## Academic Calendar

### Fall 2017 Semester

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes begin (Main and 7.5wk1 Session)</td>
<td>Monday, August 28</td>
</tr>
<tr>
<td>Saturday M.B.A 7.5wk1:</td>
<td>9/9, 9/16, 9/23, 9/30, 10/7, 10/14, 10/21</td>
</tr>
<tr>
<td>Ed Accelerated EDACC1:</td>
<td>8/28/17–10/30/17</td>
</tr>
<tr>
<td>Convocation</td>
<td>Thursday, August 31</td>
</tr>
<tr>
<td>Labor Day Holiday Break (no classes)</td>
<td>Monday, September 4</td>
</tr>
<tr>
<td>Mercy Day Mass</td>
<td>Thursday, September 21</td>
</tr>
<tr>
<td>Columbus Day Holiday Break (no classes)</td>
<td>Monday, October 9–Tuesday, October 10</td>
</tr>
<tr>
<td>7.5wk1 Session Ends</td>
<td>Saturday, October 21</td>
</tr>
<tr>
<td>7.5wk2 Session Begins</td>
<td>Monday, October 23</td>
</tr>
<tr>
<td>Critical Concerns Week</td>
<td>Friday, November 3–Friday, November 10</td>
</tr>
<tr>
<td>Thanksgiving Holiday Break (no classes)</td>
<td>Wednesday, November 22–Sunday, November 26</td>
</tr>
<tr>
<td>Study Day (no classes)</td>
<td>Tuesday, December 12</td>
</tr>
<tr>
<td>Final Assessments (Main and 7.5wk2 Session)</td>
<td>Wednesday, December 13–Tuesday, December 19</td>
</tr>
<tr>
<td>(Snow Date for Final Assessments)</td>
<td>Wednesday, December 20</td>
</tr>
</tbody>
</table>

### Winter 2018 Session

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes Meet</td>
<td>12/20, 12/21, 1/2–1/5, 1/8–1/12, 1/16–1/19</td>
</tr>
<tr>
<td>Final Assessments</td>
<td>Friday, January 19, 2018</td>
</tr>
</tbody>
</table>

### Spring 2018 Semester

<table>
<thead>
<tr>
<th>Event</th>
<th>Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Classes begin (Main and 7.5wk1 Session)</td>
<td>Monday, January 22</td>
</tr>
<tr>
<td>Saturday M.B.A. 7.5wk1:</td>
<td>1/27, 2/3, 2/10, 2/17, 2/24, 3/3, 3/17</td>
</tr>
<tr>
<td>Mass of the Holy Spirit</td>
<td>Tuesday, February 13</td>
</tr>
<tr>
<td>Presidents’ Day (no classes)</td>
<td>Monday, February 19</td>
</tr>
<tr>
<td>Spring Break (no classes)</td>
<td>Sunday, March 4–Saturday, March 10</td>
</tr>
<tr>
<td>7.5wk1 Session Ends</td>
<td>Monday, March 19</td>
</tr>
<tr>
<td>7.5wk2 Session Begins</td>
<td>Tuesday, March 20</td>
</tr>
<tr>
<td>Saturday M.B.A. 7.5wk2:</td>
<td>3/24, 4/7, 4/14, 4/21, 4/28, 5/5, 5/12</td>
</tr>
<tr>
<td>Easter Break (no classes)</td>
<td>Wednesday, March 28–Monday, April 2</td>
</tr>
<tr>
<td>Assessment Planning Day for Faculty (no classes for students)</td>
<td>Tuesday, April 3</td>
</tr>
<tr>
<td>Last Day of Classes</td>
<td>Monday, May 14</td>
</tr>
<tr>
<td>Final Assessments (Main and 7.5wk2 Session)</td>
<td>Tuesday, May 15–Monday, May 21</td>
</tr>
<tr>
<td>Graduate Commencement Ceremony</td>
<td>Wednesday, May 23</td>
</tr>
<tr>
<td>Baccalaureate Mass &amp; Undergraduate Commencement Ceremony</td>
<td>Thursday, May 24</td>
</tr>
</tbody>
</table>

