   e. Attempting to influence the impartiality of a member of a hearing panel prior to, and/or during the course of, the discipline proceeding.
   f. Harassment (verbal or physical) and/or intimidation of a member of a hearing panel prior to, during, and/or after a discipline proceeding.
   g. Failure to comply with the sanction(s) imposed under the Student Code of Conduct.
   h. Influencing or attempting to influence another person to commit an abuse of the discipline system.

19. Selling or distributing course lecture notes, handouts, or other information provided by a faculty member, or using such items for any commercial purpose without the express permission of the faculty member. (Sanctions #1, 3, 4, 5, 9, 10, 11, 12)

20. Providing or assisting in providing unauthorized access to, distribution of, or alteration of University computer or web-based courses, or parts thereof, for commercial or non-commercial purposes. (Sanctions #1–5, 9–12)

21. The unauthorized downloading of copyrighted materials, including but not limited to, music, television or motion pictures. (Sanctions #1, 3, 5–8, 10–11)

22. Making or attempting to make a photographic, audio, or video recording of any person(s) in bathrooms, showers, bedrooms, or other premises where there is an expectation of privacy involving nudity, states of undress, and/or sexual activity, without the full knowledge and consent of all participants subject to such recordings or the public sharing of such materials. (Sanctions #1, 3, 4–8, 10–13)

23. Making or attempting to make a photographic, audio or video recording of any person(s) involving nudity, states of undress, and/or sexual activity, with the full knowledge and consent of all participants subject to such recordings or the public sharing of such materials, when such materials refer to or identify the University or are distributed through the University's information systems network, radio or television broadcast systems, internal mail or message board posting. This paragraph shall not apply to any bonafide project for academic credit nor to the activities of recognized student media organizations so long as such activities comply with the organization's rules and regulations. (Sanctions #1, 3, 4–8, 10–13)

C. Violation of Law and University Discipline

1. University disciplinary proceedings may be instituted against a student charged with a violation of law that is also a violation of this Student Code; for example, if both violations result from the same factual situation, without regard to the dependency of civil litigation in court or criminal prosecution. Proceedings under this code may be carried out prior to, simultaneously with, or following civil or criminal proceedings off campus.
2. When a student is charged by federal, state, or local authorities with a violation of law, the University will not request or agree to special consideration for that individual because of his or her status as a student. If the alleged offense is also the subject of a proceeding before a hearing panel under the Student Code, however, the University may advise off-campus authorities of the existence of the Student Code and how such matters will be handled internally within the University community. The University will cooperate fully with law enforcement and other agencies in the enforcement of criminal law on campus and in the conditions imposed by criminal courts for the rehabilitation of the student violators. Individual students and faculty members acting in their personal capacities remain free to interact with governmental representatives as they deem appropriate.

ARTICLE IV: DISCIPLINE POLICIES

I. CHARGES

A. Who May File

Any member of the University community, including the University itself, may file charges against any student or organization of the University for misconduct. Rules and regulations for students to observe are located in the Student Handbook, Residential Life Contract, Residential Life Guidebook, and the Undergraduate and Graduate Catalogs. Persons wishing to file any charges based on the Student Code of Conduct must do so through the Office of Student and Community Services. Charges shall be prepared in writing and submitted to the Vice President for Student Life and Leadership Engagement in a reasonable period of time, generally considered to be within 15 days of violation. The University reserves the right to extend this deadline, particularly in cases involving criminal prosecution.

