

# 2024-2025 Student Handbook

Goodwin University

A Student-Centered Baccalaureate Institution of Higher Education

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

and

The New England Commission of Higher Education

2024 - 2025

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# A Message from the Dean of Students

Welcome to Goodwin University!

As the dean of students, I am delighted to introduce you to Goodwin University and look forward to learning about your academic and personal goals. Our dedicated faculty and staff are committed to providing you with an exceptional educational experience that prepares you for a fulfilling career and a lifetime of learning. We are here to support you every step of the way and help you achieve those goals.

As a student at Goodwin, you can access resources that enable you to excel academically and personally. We provide a wide range of programs and services designed to help you succeed, including tutoring through our academic success center, counseling, accessibility services, career services, and much more.

In addition, Goodwin offers many supportive services, including the Ann B. Clark Co-op, veteran's services, and a vibrant campus community with numerous extracurricular activities and clubs for you to explore.

I encourage you to take advantage of the many opportunities available to you. Meet other students and get involved in campus life.

I want to extend a warm welcome and a special invitation for you to stop by my office so that I can personally greet you. We are thrilled to have you join our community and look forward to seeing you around campus and online.

Sincerely,

Dr. Kim McGinnis

Dean of Students

# Introduction

Goodwin University is proud of its remarkable legacy of creating educational opportunities for 25 years. It has grown from a business technology training center to an accredited baccalaureate college, to a re-imagined, community-based university comprising three schools of academic focus: the School of Applied Liberal Arts and Social Sciences, the School of Business, Technology, and Advanced Manufacturing, and the School of Nursing and Health Professions.

Accredited by the New England Commission of Higher Education (NECHE), Goodwin has reached an impressive series of milestones, including the creation of one of Connecticut's leading nursing programs, the development of robust advanced manufacturing and continuing education programs, approval to grant bachelor's and master's degrees, and the development of a vibrant campus and neighborhood along the Connecticut River. Adding to campus life is our ever-growing magnet school system, including the Riverside Magnet School (pre-K to grade five) and the Connecticut River Academy (grades six to 12).

In 2021, the University formalized its association with the University of Bridgeport by bringing it under the Goodwin umbrella as an independent, nonprofit organization with its board of trustees. By expanding its geographical influence to the southern part of Connecticut, Goodwin has taken a monumental step forward in creating new educational opportunities for students and workforce development that will benefit the state for future generations.

Central to the Goodwin mission, first and foremost, is service to students. In that spirit, Goodwin has embraced Universal Design for Learning (UDL) as its central teaching philosophy, removing traditional obstacles to learning and re-thinking how all learners can demonstrate their knowledge and comprehension. UDL has proven incredibly successful, leading to the establishment of the Goodwin Institute for Learning Innovation, with schools nationwide looking to the University for visionary thinking in education.

## Goodwin University's Mission Statement

The mission of Goodwin University is to educate a diverse student population in a dynamic environment that aligns education, commerce, and community. Our innovative programs of study prepare students for professional careers while promoting lifelong learning and civic responsibility. As a nurturing university community, we challenge students, faculty, staff, and administration to fully realize their highest academic, professional, and personal potential.

## Editorial Policy

Goodwin University reserves the right to revise, amend, or change items outlined in the student handbook from time to time. Accordingly, readers of the student handbook should inquire as to whether any such revisions, amendments, or changes have been made since the publication date.

## Equal Opportunity Policy

Goodwin University is an affirmative action/equal opportunity educator and employer, fully committed to the goal of providing equal opportunity and full participation in its educational programs, activities, and employment without discrimination because of race, color, religious creed, sex, age, national origin, political affiliation, marital status, veteran status, sexual orientation, gender identity or expression, disability or any other consideration not directly and substantively related to effective performance. This policy implements Federal and State laws, regulations, and executive orders.

The staff, faculty, student body, and administration of Goodwin University form a diverse community. The University maintains that activities, programs, and everyday interactions are enriched by one another's acceptance in an environment of positive engagement and mutual respect. Discrimination, intolerance, or harassment directed against individuals or specific groups of individuals will not be tolerated and will be dealt with according to employee and student grievance and disciplinary procedures.

To file a discrimination complaint or for inquiries concerning Goodwin University's Non-discrimination Policy, Title IX and the Rehabilitation Act of 1973, and the Americans with Disabilities Act, contact [titleixandequity@goodwin.edu](mailto:titleixandequity@goodwin.edu).

## Filing a Complaint

Goodwin University treats its programs as a form of on-the-job training for its students. Therefore, any complaint or suggestion regarding a class should be discussed first with the instructor. If a student cannot satisfactorily address the problem, (s)he should make an appointment with the appropriate Program Director, then the appropriate Dean. After that, appeals may be made, in writing, to Goodwin University's Appeals Board (GUAB). All appeals should be sent to the Assistant Dean of Students. Decisions will be rendered in writing within two (2) weeks.

If you are still aggrieved after speaking to all of these people, you can file a complaint on the Connecticut Office of Higher Education website. Additionally, you may call or write the Connecticut Office of Higher Education at 450 Columbus Boulevard, Suite 707; Hartford, CT 06103-1841. The phone number is (860) 947-1800.

Since Goodwin University is accredited by the New England Commission of Higher Education (NECHE), students wishing further clarification may direct concerns, in writing to: 3 Burlington Woods, STE 100; Burlington, MA 01803-4514. Their phone number is 781-425-7785. Our students can also visit their website for additional information regarding the NECHE complaint process.

## Discrimination, Disability, or Harassment Complaints

Goodwin University is committed to preventing or eliminating all forms of discrimination and harassment in its education programs or activities in accordance with federal and state laws and regulations. The University provides equal opportunities to all students or applicants for admission on the basis of physical or mental disability, predisposed genetic characteristics, pregnancy or parental status, race, religion, color, sex, political affiliation, creed, ethnicity, national origin, citizenship status, age, sexual orientation, gender identity, gender expression, veteran or military status, or any other protected category under applicable local, state, or federal law. Such conduct, whether by a student, employee, or guest of the University will not be tolerated.

Goodwin University's Policy on Discrimination, Harassment, Sexual Misconduct, and Retaliation explains the policies and procedures by which these issues are addressed. To file a report, please fill out an incident report or email [titleixandequity@goodwin.edu](mailto:titleixandequity@goodwin.edu).

## Financial and Academic Policies

The financial requirements of the University, changing costs, state and legislative action, and other matters may require an adjustment of these charges and expenses. The University reserves the right to make such adjustments to the estimated charges and expenses as may from time to time be necessary in the opinion of the Board of Trustees up to the date of the final registration for an academic term. The applicant acknowledges this reservation by submitting an application for admission or by registration.

The University reserves the right to cancel offerings, set minimum and maximum class sizes, change designated instructors in courses, and make decisions affecting the academic standing of anyone participating in a course or program offered by Goodwin University.

## Institutional Accreditation Information

Goodwin University is a nonprofit institution of higher education accredited by the New England Commission of Higher Education (NECHE), formerly known as the New England Association of Schools and Colleges (NEASC). It was founded in 1999 with the goal of serving a diverse student population with career-focused degree programs that lead to strong employment outcomes. Many professional societies also confer accreditation or approval on specific Goodwin University Programs.

## Accredited Programs Include:

- Dental Hygiene, Associate in Science
  - CODA – Commission on Dental Accreditation
- Funeral Service, Associate in Science
  - ABFSE – American Board of Funeral Service Education
- Medical Assisting, Collegiate Certificate
  - CAAHEP – Commission on Accreditation of Allied Health Education Programs
- Occupational Therapy Assistant, Associate in Science
  - ACOTE – Accreditation Council for Occupational Therapy Education
- Nursing, Associate in Science
  - ACEN – Accreditation Commission for Education in Nursing
- Nursing, Bachelor of Science
  - CCNE – Commission on Collegiate Nursing Education
- Nursing, Master of Science
  - CCNE – Commission on Collegiate Nursing Education
- Respiratory Care, Associate in Science
  - CoARC – Commission on Accreditation for Respiratory Care



# Student Resources and Services

## Academic Success Center

The Academic Success Center seeks to promote and foster student learning and development by providing individual and group tutoring for Goodwin's developmental and university-level courses.

The Academic Success Center will help students identify strategies that enhance their understanding of concepts, develop critical thinking, and develop study skills, and ultimately improve their ability to successfully complete a course.

The Academic Success Center provides consistent support and guidance throughout the learning process and encourages students to be actively involved in their learning. Tutoring is not a substitute for attending class. Students should regularly attend class and come prepared to participate in their learning.