### Summer 2018

<table>
<thead>
<tr>
<th>Session</th>
<th>Dates</th>
</tr>
</thead>
<tbody>
<tr>
<td>Summer 1–6 Week</td>
<td>Tuesday, May 29–Saturday, July 7; Holiday: Wednesday, July 4</td>
</tr>
<tr>
<td>Saturday M.B.A.:</td>
<td>6/2, 6/9, 6/16, 6/23, 6/30, 7/7</td>
</tr>
<tr>
<td>Summer 1–12 Week</td>
<td>Tuesday, May 29–Saturday, August 18; Holiday: Wednesday, July 4</td>
</tr>
<tr>
<td>Summer 2–6 Week</td>
<td>Monday, July 9–Saturday, August 18</td>
</tr>
<tr>
<td>Saturday M.B.A.:</td>
<td>7/14, 7/21, 7/28, 8/4, 8/11, 8/18</td>
</tr>
</tbody>
</table>

Handbook dates were accurate as of September 1, 2017. Please verify academic calendar dates by accessing the online academic calendar published under the Academics menu at georgian.edu.
Dear Student,

Welcome to the learning community of Georgian Court University. Our faculty and staff are ready to work with you to help you find your calling by equipping you to reach your educational goals and prepare you for a life infused with the Mercy core values of justice, respect, integrity, service, and compassion, to contribute to the many communities in which you live.

This Student Handbook provides useful information and guidelines for aspects of student life at Georgian Court. I encourage each student to read through and follow these guidelines to fully participate in and support our community in its pursuit of excellence. I hope you take advantage of these programs that will prepare you for leadership and service.

Joseph R. Marbach, Ph.D., President
Introduction

Welcome to the Georgian Court University! If you are a new student, we hope you will quickly acclimate to the campus community, and that it will not be too long before you discover your unique place here at The Court. If you are a returning student, we are delighted to have you back and trust you will continue toward a path of personal, social, and intellectual growth.

The Georgian Court Student Handbook is a resource comprising a comprehensive overview of the legacy of the Sisters of Mercy, as well as the myriad of services offered across the campus to support students’ development and academic success. In it, you will also find pertinent information related to your rights and responsibilities as members of the Georgian Court community, both on and off campus. The handbook includes the Student Code of Conduct, which outlines the policies, expectations, and standards by which the GCU community abides. You will be held accountable for adhering to the policies and procedures outlined in this handbook, both on and off campus. Please take time to familiarize yourself with its contents.

Again, it is our pleasure to have you as a part of the Georgian Court University community. Our desire is that you will come to fully embrace and embody the values that guide this university—respect, integrity, justice, compassion, and service. We encourage you to take full advantage of all the opportunities GCU offers and make the most of your college experience.

Please visit the GCU Web site to obtain information regarding Georgian Court University’s policies and procedures as it relates to sexual harassment and gender-based harassment.

In Mercy!

Mission Statement

Georgian Court University, founded and sponsored by the Sisters of Mercy of New Jersey in 1908 and sponsored by the Institute of the Sisters of Mercy of the Americas since January 2007, provides a comprehensive liberal arts education in the Roman Catholic tradition. The university has a special concern for women and is a dynamic community committed to the core values of justice, respect, integrity, service, and compassion, locally and globally.

Georgian Court University provides students with

• a curriculum broad enough to be truly liberal, yet specialized enough to support further study and future careers;
• an environment for the entire university community to grow through shared educational, cultural, social, and spiritual experiences; and
• the will to translate concern for social justice into action.

Georgian Court University is committed to the following guiding principles, the Mercy core values:

Justice: We believe ordering of right relationships with all persons and all creation is fundamental to our advocacy for structures that protect the vulnerable.

Respect: We reverence the dignity of all persons and all life as gifts of God and strive to promote community in our world.

Integrity: We believe that fidelity to moral principles, honesty, and sincerity are the basis of trustworthiness in all encounters.

Service: We joyfully extend our energy and resources on behalf of the poor, sick, and uneducated, working to relieve misery and address its causes where possible.

Compassion: We embrace the joys and sorrows of others to whom and with whom we minister and are moved to action in solidarity with the human community.