B. Academic Dishonesty Charges

1. If the charge involves academic dishonesty, the following procedures apply:

a. The process begins when a faculty member determines that student academic misconduct has occurred. (A definition can be found in section 5.12 of the Faculty Desk Reference. Definitions of cheating and plagiarism are listed in Article I of the Student Code of Conduct, published in the Monmouth University Student handbook. Article III details proscribed academic conduct, and Article IV details the sanctions that may be imposed.)

b. A faculty member who discovers academic dishonesty shall have the discretion in determining the appropriate remedy and/or penalty for the academic misconduct in his/her course (i.e., failing grade for the assignment, the assignment category, or the class) consistent with the policies of the university and the department. If the faculty member plans to act on his or her finding of academic misconduct he or she will notify the student in writing with a summary of the faculty member's finding and the student's right to appeal, and make a good faith effort to meet with the student to discuss the finding and allow the student an opportunity to respond. If the student disagrees with the finding, he or she may appeal to the faculty member's department chair in writing within 10 working days of the notification.

c. If the student does not appeal the finding to the department chair, the faculty member shall report the misconduct to the Registrar via the Academic Dishonesty e-form within 15 working days of the initial notification to the student. The Registrar will send a receipt to the reporting faculty member, upon receiving the report.

d. If the student appeals the faculty member's finding to the faculty member's department chair, the chair will consult with the faculty member, consider the case within 10 working days of the receipt of the written appeal, and notify the student, the faculty member, and the faculty member's dean, in writing, of his or her decision to uphold or reverse the finding.
e. After any appeal to the chair has been decided the chair shall report a finding of misconduct to the Registrar via the Academic Dishonesty e-form. The Registrar will send a receipt to the reporting chair upon receiving the report.

f. The Office of the Provost will maintain a record of students who have been reported for academic misconduct. This record will be separate from the students’ academic records. When a case of student academic misconduct is reported to the Registrar, the Office of the Provost will open a file on that student, or if the provost’s office already has such a file for a student, it will add the current report to the existing file.

g. When the Office of the Provost receives a first academic dishonesty report on a student, it shall notify the student in writing that it has opened such a file, and that a subsequent incident of academic misconduct will result in charges against the student by the University Discipline Committee, which may result in the student’s suspension or expulsion.

h. When the Office of the Provost receives a second academic dishonesty report on the same student, it shall forward the student’s file with the multiple reports to the University Discipline Committee, and notify the student in writing that it has forwarded the file to the committee. This committee will then consider the case of repeated academic misconduct and determine the appropriate sanctions.

i. Upon the student’s graduation, the contents of the file will be sealed and kept apart from the from the student’s academic record. Any record of student academic misconduct that appears in the student’s permanent academic record will be the result of the action of the Discipline Committee.

2. Academic Dishonesty University Discipline Committee Procedures

The University Disciplinary Committee is empowered to hear academic matters.

The University Disciplinary Committee has student and faculty representation and has been established to assist in the judicial process. The University Disciplinary Committee is composed of one student, two members of the faculty, and the Vice President for Student Life and Leadership Engagement or her designee (ex-officio). The student member shall be appointed (with the approval of the SGA President) by the Vice President for Student Life and Leadership Engagement or her designee. He or she shall be a full-time student in good academic standing and may not be under any disciplinary sanction during the term of his or her appointment. In the event of sickness, conflict of interest, or other circumstances requiring a substitute, the Faculty Council will select alternate faculty members and the Vice President for Student Life and Leadership Engagement or her designee will select alternate students.

The University Disciplinary Committee’s purpose is not to determine responsibility since responsibility has already been determined by the faculty member (or the Chair, if appealed). The sole responsibility of the University Disciplinary Committee is to determine the sanctions imposed as set forth in Article IV, Section III.

The student has the opportunity to submit a written statement for the University Disciplinary Committee to consider when imposing sanctions. The student shall also be permitted to make an oral statement before deliberations of the University Disciplinary Committee to determine the appropriate sanctions. The Vice President for Student Life and Leadership Engagement or her designee shall not sit with the Committee during deliberations.

The University Disciplinary Committee will impose sanctions as listed in Article IV, Section III. In determining sanctions, the University Disciplinary Committee shall consider and review the student’s written statement (if provided), the student’s oral statement (if provided), and the Academic Dishonesty e-forms for any current and previous incidents of academic dishonesty.
C. Non-Academic Disciplinary Charges
In cases involving non-academic matters, the Office of Student Life, Judicial Affairs, or Residential Life shall conduct an investigation to determine if the charges have merit. If the charges are found to have merit, the charges shall be presented to the accused student in writing.