In addition to general tutoring, the Academic Success Center is focused on developing Writing Skills. Professional Writing Tutors are available to assist students through the process of writing on a walk-in and appointment basis. Tutors will offer critical feedback about writing, answer questions, and guide students to available resources. Students are encouraged to come into the center to receive assistance, study, work on assignments, and ask questions as they arise. The Academic Success Center has computers that students may use anytime it is open. Students are strongly encouraged to use these computers to work on assignments.

The Academic Success Center also provides testing services for students who have missed an exam in their class or who have accommodations approved by the Office of Disability and Access Services. Students must get written approval from their professor to utilize the testing center. In addition, students with documented accommodations may have their tests proctored in the testing center. Testing at the Testing Center is available by appointment only.

## Disability and Access Services

The Office of Disability and Access Services (ODAS) collaborates with Goodwin's diverse community to ensure that all aspects of campus life — learning and working— are universally accessible. ODAS provides resources, education, and direct services so that Goodwin students may have greater opportunities to achieve equity and social justice. ODAS leads the campus community in its commitment to recognizing disability as a valued aspect of diversity, embracing access as a matter of social justice, and designing more welcoming and inclusive environments. ODAS promotes self-advocacy, disability pride, self-determination, and universally accessible design principles so that everyone has full access to institutional life.

The ODAS assists students with disabilities in securing reasonable accommodations and services that will promote success and integration into the University. Goodwin University complies with the mandates created by the Americans with Disabilities Act and Section 504 of the Rehabilitation Act. Students who have a documented disability are strongly encouraged to contact the Disability and Access Service Manager as soon as the student is enrolled of their enrollment so that accommodations are in place on the first day of matriculation. Guidelines and policies are provided to students who request this information.

If you have any questions, please contact the Office of Disability and Access Services at 860-727-6718 or by emailing [AccessAbilityServices@goodwin.edu](mailto:AccessAbilityServices@goodwin.edu). Information is also available on the Goodwin University website.

## Ann B. Clark Co-Op

At Goodwin University, we care about your health and wellness. Through the passion, generosity, and inspiration of Goodwin University's provost emerita, Ann B. Clark, the Co-op provides members of the Goodwin community with access to food, clothing, toiletries, and other necessities — reducing financial burdens and food insecurity to help you thrive.

When you visit the Ann B. Clark Co-op, you'll be welcomed by a team of devoted faculty, staff, and students. Through the generous donations of internal supporters and our strategic work with partners at Connecticut Foodshare, ShopRite, Stop & Shop, Dairy Farmers of America, and Highland Park Market, we're ready to provide you with the quality products you need.

The Co-op regularly stocks the following items:

- Clothing items, including interview attire
- Books
- Dairy products\*
- Diaper bank (accessible once per month)
- Formula
- Fresh produce\*
- Frozen foods\*
- Hygiene kits
- Meats and fish\*
- Pantry essentials, including rice, pasta, bread, and more
- Toiletries

\* Our fresh produce and meat items rotate regularly and change with seasonality. Please note that these items are only available to eligible Co-op clients.

## Bookstore

Goodwin University Bookstore provides textbooks, course packs, and other school supplies for students, faculty, and staff. Conveniently located on the 1st floor of 1 Main Campus, the bookstore also carries a wide variety of apparel, memorabilia, gifts, snacks, and personal care items.

For further information, please call 860-727-6721 or visit the Goodwin University Bookstore website at [goodwin.edu/bookstore](http://goodwin.edu/bookstore).

## Business Office

The Business Office is responsible for the University's Accounts Receivables. This includes issuing billing statements, providing student account information, processing payments for tuition, processing registration fees and miscellaneous campus charges, collecting delinquent accounts, delivering refunds, and disbursing financial aid awards. Goodwin University has an online payment option through the Self-Service Portal. Students may pay their tuition using ACH/checks, credit cards, and debit cards. Goodwin University also accepts cash payments made in person at the Business Office and checks mailed in or dropped off.

The Business Office is open Monday through Thursday, 8:30 a.m.-6 p.m. and Friday, 8:30 a.m. -3 p.m. and is located on the first floor of Main Campus. Contact the office at 860-727-6784 or [businessoffice@goodwin.edu](mailto:businessoffice@goodwin.edu) for more information.

## Café

Located on the 2nd floor of Main Campus, the Café offers a variety of prepared sandwiches, coffee/tea, soft drinks, juices, and light food choices. Students can purchase items at Café with cash or credit cards.

The Café is open Monday-Friday 7:30 a.m.-2 p.m. and Monday-Thursday 4-7 p.m.

## Campus Safety

Campus Safety Officers provide 24-hour patrol coverage. Although our Campus Safety coordinates their activities with the City of East Hartford Police Department, they are entirely autonomous and separate from the

East Hartford Police Department. Campus Safety maintains a preventative patrol with uniformed officers on foot and in vehicles marked with the Campus Safety logo.

## Career Services

Career Services assists students and alumni in developing professionally as they continue their journey toward their chosen career. The Mission of Career Services is to support and empower Goodwin University students in developing, evaluating, and effectively implementing their career plans. To fulfill this mission, Career Services assists and along with other resources provides opportunities for students to become the best possible, career-ready candidates.

Students are encouraged to develop relationships with a career specialist early in their academic careers. Our specialists assist students with every stage of the career-planning process. We offer a variety of information and resources to help students and alumni achieve their career goals including:

- Individualized career counseling
- Interest inventories and assessments to help relate their strengths to career objectives
- Career workshops and “Lunch & Learns” (examples - résumé and cover letters, mock interviews, job-search skills, and networking)
- Assistance with internship opportunities
- Job listings for off-campus employment
- Recruitment activities including on-campus interviews and career fairs
- Additional career planning and research resources

Although every effort is made to assist graduates in securing employment, no guarantee or representation of placement is made or implied.

If you have questions, please visit Career Services in the Student Affairs Suite at Main Campus or the Career Services website [goodwin.edu/career-services](http://goodwin.edu/career-services).

## Counseling and Wellness Center

The mission of the Counseling and Wellness Center is to provide students with opportunities for personal, emotional, and academic development and to help guide them toward successful completion of their education. These services are confidential and offered at no cost to our students.

Our therapists will:

- Provide a safe and nurturing environment where students can identify and align their personal and academic goals.
- Collaborate with faculty and staff to help students develop self-knowledge, strategies, and coping skills necessary to succeed personally, academically, and professionally.
- Provide individual counseling for any issue including, but not limited to, navigating life's hardships, interpersonal relationships, and loss of loved ones. Our therapists are also skilled at being in conversations about navigating the effects of violence, traumatic experience and substance use.

Students who use these services will enjoy a one-on-one relationship with a counselor. Group sessions are also formed throughout the year on a needs basis. Referrals to the counselor can be made by faculty, staff, or self-referral. Every referral remains confidential.

More information can be found on the Counseling and Wellness Center website, [goodwin.edu/counseling](http://goodwin.edu/counseling)

## Diversity, Equity, Inclusion and Belonging

At Goodwin University, Diversity, Equity, Inclusion, and Belonging (DEIB) are at the heart of everything we do. Goodwin is a welcoming campus to a diverse community of students, faculty, and staff — uniting in a rich

tapestry of identities, backgrounds, and experiences, within a collaborative and affirming educational environment.

The individual elements of diversity, equity, and inclusion are critical to fostering a community of belonging. Belonging is essential when developing fair and equitable learning and working environments where members know they are seen, heard, and valued.

The Office of DEIB works across the institution to ensure students, faculty, and staff have opportunities to acquire the knowledge and information about the diverse identities and cultural backgrounds found within our community and region.

## Email Accounts

All students are required to have a student.goodwin.edu email account. Goodwin University email accounts are free and are the official means of communication for the University community. Student accounts will be activated within 24-48 hours of registration.

We highly recommend checking your email daily to stay updated with important university information and communications.

You will access your student email through MyNavigator.

Other, non-Goodwin email accounts will not be supported or serviced by the Goodwin University IT Department.

## Emergency Notifications

When deciding on inclement weather closings, the administration carefully considers student safety, weather reports, and the ability to clear campus parking. Every effort is made to post closings by 7 a.m. for day and 3 p.m. for evening classes, but allowances must be made for changing weather and road conditions. In the event of snow or inclement weather, information about plans for the day will be communicated via:

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

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

## Financial Aid

Located on the first floor of the Main Campus, Financial Aid Counselors answer questions regarding the types and availability of scholarships, loans, and other funding resources. Financial assistance is available to university students, including scholarships, grants, loans, and employment opportunities. These are awarded individually or in combination to students who show evidence of financial need and education promise.