Vision Statement

Georgian Court University is a leading regional university that provides a transformative education, preparing students for ethical leadership and service in the Catholic Mercy tradition.
History of Georgian Court University

Georgian Court University was founded in 1908 by the Sisters of Mercy of New Jersey as a women’s liberal arts college in the Roman Catholic tradition. The university began in North Plainfield, New Jersey, headquarters of the Sisters of Mercy of New Jersey—and was originally called Mount Saint Mary’s College. With an inaugural class of seven young women, Mount Saint Mary’s College set out to offer women a quality education rooted in the Mercy core values of respect, integrity, justice, compassion, and service.

The student body grew steadily, and by the 1920s the search was on for a new campus to accommodate the college’s expanding needs. In 1923, the Sisters found Georgian Court, the palatial winter estate of Gilded Age railroad tycoon George Jay Gould in Lakewood, New Jersey, that featured stunning architecture in the British Georgian style. The Goulds sold the estate to the Sisters of Mercy with the stipulation that it retain the name Georgian Court.

In 1924, the college was moved from North Plainfield to Lakewood and was renamed Georgian Court College. The dramatic Gilded Age architecture and idyllic grounds became a hallmark of the college, providing an inspiring environment where students could grow academically, spiritually, and socially. Over the next several decades, Georgian Court College’s programs and facilities grew, along with its reputation for graduating scholarly women of the highest caliber.

In 1976, the Graduate Program was launched as the first coeducational program on campus. It was soon followed by the Coeducational Undergraduate Program, which allowed both women and men to take undergraduate classes in the evening. Mindful of the university’s mission to maintain a special concern for women, the Women’s College continued to provide undergraduate women with mentoring and leadership opportunities.

Throughout the 1980s and 1990s, Georgian Court continued to expand its academic offerings and resources. In 2001, Rosemary E. Jeffries, RSM, Ph.D., became the college’s eighth president and embarked on a comprehensive planning process to secure Georgian Court’s place as a beacon of ethical education and academic excellence. Included among those plans was securing university status for Georgian Court, expanding degree offerings, and increasing the school’s focus on academic research and scholarship.

In February 2004, the New Jersey Commission on Higher Education awarded university status, and Georgian Court College became Georgian Court University. Since then, the university has added, expanded, and revised its academic offerings; updated campus resources and technology; and constructed new academic and residential spaces.

On May 15, 2012, President Jeffries again made Court history when she announced plans to go fully co-ed. This historic move expanded GCU’s Mercy education to a more diverse audience and resulted in a Fall 2013 class of 275 entering freshmen.

In 2015, the university transitioned to a new era following the retirement of President Jeffries. The GCU Board of Trustees named Joseph R. Marbach, Ph.D., as her successor, making Dr. Marbach the first man and first layperson to permanently lead GCU as president. He was inaugurated in October 2015 during a week of events and activities reflecting the theme, “Transformation through Catholic Education.”

Over 100 years after its founding, the goals and values set forth by the Sisters of Mercy remain at the core of all university decisions and activities. Georgian Court University maintains a student-centered learning environment, offering superior academic opportunities and interactive, personalized education to empower our students as leaders in their careers and their communities.

Statement on Our Special Concern for Women

Georgian Court University, a Catholic institution founded by the Sisters of Mercy, is committed to the equity of women in all facets of society, to the full development of women’s abilities, and the generous outpouring of women’s influences and contributions in the world. Women’s knowledge, leadership, and engagement are critical in creating a vibrant culture, just society, and healthy global environment.

GCU’s special concern for women gives life to the ideals of justice, compassion, and excellence by educating both women and men to be informed, active citizens of a dynamic and complex world. GCU aims to graduate students who incorporate creativity, thoughtful discernment, and care for all of creation in their personal and professional lives.
Women’s equity issues are integrated into the curriculum—undergraduate and graduate—in student/faculty research, and in student life. As a result, Georgian Court teaches women and men about the importance of an equitable society where women are valued, treated with respect, and enjoy the same fiscal and leadership opportunities as their male counterparts. The university ensures access to transformative educational experiences where students cultivate balanced, informed, productive, forward-thinking leadership skills. By placing women’s success at the center of the mission, GCU underscores the pivotal role that women play in global change.