D. Defense Statements
Students charged with an alleged violation of the Student Code of Conduct may submit on their behalf statements, records, or any other information, including the reports of witnesses bearing on the charges brought against them. All information should be submitted immediately but no later than ten days after being charged.

E. Disciplinary Hearings
If the Office of Student Life determines that the alleged misconduct requires a hearing, a notice will be sent to the student(s)/organization(s) charged and all other pertinent parties. The notice will specify the date, time, and place of a hearing. Although complainants/defendants may have input into the selection of an appropriate hearing body, the Vice President for Student Life and Leadership Engagement will ultimately determine the appropriate hearing forum. Students will be provided with notice seven business days prior to a hearing.

F. Extensions
The Vice President for Student Life and Leadership Engagement reserves the right to grant extension of stated time periods within Section I.

G. Student Judicial Process
The use of attorneys-at-law is not permitted during the student judicial process. In addition, the Office of the Vice President for Student Life and Leadership Engagement has a policy not to involve parents in any discussions regarding student discipline at the University without the express written permission of the student(s) involved.

H. Presentation of Charges
The Vice President shall designate an employee of the Office of Judicial Affairs, or other University employee, to present the charges to the appropriate hearing body on behalf of the complainant in all cases where the University is the complainant and in those cases where an individual is the complainant but the Vice President determines, in her sole discretion, that the best interests of the University community necessitate that the individual complainant not be required to present the charges to the hearing body him- or herself. In all other cases, individual complainants shall be responsible for presenting the charges which they have filed to the appropriate hearing body.

II. HEARINGS
The University Disciplinary Committee or Judicial Hearing Panel are empowered to hear student judicial matters.

The University Disciplinary Committee has student and faculty representation and has been established to assist in the judicial process. The University Disciplinary Committee is composed of two students, five members of the faculty, and the Vice President for Student Life and Leadership Engagement or her designee (ex-officio). The student members shall be appointed (with the approval of the SGA President) by the Vice President for Student Life and Leadership Engagement. They shall be full-time students in good academic standing and may not be under any disciplinary sanction during the term of their appointment.

A Judicial Hearing Panel or officer may be utilized in lieu of the University Disciplinary Committee. This panel is made up of one member of the administration, one faculty member from the University Disciplinary Committee, and one student designated by the Student Government Association. The Vice President for Student Life and
Leadership Engagement or her designee reserves the right to substitute a member of the administration for the student member for interim suspension hearings and during semester breaks and holidays when students are not generally present on the campus. The University Disciplinary Committee or Judicial Hearing Panel may recommend sanctions as listed in Article IV, Section III, to the Vice President for Student Life and Leadership Engagement. Students may also waive their right to a hearing, electing to agree to the violation as charged and accepting a sanction as determined by the Vice President or designee. Students choosing this option must do so in writing.

The Vice President has sole authority and responsibility for determining the appropriate hearing panel.

A. Hearing Notifications
The notice of the date, time, and place of the hearing will be made in writing to all parties involved in the process not less than seven calendar days before the date of the scheduled hearing.

B. Request for a Judicial Hearing Panel
A student charged with a violation of the Student Code of Conduct may request in writing, not less than two working days prior to the date of a discipline hearing, a Judicial Hearing Panel in preference to a scheduled committee hearing if the case has been sent by the Vice President for Student Life and Leadership Engagement to the University Disciplinary Committee. A Judicial Hearing Panel may then be granted if hearing officers are available.

C. Statements of Witnesses
Every effort will be made to obtain names and written statements of witnesses and documentary evidence for both the complainant(s) and student(s)/organization(s) charged. If available, these documents must be submitted to the Vice President at least five days prior to a hearing. The student(s)/organization(s) charged with a violation of the Code may receive, upon request, copies of such statements from the Vice President’s office. The hearing body may preclude the testimony of any witness who does not submit a statement in conformance with this requirement if, in the opinion of the hearing body, allowing such testimony would substantially impair either the complainant’s or the charged individual’s/organization’s ability to effectively present their case. In making this determination, the hearing body shall consider such factors as the reasons why a statement was not filed, the nature of the testimony to be given by the proposed witness, the extent to which either party may be disadvantaged by not receiving the proposed witness’s statement prior to the hearing and other appropriate factors.