To be considered for federal financial aid, students must complete the Free Application for Federal Student Aid (FAFSA). It should be filed at [studentaid.gov](http://studentaid.gov). All students must file for financial aid each year and maintain satisfactory academic progress toward their degree(s). For more information, please contact the Financial Aid Office, at 860-727-6723 or [financialaid@goodwin.edu](mailto:financialaid@goodwin.edu).

## Hoffman Family Library

The Hoffman Family Library, located in Goodwin University's main campus building, is designed to support all students, faculty, and curricular needs. The library is open six days a week, with regular hours posted on the website and extended hours during exam weeks. It is open to members of the Goodwin University community only and is not open to the public.

To address individual study and research needs, computer workstations and laptops are available for in-house use, and Wi-Fi is available throughout. The library offers leisure seating, study carrels, research tables, group study rooms, wireless printing, a computer classroom, a collaboration station, book stacks, and an area for periodicals.

Professional librarians and library support staff assist whenever the library is open. The librarians also offer remote, real-time reference assistance through our website's chat feature, via text message, and Zoom. Librarians actively teach information literacy and research skills and communicate and collaborate with faculty and students in every department through the library liaison program. Librarians also assist and train students with locating, retrieving, and evaluating information, work with instructors to develop specialized lectures, help with the use of information management tools, link library resources to the course by creating subject-specific research guides, and work with faculty to identify and recommend new library materials and resources for the collection.

The library is an open and welcoming place for all members of the Goodwin University community.

## IT Support

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

IT Support only supports devices on premises. All devices provided by Goodwin University must not leave the institution's premises. IT Support does not include support or maintenance for personal devices.

## Registrar

The Office of the Registrar handles requests for course registrations, transcripts, processing of FERPA release forms, changes in enrollment, student enrollment verifications, change of name and address, diplomas, and maintenance of undergraduate student academic files. The office works with faculty and academic advisors to support students in pursuing their higher education objectives. All Registrar Office forms are accessible at [goodwin.edu/registrar/student-forms](http://goodwin.edu/registrar/student-forms). The office can be reached at 860-727-6708. The Office of the Registrar is on the first floor of the Main Campus.

## Student ID Cards

All students at Goodwin University are issued a student ID card for security-related identification, financial aid situations, and the various other functions of University life. Each student is expected to have and wear an ID card. The initial card is provided at no cost to the student. Subsequent cards may incur a fee of \$10 for replacement.

## Student Organizations

All clubs and organizations must register with the Office of Student Engagement. Students interested in obtaining more information about any group or have other questions about clubs or organizations should confer with the Office of Student Engagement Manager, located in the Student Affairs Suite in the Main

Campus Building. Students are not authorized to enter contracts with vendors; all commitments must be made through the Student Engagement staff.

## Veteran's Services

Goodwin University is listed among the top military-friendly colleges and universities, and it is identified for providing educational benefits and resources tailored to the military community. We celebrate the service of American veterans by seeking to meet their need for career-focused programs that can be completed by taking advantage of our flexible scheduling options. Goodwin welcomes all veterans, service members, and their families.

Our mission is to assist veterans, service members, and dependents with transitioning from military life to student life at Goodwin University.

## Academic Standards

### Appeals and Grievances

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

Goodwin University treats its programs as on-the-job training for its students. Therefore, any complaint or suggestion regarding a class should be discussed first with the instructor. If a student cannot satisfactorily address the problem, (s)he should make an appointment with the appropriate Program Director, then the appropriate Dean. After that, appeals may be made in writing to Goodwin University's Appeals Board (GUAB). All appeals should be sent to the Assistant Dean of Student Affairs. Decisions will be rendered in writing within two (2) weeks.

The GUAB will also hear appeals on academic integrity and conduct issues after the student has sought a remedy through the appropriate channels. As with academic issues, appeals may be made in writing to the Goodwin University Appeals Board (GUAB). All appeals should be sent to the Assistant Dean of Student Affairs. Decisions will be rendered in writing within two (2) weeks.

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

## Academic Honors

The University is home to several honor societies, including:

### Alpha Sigma Lambda National Honor Society

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

### Lambda Beta Honor Society for Respiratory Care

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

## Phi Theta Kappa National Honor Society

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

## Academic Integrity

At Goodwin University, academic integrity is a cornerstone of our learning environment. We expect all students to commit to being honest, trusting, fair, respectful, responsible, and courageous in their academic efforts\*. We expect work submitted for academic credit to be a student's original work and that students will acknowledge any ideas or information from external sources they use in their work. We also expect that the work submitted will not be something already submitted for another class.

All Goodwin University students are accountable to this Academic Integrity Policy. Students who display academic dishonesty will be sanctioned accordingly. Academic dishonesty is any attempt to mislead or gain an unfair advantage in academic work. Specific examples of academic dishonesty include but are not limited to:

- Cheating: Copying answers; using unauthorized materials, devices, or applications during exams; collaborating unethically on exams or assignments
- Collusion: Working together on an individual assignment without permission
- Complicity: Helping or attempting to help another commit an act of academic dishonesty
- Contract Cheating: Paying someone else to do your work
- Fabrication: Falsifying data or information
- Misrepresentation: Submitting someone else's work as your own
- Multiple Submission/Self-Plagiarism: Submitting the same work for credit in more than one course
- Plagiarism: Using someone else's work (e.g., ideas, words, data) without proper citation, including directly copying text or paraphrasing poorly
- Tampering: Altering grades, records, or testing materials.
- Unauthorized Collaboration: Working with unauthorized individuals or exceeding allowed collaboration on assignments.

If a student fails to comply with this policy, the sanctions described herein will be applied. Violations are cumulative and tracked, regardless of student status changes (e.g., changing status to inactive, dropping, LOA, or withdrawing and returning).

Any action taken under this policy does not preclude acting under other Goodwin University policies. Further, this policy does not preclude Goodwin University from taking legal action.

## Discipline for Academic Misconduct

Students who violate the Goodwin University Academic Integrity Policy are subject to sanctions. Violations are cumulative and tracked within and across courses, regardless of student status changes (e.g., inactive, dropping, leave of absence, or withdrawing and returning).

- First violation: Students receive counseling and a written warning.
- Second violation: Students receive counseling, an "F" grade or a failure for the assignment or assessment, and a written warning.
- Third violation: Students receive counseling, an "F" grade in the course, and a written warning.
- Fourth violation: Students are dismissed from the university and receive an "F" grade in the course.

## Academic Status

It is the responsibility of all students to be aware of their academic standing and to comply with all requirements set by their program. For concerns and academic questions, consult the assigned academic advisor.

## Attendance

Students must establish attendance in each course for which they are registered. Students have from the first day of their course through the fourteenth calendar day of a semester/module to establish attendance. Faculty report attendance on Census Day, which occurs on the fifteenth calendar day of each semester/module. Students who have not attended or participated in their course by the fourteenth day of the semester/module will be withdrawn from the course.

To establish attendance, students must do at least one of the following, prior to Census Day:

- Student attends an on-ground class; or
- Student posts to online discussion about an academic matter; or
- Student submits an academic assignment either on-ground or online; or
- Student takes a quiz or test either on-ground or online.

Please note that posting to an introductory discussion board assignment does not constitute establishing attendance.

Students who do not establish attendance will be administratively withdrawn from the course(s) and will be listed as a No Start (NS). These courses will not be listed on the transcripts or counted as credits attempted.

For students who do not establish attendance for all/any course(s) by Census Day, a refund of 100% of applicable tuition charges less applicable fees and books, less \$200 for course withdrawn will be granted.

Students receiving Title IV funds should reference the Undergraduate Financial Aid and Refund Policy in the catalog or on the Goodwin University website for any financial consequences related to non-attendance.

## CARE Team

Goodwin University's Student Care Team is a multidisciplinary team that assists faculty and staff in identifying and working with distressed students. The Assistant Dean of Students chairs the Student Care Team with representatives from counseling services, health services, Title IX, campus security, case management, and academic affairs. The purpose of the Student Care Team is to assess and address student behavior that is of concern to the community and to coordinate support and resources necessary to intervene. Behaviors of concern may include mental health and safety issues. The Student Care Team meets regularly to support students via an established protocol and serves as a proactive, centralized, caring, and coordinated intervention for students in need before a crisis. Any member of the Goodwin University community may make a referral to the Student Care Team by submitting an electronic student of concern form available at <https://www.goodwin.edu/forms/incident-report/>.