D. Control of Hearing Proceedings
The presiding hearing officer shall exercise control over the manner in which the hearing is conducted to avoid unnecessary lengthy hearings and to prevent harassment or intimidation of witnesses. Anyone who disrupts a hearing or who fails to adhere to hearing guidelines may be excluded from the proceedings and is subject to disciplinary action. (See Article III; Section B; No. 18)

E. Burden of Proof
The burden of proof shall be on the complainant(s), who must establish that it is more likely true than not true that the alleged violation took place. It should be noted that the issue is not dependent upon the number of witnesses who testify on either side, but rather upon the credibility and weight which is attributed to such testimony.

F. Rules of Procedure and Evidence
Hearings shall be conducted in such a manner as to do substantial justice, but shall not be unduly restricted to rules of procedure or evidence. Circumstantial and hearsay evidence, as defined in Appendix #1, are admissible in a disciplinary hearing.
G. Confidentiality
The chairperson shall honor the rules of confidentiality and privilege but shall otherwise admit all matters into evidence which reasonable persons would accept as having value in the conduct of their affairs.

H. Privacy of Hearings
The hearing shall be conducted in private. People not directly involved in the hearing are excluded from the proceedings. In hearings involving more than one student, individual hearings may be permitted at the discretion of the Vice President.

I. Right to Assistance (For violations of the Sexual Misconduct Policy, see p. 95)
The complainant(s) and the accused individual(s) or organization(s) have the right to be assisted at a hearing by an advisor who is a member of the University community. A member of the University community shall include any current member of the faculty, administration, staff, or student body. Under no circumstances may the advisor be an attorney-at-law. The complainant and/or the accused is responsible for presenting his or her own case and, therefore, advisors are not permitted to speak or to participate directly in any hearing before a hearing panel officer.

J. Questions During Hearings
The hearing body may address questions to any party during the proceedings or to any witness called by the parties or by the hearing panel. Complainant(s) and the accused individual(s) or organization(s) may also question witnesses.

K. Evidence for Consideration
Pertinent records, exhibits, and written statements may be accepted as evidence for consideration by a hearing panel officer at the discretion of the chairperson.

L. Appearance of Witnesses
The hearing panel officer may require the presence of witnesses by sending them a letter via certified mail, return receipt requested or via email with a read/received receipt. University students and employees are expected to comply with such requests unless a verified hardship would result.

M. Failure to Appear at Hearings
The failure of individuals or organizations charged with misconduct to appear at a hearing after proper notice will not prevent the hearing from taking place or invalidate the outcome.

N. Affirmation of Testimony
All parties to the hearing, including the complainant(s), accused, and witnesses called will be asked to affirm that their testimony is truthful and may be subject to charges of perjury, pursuant to Article III, Section B, No. 1, of this code.

O. Exclusion During Testimony and Deliberations
Prospective witnesses, other than the complainant(s) and accused, may be excluded from the hearing during the testimony of other witnesses. Exceptions to this provision would include a witness who is a victim in the matter. Witnesses are not to discuss the case or the proceedings outside the hearing room. Such discussion is a violation of Article III, Section B, No. 18, and may subject the witness to disciplinary sanctions. All parties shall be excluded during board deliberations.

P. Recording of Hearings
A recording of the hearing shall be made. The recording will be under the control of the Vice President for Student Life and Leadership Engagement. A request to review the recording must be made in writing and the recording must be reviewed in the Office of Student Life.
Q. Determination of the Hearing Panel
After the hearing, the hearing panel shall determine (by majority vote if the hearing panel consists of more than one person) whether the student/organization has violated each section of the Student Code which the student/organization is charged with violating.

R. Written Report of Proceedings
The chairperson, on behalf of the hearing panel, shall prepare a written report to the Vice President for Student Life and Leadership Engagement consisting of:

1. A summary of the hearing to include:
   a. a statement of charges.
   b. evidence presented to the board.
2. The decision of the hearing panel.
3. Recommended sanctions.

S. Availability of Hearing Panel Report
The written record shall be available at the discretion of the Vice President to all parties of the hearing.

T. Notification of Hearing Panel Decision
The Vice President will notify the complainant and the accused individual/organization of the decision of the hearing panel. The President of the University will also be notified of the decision of the hearing panel in cases involving suspension or expulsion from the residence halls or University.

III. SANCTIONS

A. The following sanctions may be imposed, or imposed but held in abeyance upon certain specified conditions, upon any individual or organization found to have violated the Student Code of Conduct:

1. Warning—A verbal or written warning to the student that continuation or repetition of misconduct within a stated period of time may be cause for more severe disciplinary action.

2. Restitution—Reimbursement for damages to or misappropriation of property. Reimbursement may take the form of appropriate service to repair or otherwise compensate for damages.

3. Education/Work Assignment—A requirement to participate in a campus educational program or activity or assignment to perform a number of service work hours within a campus department.

4. Fines—A monetary fine may be imposed as part of a student’s sanction. Fines paid to a local community will be taken into consideration. Fines are payable within a prescribed period of time to the Office of Student Life.

5. Disciplinary Probation—May include, but not be limited to, the possible exclusion or restricted participation in privileges or extracurricular University activities for a specified period of time, including the possibility of more severe disciplinary sanctions in the event of further violation of any University regulations during the period of disciplinary probation.

6. Residence Hall Probation—A defined period of time whereby a student living in residence is given an opportunity to modify his/her behavior prior to losing the privilege of living on campus. Further violation of the Student Code of Conduct or the terms and conditions of the Residence Hall Contract will result in suspension from residence.

7. Residence Hall Suspension—Separation of the student from the residence halls for a defined period of time, after which the student is eligible to return. Students under a residence hall suspension are also banned from all University owned and/or sponsored housing as well as the property and parking lots contiguous to that housing including but not limited to the residential quad.
8. Residence Hall Expulsion—Permanent expulsion of the student from the residence halls. Students under a residence hall expulsion are also banned from all University owned and/or sponsored housing as well as the property and parking lots contiguous to that housing including but not limited to the residential quad.

9. Assignment of a Grade—In the event that a student is found in breach of rules governing academic dishonesty, e.g., plagiarism, cheating, etc., an appropriate grade may be assigned by the faculty member for the work in question or for the course.

10. Suspension—Separation of the student from the University for a definite period of time. Students suspended will be excluded from all classes and activities at the University. Students under a suspension are restricted from being on any University premises without advance approval from the Office of Student and Community Services or Residential Life. The conditions of readmission shall be stated in the order of the suspension. This action will be on record in the disciplinary files of the Vice President (unless specifically agreed to in the order of suspension).

11. Expulsion—Permanent separation of the student from the University. This action will be permanently on record in the disciplinary files of the Vice President. Students under an expulsion are restricted from being on any University premises without advance approval from the Office of Student Life or Residential Life.

12. Consultation and/or Assessment—Student may be assigned a consultation and/or assessment with a psychological counselor/therapist.

13. Letter of No Contact—A directive to refrain from any intentional contact, direct or indirect, with one or more designated persons or group(s) through any means, including personal contact, email, electronic, telephone, or third parties.

Please note: Students suspended or expelled for disciplinary reasons will not be entitled to any refund of tuition or fees paid, this includes but is not limited to room and board.

B. Number of Sanctions Per Violation
More than one of the sanctions listed above may be imposed for any single violation.

C. Sanctions Imposed on Groups/Organizations
The following sanctions may be imposed upon groups or organizations:
2. Deactivation—loss of all privileges, including University recognition, for a specified period of time.