## Course Registration

A full-time undergraduate course load is between 12 and 18 credit hours per semester. Undergraduate students registering for more than 18 credit hours per semester require the approval of their academic dean and will incur additional tuition charges. Students must consult their academic advisor about course selection. Online registration is available for continuing students via Self-Service. Students should refer to the online academic calendar for time limitations when registering or withdrawing from courses.

Students who wish to add a 15-week or first-module course must do so by the end of the first week of the semester. Students may add a 15-week course during the second week of the semester, for approved courses



only. Registered students who want to add a second module course must do so by the end of the first week of the second module. Before the beginning of the semester, students may add courses by accessing their Registration in Self-Service and registering for the course(s) they wish to add. Once the semester begins, students must add courses by contacting their Academic Advisor to complete an "add" form, which the student must sign. Students are recommended to contact the Business and Financial Aid Offices for counseling. New schedules may be printed from Self-Service.

## Transfer Credit

Students who have completed coursework at other accredited, collegiate, degree-granting institutions should request an official transcript from all The Universities they attended and have the transcript(s) sent to Goodwin University. Students are strongly encouraged to have all official transcripts sent to Goodwin University by the end of their first semester.

Students with transcripts from institutions outside the United States should visit the International Transfer Students webpage to be sure all requirements are met.

Upon receipt of the official transcript(s), the Transfer Coordinator will transfer credit in that

- reflects appropriate levels of academic quality
- was taken at accredited, collegiate, degree-granting institutions
- has a recorded student grade of "C" or higher, (the student must consult program requirements to see if a higher grade is needed for specific courses), and
- is from coursework which is directly applicable to the Goodwin University Curriculum

If these criteria are met, the credit will be brought into Goodwin and appear on the student's transcript after the successful completion of 12 credits.

The Transfer Coordinator consults with faculty to determine equivalency based on course content. All transfer courses that are not equivalent in content to Goodwin courses are transferred in as elective credits.

Goodwin University only transfers credits earned at other institutions – no grades are transferred. As a result, the courses will appear with the grade of 'TR' for each transferred course, and they will not affect the student's Goodwin GPA.

Transfer evaluations are completed only for degree or certificate program students.

## Graduation Regulations and Procedures

Students should consult with their academic advisor one semester before their graduation date so that a Graduation Checklist can be completed. This consultation enables the advisor to check the student's records for discrepancies and allows some time during the final semester to resolve any problems. The fulfillment of graduation requirements is the student's responsibility.

The Application for Graduation must be submitted by the deadline; refer to the Commencement website for further information. Participation in the Commencement ceremony does not necessarily imply that a student has met the graduation requirements from their academic program. Please refer to the Goodwin University catalog for additional information.

Students with credits to be completed in the summer semester are welcome to participate in the Spring Commencement Ceremony. Students planning to participate in the Commencement Ceremony should complete Graduation Application.

## Internships and Cooperative Education

Internships and Cooperative Education opportunities provide students with practical experience by allowing them to take what they are learning in the classroom and apply it in a workplace environment. Students work under a supervisor in their desired position to learn the hard skills they need for the working world. Depending on the program, internships are a required semester-long credit.

Statistics show that over 70% of employers will offer interns a full-time position, and students are three times more likely to be hired for a position with involvement on their resume. (NACE)

Students can meet with their Academic Advisor or program director to learn more about internships and cooperative education.

## Student Engagement, Governance, and Athletics

### Athletics and Recreation

Goodwin University offers intercollegiate club and intramural sports, catering to students of all athletic abilities. The University is a member of NIRSA (National Intramural-Recreational Sports Association), Region-One Collegiate Soccer, and the National Club Basketball Association's New England South Conference. Students looking for a more casual athletic experience can play in various intramural leagues the University organizes. Events that Goodwin has participated in include Dragon Boat races, flag-football tournaments, pickleball, indoor and outdoor volleyball, basketball, and soccer. Students interested in participating should contact the University's Director of Athletics.

### ESports

Goodwin University is a member of the NECC (National ESports Collegiate Conference), a sanctioning body that manages competition between universities throughout the United States and Canada. Students can participate in these events both in person and remotely. The NECC currently offers games, including League of Legends, Overwatch, Rainbow Six: Siege, Rocket League, Super Smash Bros, and Valorent.

### Fitness Center

Goodwin has a fitness center on Campus, which is available to all University students and alumni. A Goodwin ID is required for entry. The center is in the Connecticut River Academy at Goodwin University. It has a full court with six dropdown baskets, locker rooms, stationary bikes, treadmills, rowing machines, a Universal gym, free weights, and a heavy bag. Students interested in gym use should contact the University's Director of Athletics.

### Navigator Discount Program

We know that life can get expensive, and we want to help students save money wherever possible. We have partnered with local businesses to offer Goodwin University students, alums, and employees discounts. We encourage those in the Goodwin University community to support businesses with these discounts.

Discounts are available when you show your Goodwin University ID. Please visit <https://www.goodwin.edu/student-engagement/discount-program> for a complete listing of discounts.

### Student Engagement

Goodwin University offers opportunities for personal growth, leadership development, relaxation, and recreation. Student engagement opportunities vary from cultural, artistic, civic, political, and athletic activities to recreational opportunities. Activities and programs complement and enhance the University's academic mission, improve campus community spirit, provide

constructive social interaction, and contribute to students' physical, emotional, and intellectual development.

## Student Organizations

All clubs and organizations must register with the Office of Student Engagement. Students interested in obtaining more information about any group or have other questions about clubs or organizations should consult with the Office of Student Engagement, located in the Student Affairs Suite in the Main Campus Building. Students are not authorized to enter contracts with vendors; all commitments must be made through the Student Engagement staff.

## Student Conduct

As an active member of the Goodwin University community, each student is expected to adhere to and support the community's core values. Goodwin University requires students to comply with the letter and spirit of the conduct rules outlined in this Student Code of Conduct and to obey all local, state, and federal laws. Students will be held responsible for their actions and must ensure they do not interfere with the safety, well-being, or rights of others. Goodwin University has the right to change this document at any time. Students are advised to review it periodically throughout each session in which they are enrolled at Goodwin. Those changes are in effect once the document is updated on the Goodwin University website.

The Goodwin University community is guided by the university's mission, to educate a diverse student population in a dynamic environment that aligns education, commerce, and community. When a student accepts admission to Goodwin University as a student, they also receive membership in the university community and responsibility for upholding its shared values and expectations. The Student Code of Conduct outlines policies established by the university that set standards for students' behavior, along with procedures for adjudicating and sanctioning violations of these standards. The code applies to all students at Goodwin University, as defined in this document. The university reserves the right to change the code at any time.

The Office of Student Affairs has the authority to approve policies and procedures for student discipline, as outlined in the Student Code of Conduct. The Dean of Students is responsible for the university conduct system, and the Office of Student Conduct assumes direct supervisory oversight of disciplinary matters under the direction of the Assistant Dean for Student Affairs. The Assistant Dean serves as the University's Student Conduct Officer.

## The Office of Student Conduct and the University Conduct System

The Office of Student Affairs oversees the Student Code of Conduct. The university's conduct system supports its educational mission by teaching students about appropriate behavior and fostering a community in which students can flourish academically and personally.

The system assumes that students can take responsibility for their behavior and that the university has the authority to establish an internal structure for enforcing its policies and procedures, which students have agreed to accept by enrolling in the university. Student Conduct may suspend or dismiss students from the university as part of its authority.

Conduct matters are addressed by Student Affairs professionals who have been appointed as hearing officers by the Assistant Dean for Student Affairs. These individuals have significant education and training in student development, discipline, and university policies and procedures.

## Student Rights and Responsibilities

Goodwin University students enjoy basic rights as individuals and accept certain responsibilities as members of the university community.

## Rights:

1. Students at Goodwin University will be treated fairly and with dignity regardless of age, color, disability, sex (including pregnancy), gender, gender identity, gender expression, genetic information, national origin, political affiliation, race, religion, sexual orientation, or military status.
2. Students at Goodwin University enjoy the rights guaranteed by the Constitutions of the United States and the State of Connecticut, including activities protected under the First Amendment.
3. The Student Code of Conduct and the policies and procedures it outlines, administered by the Office of Student Conduct, provide an administrative process for resolving allegations of misconduct. This process includes certain procedural guarantees to ensure students receive a fair and equitable resolution.

## Responsibilities:

1. Students are responsible for understanding and following university policies and procedures, including the Student Code of Conduct, and abiding by all applicable state, federal, and local laws.
2. University email is the primary means of communicating with students; therefore, students are responsible for reading all official communications delivered to their university email addresses.