D. Interim University or Residence Hall Suspension
In certain circumstances, the Vice President, or a designee, may impose a University or residence hall suspension prior to the hearing before a hearing panel.
1. Interim suspension may be imposed only:
   a. to ensure the safety and well-being of members of the University community or preservation of University property;
   b. to ensure the student's own physical or emotional safety and well-being;
   c. if the student poses a definite threat of disruption or interference with the normal operations of the University.
2. During the interim suspension, students shall be denied access to residence halls and/or the campus (including classes), and/or all other University activities or privileges for which the student might otherwise be eligible as the Vice President may deem appropriate. A hearing will be held within five business days of the date of the imposition of the interim suspension to ascertain if the interim suspension should continue until the matter is resolved through the internal disciplinary process. Students suspended on an interim basis will be notified of the date, time, and place of the hearing by the Office of the Vice President for Student Life and Leadership Engagement.
E. Appeals

1. Except as required to explain the basis of new evidence, an appeal shall be limited to the review of the verbatim record of the initial hearing and supporting documents for one or more of the following purposes:
   a. The hearing process as described in the code was violated in such a manner that the outcome could have been affected.
   b. A violation of individual/organization rights as outlined in this document.
   c. Submission of new evidence sufficient enough to alter a decision, or other relevant facts not brought out in the original hearing because such facts were not known to the person appealing at the time of the original hearing.
   d. To determine whether the sanction(s) imposed were appropriate for the violation(s) of the Student Code which the student was found to have committed.

2. A decision reached by a hearing panel or a sanction imposed in a non-academic matter may be appealed by the accused individual/organization or complainant. The appeal must be submitted in writing to the Vice President within seven calendar days of the receipt of the finding by the hearing panel.
   a. The Vice President shall review the matter and render a decision on the appeal within 21 calendar days from receipt of the written appeal.
   b. Within seven days of the receipt of the decision by the Vice President for Student Life and Leadership Engagement, an appeal can be made to the President. The President or his/her designee shall make a final decision on the case within 21 calendar days from receipt of the appeal. The President or his/her designee shall make a final decision on the case.

3. Decisions involving academic dishonesty cases may be appealed as follows:
   a. The individual who wishes to appeal the decision of a hearing panel must file a written appeal with the Provost/Vice President for Academic Affairs or his/her designee, including a statement on the grounds for appeal within seven days of receipt of written notification of the decision. Upon receipt of this notice, the Vice President for Academic Affairs/Provost or his/her designee will review the decision of the hearing panel and render a decision within 21 days.
   b. Following the decision by the Provost/President for Academic Affairs or his/her designee, an appeal can be made to the President within seven calendar days of receipt of the decision from the Provost/President for Academic Affairs or his/her designee. Only a final decision by the Provost/President for Academic Affairs which imposes disciplinary action or dismisses the charges may be appealed to the President. The President or his/her designee will render a decision within 21 days.

   Following the President’s decision the matter shall be concluded with no further recourse.

4. All deadlines and timeline requirements as set forth in this Section E “Appeals” of the Code may be extended for good cause. Both the respondent and the complainants will be notified in writing of the delay and provide the date of the new deadline.

F. Victim Notification

The University will, upon written request, disclose to the alleged victim of any crime of violence, or a nonforcible sex offense, the report on the results of any disciplinary proceeding conducted by the University against a student who is the alleged perpetrator of such crime or offense with respect to such crime or offense. If the alleged victim of such a crime or offense is deceased as a result of such crime or offense, the next of kin of such victim shall be treated as the alleged victim. (For information regarding the notification of victims of sexual assault refer to the Sexual Misconduct Policy and Procedures.)

APPENDIX #1
Circumstantial and Hearsay Evidence
Circumstantial Evidence

In certain instances the party making the complaint and the student charged will be unable to present witnesses who can testify based on their own direct knowledge that a certain event has occurred. It is not necessary that an entire case be made by direct evidence. Lacking direct evidence, circumstantial evidence may be used to prove certain facts. Here, circumstances are made known from which the hearing panel, based on their common experience, may infer that other connected facts reasonably follow.

Hearsay Evidence

Hearsay evidence is when someone reports that another person has witnessed or said something relevant to the case. Generally, hearsay evidence is inadmissible. However, in the following circumstances, hearsay may be admitted:
1. The statement subjects the witness to a liability that a reasonable person would not want to incur.
2. The statement narrates, describes, or explains an event perceived by the witness.
3. The statement is made by a prior witness at the hearing and when so made was admissible.

APPENDIX #2

What You Need to Know About a Hearing

Complaining Party

1. You will be asked to submit a complaint in writing to the Vice President for Student Life and Leadership Engagement. This complaint should specify the violation as well as all the facts involved. This statement must also include the names of witnesses involved.
2. You will be expected to appear at the hearing to verbally state what you have written to the hearing panel.
3. Any witnesses to the event should be asked to write a statement and be willing to speak at a hearing. Statements should be submitted to the Vice President at least five days prior to the hearing. These statements may be given to the defendant prior to the hearing.
4. The preponderance of proof is on your shoulders since you are the person making the complaint. It is therefore imperative that you prepare your case thoroughly and be prepared to convince an impartial board that a student misconduct has more than likely occurred.
5. You will be questioned by the hearing panel either after your statement or after witnesses, pro and con, have testified. Members of the hearing panel as well as the defendant are permitted to question the complainant and witnesses. There may be times when the complainant feels as if he/she is the guilty one due to the extensive questioning. However, the complainant should remember that the outcome can affect the academic and personal life of the person involved and is therefore a very serious matter requiring extensive questioning.
6. You are permitted to question the defendant(s) and any witnesses pro and con.
7. During the hearing, you and the defendant(s) will be present for all testimony.
8. When the hearing panel feels that all testimony and questions have been exhausted, all of those involved will be dismissed from the room.
9. You will be notified of the decision by the Vice President.
10. The appeals process is as stated.
11. The hearing is tape recorded as a transcript of the hearing.

12. The hearing is closed and strictly confidential.

13. You have the right to bring in an advisor from within the University community who is not permitted to speak in the hearing but may advise you during the process.

**Student Charged**

1. You have been charged with a violation of academic or social conduct at the University. This is a serious situation since it can jeopardize your standing at the University.

2. If you do not appear for the hearing, the hearing may still take place without you based on the evidence that has to be presented.

3. Although you have the right to remain silent both in your meeting with the investigating officer and the hearing panel, it is probably to your benefit to express your side of the situation.

4. Prior to the hearing you may receive, upon request, statements of the complainant(s) and witness(es) who will be speaking concerning your case. You may also receive, upon request, copies of written evidence to be used against you during the hearing.

5. If you have witnesses on your behalf, you should tell them to submit written statements to the Vice President five days prior to the hearing and to be willing to speak at the hearing. Names of witness(es) should be provided immediately upon your being charged.

6. You have the right to bring in an advisor from within the University community who is not permitted to speak in the hearing but may advise you during the process.

7. During the hearing, you and the complainant(s) will be present for all testimony unless you choose not to be present for the hearing. (See #2.)

8. You are permitted to question complainant(s) and any witness(es) pro and con.

9. You will be thoroughly questioned by the hearing panel members as well as the complainant(s).

10. When the hearing panel feels all testimony and questions have been exhausted, all of those involved will be dismissed from the room.

11. You will be notified of the decision by the Vice President.

12. The appeals process is as stated above.

13. The hearing is tape recorded as a transcript of the hearing.

14. The hearing is closed and strictly confidential.

*Monmouth University, through the Office of the Vice President for Student Life and Leadership Engagement, reserves the right to change or alter any of the material presented in this publication at any time to ensure the proper conduct of the residential life program and campus life in general. Any such changes or alterations will be preceded by written notice, and shall become effective one week from the date of distribution of such notice to students. It is the sole responsibility of the student to read and understand all such notices; including all notices regarding closing or check-out procedures. Failure to read and understand such notices shall not absolve any student of the responsibility for complying, or the consequences of failure to comply, with such changes, alterations, or procedures.*
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