## Jurisdiction

### Enrollment Status

For disciplinary action, a “student” is defined as any individual who has accepted an offer of admission as an undergraduate, graduate, or professional student and has not yet graduated or officially transferred to another institution.

If a student’s enrollment lapses for more than one calendar year, based on a student’s voluntary decision not to enroll, that student will no longer be subject to disciplinary action. However, students who are separated from the university for academic or disciplinary reasons are still considered students for disciplinary purposes, regardless of the duration of the separation.

### Location of Incidents

Students who violate the Student Code of Conduct may be considered for disciplinary action whether the conduct occurs on or off university property.

The Student Code of Conduct may also apply to behavior conducted online or through an electronic medium. Students should also be aware that online postings such as blogs, web postings, chats, and social networking sites are in the public sphere and are not private. The university does not regularly search for this information but may act if and when such information is brought to the attention of university officials.

## Alleged Violations of Criminal Law

When conduct violates both criminal law and the Student Code of Conduct, the university may take disciplinary action irrespective of and separate from criminal action. At the university’s discretion, the Office of Student Conduct may proceed with disciplinary action before a criminal trial or postpone action until after the trial.

## Definitions

The following terms used throughout the Student Code of Conduct are defined below.

<b>TERM</b>	<b>DEFINITION</b>
<b>Advisor</b>	An advisor is one person of a student’s choosing and cost who may accompany a student throughout the conduct process. They may consult

	with the student but not speak on the student's behalf or participate actively in the process.
<b>Aggravating Factors</b>	An aggravating factor is information, used during sanctioning (i.e., after a violation has been determined to occur), that may increase the sanction. Some factors may include but are not limited to a student's past conduct record and the nature of the severity of the behavior and its impact.
<b>Appeal</b>	An appeal is a written request for review of a hearing and findings, based on specific grounds.
<b>Charge(s)</b>	A potential violation of the Student Code of Conduct.
<b>Complainant</b>	Any individual who has reported a potential violation of the Student Code of Conduct
<b>Conduct Officer or Hearing Officer</b>	A conduct or hearing officer is an individual designated by the Assistant Dean of Students to adjudicate cases involving allegations of conduct violations.
<b>Conduct Referral</b>	A report or complaint that alleges violations of the Student Code of Conduct by a student(s) or student organization(s).
<b>Consent (general)*</b>	Consent is generally defined as knowing, voluntary, and clear permission for something to occur. *For a more specific definition of consent in the context of sexual activity, please see the definition below.
<b>Consent (in the context of Sexual Activity)</b>	<p>Consent is defined as knowing, voluntary, and clear permission by word or action, to engage in mutually agreed upon sexual activity. The existence of consent is based on the totality of circumstances, including the context in which the alleged consent occurred. Silence does not necessarily constitute consent and coercion, force, or threat of either party invalidates consent.</p> <ul style="list-style-type: none"> <li>• Consent cannot be given where a person is incapacitated; or where a person has a disability; or is not of legal age to consent as defined by law.</li> <li>• Consent to any one form sexual activity cannot automatically imply consent to any other forms of sexual activity. Consent can be withdrawn at any time.</li> <li>• Previous relationships or prior consent cannot imply consent to future sexual acts.</li> </ul>
<b>Incapacitation</b>	Incapacitation includes but is not limited to being asleep, drugged, intoxicated, or unconscious.
<b>Mitigating Factors</b>	A mitigating factor is information, used during sanctioning (i.e., after a violation has been determined to have occurred), that may decrease the sanction. Some factors may include but are not limited to a student's past conduct record and steps taken to remedy their behavior
<b>Notice</b>	Written notice of the alleged violations of the Code. Notice will be presumed to have been furnished when the notice is sent to the student's Goodwin University email address.
<b>Preponderance of Evidence</b>	The Office of Student Conduct uses a preponderance of evidence to determine whether a student has violated a policy in the Student Code of Conduct. This determination is made based on the information available to determine if it is more likely than not that a violation occurred.
<b>Respondent</b>	Any student alleged to have violated the Student Code of Conduct.

<b>Student</b>	For the purposes of disciplinary action, a “student” is defined as any individual who has accepted an offer of admission as an student and who has not yet graduated or officially transferred to another institution.
<b>University Official</b>	A university official is any person given authority by the university to perform administrative or professional responsibilities, including, but not limited to university security officers, residential well-being student leaders, graduate/teaching assistants, administrative support staff, faculty, etc.
<b>University Property or University Facilities</b>	University property or university facilities are any location, either permanent or temporary, owned or leased by Goodwin University, and includes satellite campuses and offices. This includes, but is not limited to, the buildings, grounds, and the surrounding perimeters, including the parking lots, field locations, classrooms, alternate work or class locations, and university owned or leased vehicles.
<b>Witness</b>	A witness is a person who provides relevant information about and incident in a hearing or through a written statement. Character witnesses are not generally considered relevant.

## Prohibited Conduct

### Alcohol and Other Drug Offenses

*Alcoholic Beverage:* Improper use of alcohol by any student or their guest as defined by the regulations of the State of Connecticut and the university, including but not limited to possession, consumption, or public intoxication (regardless of age). *Including at University sponsored events.*

*Alcohol Paraphernalia:* All alcoholic containers, alcohol advertisement displays, shot glasses and any material promoting alcohol is strictly prohibited.

*Drugs:* Possessing, using, manufacturing, selling, or misusing any substance and/or possession of drug paraphernalia in violation of state or federal law.

**Marijuana (Cannabis):** Connecticut law permits adults aged 21 or older to possess, use, and grow marijuana under certain circumstances; however, federal law continues to prohibit it and requires institutions of higher education that receive federal funds, including financial aid, to have policies prohibiting marijuana on university property or at university-sponsored off-campus events.

Therefore, in accordance with federal and state laws, Goodwin University prohibits the following conduct related to marijuana.

- Possession or use of any form of marijuana for any purpose, including medical or recreational use, on university property or at university-sponsored events. This includes but is not limited to smoking, consuming edibles, and using vaporizers. “Use” includes being under the influence of marijuana.
- Possession of marijuana paraphernalia on university property or at university-sponsored event.
- Improper possession or use of marijuana off university as defined by the regulations of the State of Connecticut, including but not limited to possession/use under the age of 21, possession of greater than 1.5 ounces, consuming in public, and selling.

*Driving Under the Influence:* Operating or attempting to operate a motor vehicle, bicycle, or other personal transportation device while intoxicated or impaired by alcohol or other drugs.

*Tobacco:* Smoking (including vapes and e-cigarette) is restricted to designated areas only.

## Academic Misconduct

*Cheating:* The act or attempted act of deception by which a student seeks to misrepresent that they have mastered information on an academic exercise that they have not mastered.

*Fabrication:* The use of invented information or the falsification of research or other findings in an academic exercise.

*Plagiarism:* The submission of another's work as one's own, without adequate attribution.

*Facilitating Academic Misconduct:* Assisting in another person's academic misconduct.

*Disruption:* Disruption or obstruction of teaching, research or other academic or administrative activities are prohibited.

## Offenses Against People

*Abusive Conduct:* The use of physical force against an individual or any acts that cause physical harm; threats, including words or actions, that may cause a person reasonable apprehension of imminent physical harm.

*Endangerment:* Actions that intentionally or recklessly endanger the health, safety, or well-being of oneself or another person or group.

*Harassment:* Unwelcome conduct not of a sexual nature that is sufficiently severe, pervasive, or persistent that it could reasonably be expected to create an intimidating, threatening, or hostile environment that limits the ability of an individual to work, study, or participate in the activities of the university. *Note: The Code also includes a Gender-Based Harassment Policy.*

*Hazing:* Any mental or physical requirement, request, or obligation placed upon any person for the purpose of admission, initiation, or continued association with a group or organization that could cause discomfort, pain, fright, disgrace, or injury; that is personally degrading; or that violates any federal, state, local statute, or university policy, the willingness of an individual to participate in such activity notwithstanding.

*Stalking:* Repeated contact of another person not based on gender when the contact is unwanted and may cause the other person reasonable apprehension of imminent physical harm or cause substantial impairment of the other person's ability to perform the activities of daily life. *Note: The Code also includes a Gender-Based Stalking Policy.*

*Recording and/or Distribution of Audio/Visual Material Without Consent:* Making, attempting to make, sharing, or distributing an audio and/or visual recording of any person(s) without the knowledge and consent of all participants subject to such recordings, in locations where there is a reasonable expectation of privacy, and when the action is likely to cause injury, distress, or damage to one's reputation.

*Gender-Based Violence* (these policies apply in cases outside of the jurisdiction of Title IX; for Title IX policy definitions, refer to the Policy on Discrimination, Harassment, Sexual Misconduct and Retaliation):

**Sexual Violence:** Physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent. Sexual violence includes rape, sexual assault, sexual battery, and sexual coercion.

*Sexual Assault:* Actual or attempted sexual contact with another person without that person's consent.

*Sexual Battery:* Intentional touching of another person's intimate parts without the person's consent; or other intentional sexual contact with another person without that person's consent.

*Sexual Coercion:* Using physical or verbal aggression or pressure to force or attempt to force a person to touch another person's intimate parts without that person's consent.

*Rape:* Penetration, no matter how slight, of (1) the vagina or anus of a person by any body part of another person or by an object, or (2) the mouth of a person by a sex organ of another person, without that person's consent.

**Gender-based Harassment:** Acts of verbal, nonverbal, or physical aggression, intimidation, or hostility based on sex or sex-stereotyping, even if those acts do not involve conduct of a sexual nature.

**Sexual Exploitation:** An act or acts committed through nonconsensual 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. The act or acts of sexual exploitation are prohibited even if the behavior does not constitute one of the other sexual misconduct offenses.

**Domestic Violence:** A pattern of abusive behavior that is used by an intimate partner to gain or maintain power and control over the other intimate partner. Domestic violence can be physical, sexual, emotional, economic, or psychological actions or threats of action that influence another person. This includes any behaviors that intimidate, manipulate, humiliate, isolate, frighten, terrorize, coerce, threaten, blame, hurt, injure, or wound someone.

**Dating Violence:** Acts of physical or sexual abuse committed by a person who is or has been in a social relationship of a romantic or intimate nature with the victim.

- The existence of such a relationship shall be determined based on the reporting party's statement and with consideration of the length of the relationship, the type of relationship and the frequency of interaction between the persons involved in the relationship.
- Dating violence includes, but is not limited to, sexual or physical abuse or the threat of such abuse but does not include acts covered under the definition of domestic violence.

**Gender-Based Stalking:** Repeatedly contacting another person when the contact is unwanted. Additionally, the contact may cause the other person reasonable apprehension of imminent physical harm or cause substantial impairment of the other person's ability to perform the activities of daily life. Contact includes but is not limited to communicating with (either in person, by phone, or by computer) or remaining in the physical presence of the other person.



## Offenses Against the Community

*Disorderly or Disruptive Conduct:* Engaging in disorderly or disruptive conduct that interferes with university, community, or individual activities, including but not limited to studying, teaching, research, and university administration.

*Public Exposure:* Any act or attempted act of public nudity or urinating/defecating in public.

*Hazardous Materials:* Unauthorized possession or use of fireworks, explosives, or hazardous and potentially hazardous materials.

*Weapons:* Unauthorized possession, use, or storage of firearms, ammunition, or weapons on university property at any location, either permanent or temporary, owned or leased by Goodwin University.

## Offenses Against the University

*Failure to Comply:* Failure to comply with a request and directives of university officials acting within the scope of their authority, including but not limited to the following: failure of a student to present their university identification card, failure to keep or attend a required meeting, and failure to leave an area when requested by an authorized university official. Upon the request of the student questioned, university officials must identify themselves and state the source of their authority.

*Furnishing False Information:* Knowingly giving false information to a university official who is performing their official duties, including but not limited to perjury in a conduct hearing.

*Interference with University Complaint Processes:* Attempting or actively influencing, impeding, intimidating, interfering, coercing, or retaliating against any person involved in a potential, actual, or past student complaint in a formal university complaint process.

*Involvement in a University Violation:* Presence during any violation of the Student Code of Conduct and/or other university policies in such a way as to condone, support, or encourage that violation. Students who anticipate or observe a violation of university policy are expected to remove themselves from participation and are encouraged to report the violation.

*Visitation/Guest Policies:* Students will be held responsible for the conduct of their guests and are expected to inform them of all university regulations, including but not limited to Housing and Residence Life policies.

## Other Prohibited Conduct

**Actions Leading to the Conviction of Criminal Offenses:** Any student convicted of a criminal offense is subject to university disciplinary action.

**Failure to Observe Rules and Regulations:** Failure to observe rules and regulations issued by the university that are not listed specifically as “Prohibited Conduct” in the document, including but not limited to regulations outlined in the Student Handbook.

**Forgery or Fraud:** Forgery or fraud, including attempts to obtain any item of value under false pretenses, falsification of official university documents, or possession of forged or altered identification or another person’s identification.

**Gambling:** Participation in any form of illegal gambling.

**Theft:** Taking or obtaining property of another without their permission and knowledge, including identity theft.

## Sanction Enhancements for Violations Motivated by Bias

Any violation of the Goodwin University Student Code of Conduct found to be motivated by an individual's age, color, disability, sex (including pregnancy), gender, gender identity, gender expression, genetic information, national origin, political affiliation, race, religion, sexual orientation, or veteran status will be deemed an aggravating factor and will subject the student to a sanction more severe than would be imposed in the absence of such motivation. This sanction enhancement will not apply in cases in which protected classes are specifically addressed within the language of the policy, such as gender-based violence or gender-based stalking.

## Self-Reporting and Bystander Intervention

Goodwin University recognizes that the health and safety of students is of utmost importance. Therefore, if someone requires assistance for themselves or others because of alcohol or drug use, we want them to call for help. If medical assistance is sought, Student Conduct will not pursue conduct charges against the individual who sought assistance, or the individual in need of assistance. However, Student Conduct will still require students to attend a meeting with a hearing officer to discuss the incident and will assign substance-related and other educational assignments to the involved parties. Violations having a significant individual or community impact and students with prior violations that demonstrate an actual, potential, or perceived pattern of behavior are not likely to have outcomes that are mitigated and are not likely to be protected under this policy.

## Reports of Sexual Harassment and Gender-Based Violence and Immunity for Use of Alcohol or Other Drugs

Goodwin University seeks to remove any barriers to reporting incidents of sexual harassment and gender-based violence. Therefore, any student, whether the complainant or a third party, who makes a good-faith report of sexual harassment or gender-based violence will be immune from disciplinary action for their personal consumption of alcohol or other drugs occurring at the time of the reported incident.

## Immunity for Reports of Hazing

In an effort to remove any behavior(s) or action(s) which degrades, intimidates, or endangers the health, safety and wellbeing of any individual in our community, individual(s) who report an ongoing or pending act of hazing shall be provided immunity from disciplinary action for hazing or for their personal consumption of alcohol or other drugs occurring at the time of the reported incident providing:

- a) The disclosure is made by a bystander who is not an active participant in such acts; and
- b) The disclosure is a good faith report of hazing made in advance of or during an incident of hazing.

Student bystanders who report acts of hazing, while immune from disciplinary action, may be required to meet with Student Conduct to discuss the incident and may be assigned substance-related or other educational assignments.

## Student Conduct Process

The Office of Student Conduct uses the following procedures to address behavior that is alleged to have violated university policy. It should be noted that not all situations are of the same severity or complexity. Thus, these procedures are flexible and are not the same in every situation, though consistency in similar situations is a priority. The procedures used in particular cases are determined at the sole discretion of the Office of Student Conduct.

The university conduct process is an administrative function and differs from civil or criminal legal proceedings. In some situations, students may be involved in both legal and university systems.

### Step 1: Submitting an Incident Report

Any student, faculty member, staff member, administrator, community member, or concerned party may submit a complaint, known as an “incident report,” to the Office of Student Conduct. While there is no time limit for referrals, Student Conduct encourages people who plan to bring a complaint against a Goodwin University student to do so as quickly and prudently as possible.

Student Conduct will review the incident report to determine if there is information regarding behavior that may violate the Student Code of Conduct and thus warrants resolution within the conduct system.

This review may include a meeting with the person(s) who submitted the complaint and/or an investigation to gather additional information.

Potential outcomes of the review include the following:

- A determination that interim measures or administrative actions should be imposed to maintain safety or order.
- A determination that an investigation is needed to gather additional information to identify an appropriate avenue for resolution.
- A determination that the matter should be referred to another office or process.
- A determination that there may be a potential violation of the Student Code of Conduct and that an agreed resolution is the appropriate avenue for resolution.
- A determination that there may be a potential violation of the Student Code of Conduct and that a formal hearing is the appropriate avenue for resolution.
- A determination that the complaint may not involve a potential policy violation but is related to a conflict; in this case, Student Conduct may offer voluntary mediation, facilitated dialogue, or conflict coaching.
- In some cases, at Student Conduct’s discretion, students will be invited to participate in an educational conversation about the concerns raised in the complaint, even when Student Conduct determines that adjudication is not appropriate.
- A determination that there is insufficient information to pursue the complaint.
- A determination that the behavior alleged, even if proven, would not violate the Student Code of Conduct.

#### *Formal Complaints of Sexual Harassment and Gender-Based Violence*

Formal complaints of sexual harassment and/or gender-based violence should be reported to the university’s Office of Civil Rights Compliance. They will follow the steps detailed in Goodwin University’s [Policy on Discrimination, Harassment, Sexual Misconduct, and Retaliation](#) to offer supportive measures and to determine whether a complaint falls within the scope of Title IX, as defined by the federal Department of Education, or under the policies in Goodwin University’s Student Code of Conduct.

Complaints that have been determined to fall under the policies in the Student Code of Conduct will be referred to the Student Conduct Officer. Per the process outlined above, the Student Conduct Officer will review the complaint and, if appropriate, may request the Office of Civil Rights Compliance conduct a thorough,

impartial investigation into the complaint. Upon completion of an investigation, the Student Conduct Officer will determine how the matter should be resolved.

## Step 2: Resolution

After reviewing a conduct referral, Student Conduct will determine an appropriate resolution process from among the following:

### *Agreed Resolution*

An agreed resolution is an informal resolution option in which the respondent meets with a hearing officer to discuss an incident and collaborates with the hearing officer to determine whether they violated a policy and, if so, what sanctions may be appropriate. If the respondent agrees to the resolution, they waive the right to a formal hearing, and the resolution is final. If an agreement cannot be reached, the respondent has the option to move forward to a formal hearing with a new hearing officer.

### *Formal Hearing*

In a formal hearing, the Student Conduct Hearing Board determines whether the respondent violated policies in the Student Code of Conduct, along with appropriate sanctions, if necessary. In formal conduct hearings, the respondent is entitled to the following procedural guarantees and opportunities:

- To receive written notice of charges at least five (5) business days in advance of the hearing and in reasonable detail to allow the respondent to prepare for the hearing.
- To share their version of events and refute any information presented.
- To present witnesses/witness statements and question any witnesses present.
- To remain silent or not participate.
- To be accompanied by an advisor.
- To challenge the objectivity of a hearing officer(s), given reasonable cause to believe that they may be biased or have a conflict of interest.
- To appeal if there is a loss of privilege (i.e., suspension, dismissal, denial of housing, etc.), provided there are appropriate grounds as found in the Student Conduct Formal Hearing Appeals section.

In addition to witnesses who may be called by respondents participating in formal hearings, the Student Conduct Hearing Board may also call witnesses whom they believe are relevant for determining outcomes in each case. The outcome of a formal hearing is final unless it qualifies for appeal, as outlined in the Formal Hearing Appeals section. If a respondent or complainant fails to attend a formal hearing after receiving proper notice, the case may be heard in their absence.

### *Restorative Justice*

When complaints/referrals to Student Conduct are based in conflict between individuals or groups, Student Conduct may offer restorative justice options to students, including mediation, facilitated dialogue, or conflict coaching. Participation in restorative justice is optional, and in the case of mediation or facilitated dialogue, all parties must agree to participate. Restorative Justice options may result in a mutually satisfactory agreement between the parties, but it is not required.

### *Educational Conversation*

An educational conversation is a discussion between a student and hearing officer in Student Conduct regarding behavior that does not rise to the level of a policy violation but is, nevertheless, inappropriate or having a negative impact on the student or others or, if it continues, may become a policy violation. These conversations are educational and supportive in nature and are intended to help the student reflect and to connect them with resources, when needed.

## Additional Information

**Standard of Proof** The preponderance of the evidence standard will be used to determine responsibility for violations of policies in the Student Code of Conduct. Preponderance of the evidence means that based on the information available to determine if it is “more likely than not” that a violation occurred.

## Sanctions

Student Conduct sanctions are designed to promote safety, individual accountability, and reflection. Whenever possible, Student Conduct makes efforts to educate students and to foster personal and academic success. When assigning sanctions, hearing officers consider the type and nature of any policy violation(s), including mitigating or aggravating factors, as well as the student’s prior conduct record. Sanctions are generally cumulative in nature.

One or more of the following sanctions may be imposed when a student is found responsible for violating the Student Code of Conduct:

<b>SANCTION</b>	<b>DESCRIPTION</b>
<b>Formal Warning</b>	A formal written notice that the student has violated a policy in the Student Code of Conduct and that further violations may result in more serious conduct action. Students who receive a formal warning are still considered in good conduct standing with the university.
<b>Probation</b>	A specified period of time during which the student is considered not in good conduct standing with the university. Further violations during that time may result in more serious conduct action, including a potential separation from the university.
<b>Deferred Suspension</b>	A specified period of time during which the student is considered not in good conduct standing with the university. Violations for which deferred suspension is assigned are those that are serious enough to warrant suspension from the university, but due to mitigating factors, the student is given the opportunity to remain enrolled at the university, provided they do not violate further policies. The suspension may take effect if they violate additional policies during the period of deferred suspension.
<b>Suspension</b>	A specified period of time during which the student is separated from the university. During the suspension period, the student does not have the rights and access to privileges associated with being a student, which includes eligibility to be academically enrolled at Goodwin University or transfer credits earned at other institutions during the period of disciplinary suspension. A student must complete all assigned sanctions and receive permission from Student Conduct to be eligible to re-enroll. For a student who has completed their academic work but whose degree has not yet been conferred, their degree may be withheld for the duration of the suspension period.
<b>Deferred Dismissal</b>	A specified period of time during which the student is considered not in good conduct standing with the university. Violations for which deferred dismissal is assigned are those that may warrant permanent dismissal, or expulsion, from the university, but due to mitigating factors, the student is given the opportunity to maintain student status with the university, provided they do not violate further policies. The dismissal may take

	effect if the student violates additional policies during the period of deferred dismissal. A deferred dismissal is often accompanied by a suspension or other conduct sanctions.
<b>Dismissal</b>	A formal notice that the student is permanently dismissed, or expelled, from the university, with no opportunity to re-enroll.
<b>Denial of Privileges or Associations</b>	A specified period of time during which the student is denied certain privileges or associations, including but not limited to termination of the housing contract, removal from athletic events, loss of recreational sports privileges, network access, or access to certain university facilities.
<b>Restitution</b>	Requirement for the student to make restitution for damage to university property, which, at the discretion of Student Conduct and the associated university department, may be in the form of monetary payment or community service.
<b>Educational, Community, and Wellness Activities</b>	Assignments or activities designed to provide opportunities for reflection, learning, and growth as well as to connect the student with resources to support their well-being and personal and academic success.

## Failure to complete sanctions

Students are expected to complete their conduct sanctions, including educational sanctions, within the timeframe and guidelines specified by their hearing officer. Failure to complete sanctions may result in placing holds on student accounts and additional conduct action.

## Formal Hearing Appeals

The respondent has the opportunity to appeal the outcome of a formal hearing if it results in a loss of privilege, including suspension, dismissal, or denial of certain university privileges, including but not limited to housing, network access, or athletic privileges. For gender-based violence hearings, both the complainant and respondent have the opportunity to appeal, regardless of the outcome of the hearing and whether or not there is a loss of privilege. Sanctions take effect immediately, pending the appellate officer's decision or the end of the appeal period.

## Grounds for appeal

Appeals are not re-hearings; therefore, appeal requests are limited to the following grounds:

1. **New Evidence:** The existence of new evidence that was not reasonably available at the time of the hearing that could affect the outcome of the matter.
2. **Procedural Error:** The occurrence of a procedural irregularity that affected the outcome of the matter.
3. **Conflict of Interest or bias:** The Hearing Officer, Title IX Coordinator, Investigator(s), or Decisionmaker(s) had a conflict of interest or bias for or against alleged victims or perpetrators generally or the specifically that affected the outcome of the matter.
4. **Inappropriate/Disproportional Sanctioning:** The Sanctions imposed were inappropriate or disproportionate based on the violation.

Appeals submitted that do not have sufficient grounds in one of these areas will be denied.

## Potential Outcomes of an Appeal

The appellate officer will review the appeal and may:

1. Uphold the original decision and sanctions.

2. Uphold the original decision and decrease the sanction.
3. Vacate a finding.
4. Send the case back to Student Conduct for a new partial or full hearing.

## Timeframe to Submit an Appeal

The respondents (and complainants, in the case of gender-based violence hearings) have five (5) business days from the date of the decision to submit the appeal. The date the decision is given is considered the first day of the appeal period. Appeals submitted after the deadline will not be accepted except in extenuating circumstances, as determined by Student Conduct.

## Format of appeal

The appeal is a written request submitted by the student for a review of the original case. The student should include which grounds for appeal they believe apply and any information the student wants considered should be included in the written document. The burden is on the appealing student or student organization to demonstrate why the finding or sanction should be altered.

## Appellate Officers

An appellate officer will be designated by the Dean of Students, who serves as the university's Appellate Officer.

## Interim Measures and Administrative Actions

Based on the nature and circumstances of the referral, the university may authorize interim measures or take administrative action to maintain safety and order and to ensure compliance with university processes and directives, including the following:

## Holds on Student Account

Student Conduct may apply a hold on a student's account, which will prevent course registration, graduation, and access to transcripts. Situations in which holds may be applied include but are not limited to the following:

1. The student fails to complete sanctions by assigned deadlines.
2. The student has been issued an interim suspension.
3. The student is suspended and has a pending re-enrollment meeting.
4. The student has a pending conduct matter that must be resolved.

## Interim Suspension

The university retains the authority to impose an interim (immediate) suspension from the university and/or selected campus facilities with proper notice if such action is necessary to preserve the safety of persons or property. During an interim suspension, a student may not participate in academic, extracurricular, or other activities of the university except as may be authorized by the Dean of Students or their designee. In this instance, the students will be afforded an interim suspension meeting and the opportunity to show why their continued presence on campus does not constitute a threat to themselves, others, or property. The interim suspension meeting is separate from the student conduct process. The student will have five (5) business days within which to request an interim-suspension meeting. An opportunity to meet with Student Conduct for a final resolution will be provided as soon as possible.

## Procedures

The following steps explain the procedure for imposing an interim suspension:

*Initiating an Interim Suspension:* When a situation, as defined above, occurs, the responding university official contacts the Student Care Team or the Dean of Students or their designee to assess the situation and determine if an interim suspension is appropriate.

*Notification of an Interim Suspension:* The student will be sent an interim suspension letter immediately, which states that the student is either suspended from the university and/or suspended from all or selected campus residential facilities until a final resolution is determined through the Student Conduct process.

*Interim-Suspension Meeting:* The student can immediately request an interim suspension meeting to be conducted by the Dean of Students or his/her designee. The interim suspension letter will contain instructions on how to request a review. Those present at the meeting may include the responding university official and other witnesses as deemed appropriate by the Dean of Students. During the review, the student will be given an opportunity to demonstrate why his or her continued presence on campus does not constitute a threat to themselves, others, or property. As part of the review, the student may be required to submit to an immediate medical/psychological evaluation. The student will be evaluated by the director of the Counseling Center or his/her designee.

*Timeframe to Request Interim-Suspension Review:* A student must request a meeting within five (5) business days; after that time frame, the interim suspension and/or suspension from campus residential facilities and all student activities will remain in effect until the matter is resolved through the student conduct process.

*Decision:* The decision made after the interim suspension meeting will be final. There will be no additional appeal.

*Student Conduct Process/Resolution:* Interim suspension information will be shared with Student Conduct and others who need to know. Student Conduct will determine and schedule, as soon as possible, the appropriate resolution process to determine whether the student is responsible for violating university policy and, if so, appropriate sanctions.

*No Contact Order:* In certain situations, Student Conduct may issue no contact orders to students for a period of time to prevent communication between two or more students if it is determined that contact between the parties may perpetuate or escalate behavior that may interfere with a person's rightful actions, including but not limited to their safety and security. No contact orders prevent students from face-to-face, electronic, or third-party contact. If a no contact order is issued, all parties involved will receive the order. A student who violates a no contact order may be subject to conduct action; if a violation of the order threatens the safety of persons or property, an interim suspension may be imposed. The process for no contact orders includes the following:

1. No contact orders may be requested by students, or Student Conduct may issue them independently of a request.
2. Before issuing an order, Student Conduct may request additional information to determine whether it is warranted.
3. Student Conduct may decline to issue an order.
4. A student who has requested an order be issued may subsequently request that it be lifted.
5. Student Conduct has the discretion to lift a no contact order at any time if it is determined that the circumstances under which it was issued are no longer present.

## Student Conduct Records

Violations of the Student Code of Conduct are maintained in a student's conduct record for a period of five years from the date of the incident. This record is maintained electronically by the Office of Student Conduct and is separate from a student's academic transcript, though it is considered part of a student's educational record.



Records of formal Title IX hearings will also be maintained by the Office of Civil Rights Compliance for a period of seven years.

## Information Sharing within the University

Notification of student conduct outcomes or decisions is given to individuals in the university with a need to know. Other university agencies or organizations may be required to obtain a written release from students before they can receive notification.

## Notification to Victims of Crimes of Violence

Victims of crimes of violence (including abusive conduct and gender-based violence) involving student respondents will be notified of the outcome and sanction(s). In Title IX matters, complainants will also be notified of the outcome and relevant sanctions for nonviolent violations of gender-based violence policies.

## Parental Notification

Parents/guardians of students under age 21 will be notified if their student is found responsible for a violation of alcoholic beverage or illegal drug policies.

## Petitions for Expungement

The university offers two opportunities for students to petition for expungement of documentation related to their disciplinary record:

1. In cases involving low-level violations of the Student Code of Conduct, such as cases in which a student received probation, the student may petition the Office of Student Conduct to have the record of that case expunged prior to the end of the five-year period (early record expungement).
2. In cases involving sanctions of suspension or permanent dismissal resulting in a notation on the academic transcript, the student may petition the Office of Student Conduct to have the notation on their academic transcript expunged. Expungement of the notation is not the same as expungement of the entire case record.

The process and timeline for each opportunity is outlined below.

*Early Record Expungement for Low-Level Policy Violations:* Students or graduates may petition Student Conduct to have the documentation of their cases involving low level policy violations, such as those resulting in probation, “expunged” from their conduct record prior to the end of the five-year period. “Expungement” in this situation means that while the record is maintained by Student Conduct, per state and federal law, the record will not be shared with third parties, except as required by law. For example, a student applying to transfer to another institution may need to obtain a certified copy of their disciplinary record as part of an admissions application; if a record has been expunged, the documentation provided for the application will not include information about that incident.

The opportunity to request expungement reflects the student-centered and learning focused values on which the Student Conduct process is based. Namely, we believe that students can learn and grow by reflecting on their decisions and examining their values.

Cases involving more serious violations of policy and more significant sanctions may not be considered for early record expungement, including but not limited to the following cases: those resulting in suspension or dismissal, gender-based violence and gender-based stalking, drug distribution, or other offenses against people.

An early record expungement applies only to records maintained by the Office of Student Conduct; records maintained by other offices or units, such as law enforcement and other university departments are not subject to expungement under this process.

*Eligibility:* A student may petition to have cases expunged from their conduct record in the following circumstances:

- An undergraduate student is classified as a senior, is not on an active status sanction (e.g., probation), and has completed all assigned educational sanctions.
- An undergraduate student is classified as a freshman, sophomore, or junior, has been off of an active sanction (e.g., probation) for at least one full semester (i.e., fall or spring), and has completed all assigned educational sanctions.
- A graduate or professional student is not on an active status sanction (e.g., probation) and has completed all assigned educational sanctions.

*Transcript Notation Expungement for Cases Involving Suspension or Dismissal:* A student or former student may petition for a transcript notation to be expunged—or removed—from the academic transcript after a period of three years from the final resolution of the case if the student can show good cause. In cases involving suspension, the student must have completed the term of the suspension and all educational sanctions prior to submitting their petition. The Office of Student Conduct will work with former students who have outstanding educational sanctions to determine options, which could include alternate sanctions that are mutually agreed upon, for fulfilling sanction requirements so that the individual may petition to have the transcript notation expunged.

Expungement of the transcript notation is not the same as expungement of the entire case record.

**Evaluation of Expungement Petitions:** The Assistant Dean of Students will review petitions for early record expungements as well as transcript notation expungements based on the criteria above and will submit a recommendation to the Dean of Students or their designee for final approval. The decision will be based upon the following criteria, as outlined in the petition application available on the Student Conduct website:

1. The nature of the violation(s) and the resulting impacts.
2. The student's behavior after the violation(s) and their present demeanor
3. The student's demonstrated level of reflection and growth

After a petition is evaluated, the student will receive written notification of the decision. That decision will be final.

It is important to note that a student with an expunged record or transcript notation may still need to disclose information about their disciplinary history to third parties, including potential employers, other universities' admissions offices, a professional board, etc.