**Institutional Learning Goals**

Georgian Court University offers curricular and co-curricular learning experiences designed to help students achieve the university’s Institutional Student Learning Goals:

1. Communicate effectively in written and spoken English.
2. Apply critical thinking, problem-solving and research skills.
3. A. Demonstrate academic excellence in the major field.
   B. Gain a broad foundation in knowledge and understanding of modes of inquiry in the arts, humanities, behavioral and social sciences, natural sciences, and mathematics (for General Education classes).
4. Demonstrate understanding of the Mercy core values.
5. Demonstrate awareness of women’s issues.
7. Demonstrate awareness of the value of engagement in local, national, and global issues.
8. Demonstrate analytical skills to appreciate the aesthetic.
9. Demonstrate leadership skills.
10. Demonstrate awareness of diversity issues.

**Alma Mater**

“Hail to the Blue and Gold”
Hail to the Blue and Gold
Dear Georgian Court
′Mid stately pines so old
Ideals you brought to us
Of honor and loyalty,
Faith staunch and true; We pledge fidelity and love
To you.
So through the years to come
Your name will be
Symbol of faith and love
And constancy, dear G.C!
Here in these hallowed halls
Pledge we anew
Our hearts’ devotion to the Gold and Blue.

*Alice Piper Kuser ’27, Hermine Carpentier Stein ’29, and several classmates worked in a group to create the first verse of the Alma Mater. Hermine also helped write the music.*
Important Phone Numbers

In an EMERGENCY situation, Security can be contacted 24 hours a day at ext. 2611 on campus phones, or off-campus at 732-987-2611.

Frequently Called Phone Numbers

Students who are on campus and have a problem or are in need of help, may call one of the following (from any residence hall, dial the four-digit extension number to reach any office):

- Academic Development & Support Center (ADSC) ................................................................. 732-987-2363
- Alumni Relations .................................................................................................................... 732-987-2454
- Athletics/Recreation .............................................................................................................. 732-987-2683
- Bookstore and Shop ............................................................................................................ 732-987-2633
- Campus Ministry .................................................................................................................. 732-987-2691
- Career Services, Corporate Engagement & Continuing Education .................................. 732-987-2602
- Case Manager, Student Development ............................................................................... 732-987-2315
- Counseling Center ............................................................................................................ 732-987-2680
- Dean of Students .................................................................................................................. 732-987-2311
- Assistant Provost for Student Success ............................................................................. 732-987-2490
- Disability Services ............................................................................................................. 732-987-2363
- EOF—Education Opportunity Fund Program ................................................................ 732-987-2355
- Financial Aid ....................................................................................................................... 732-987-2258
- GCU at Hazlet ..................................................................................................................... 732-739-6010
- GCU at Wall ......................................................................................................................... 732-280-7090
- Global Education Programs ............................................................................................. 732-987-2346
- Graduate Services ............................................................................................................. 732-987-2770
- Health Center .................................................................................................................... 732-987-2756
- ID/Parking Tags/Decals ...................................................................................................... 732-987-2279
- IT Help Desk ..................................................................................................................... 732-987-2222
- Library Services .................................................................................................................. 732-987-2419
  - Circulation Desk ............................................................................................................. 732-987-2419
  - Reference Desk .............................................................................................................. 732-987-2422
- Mail Services ..................................................................................................................... 732-987-2632
- Mission Integration .......................................................................................................... 732-987-2303
- Provost ............................................................................................................................... 732-987-2314
- Registrar ............................................................................................................................. 732-987-2228
- Residence Life
  - Director .......................................................................................................................... 732-987-2533
  - Coordinator of Residence Life/Programming/Community Development ..................... 732-987-2537
  - Coordinator of Residence Life for Operations ................................................................ 732-987-2541
  - Maria Hall ....................................................................................................................... 732-987-2575
  - St. Catherine Hall ......................................................................................................... 732-987-3083
  - St. Joseph Hall ............................................................................................................. 732-987-2574
- School of Arts & Sciences
  - Dean ................................................................................................................................. 732-987-2671
  - Art & Visual Studies ...................................................................................................... 732-987-2345
  - Biochemistry .................................................................................................................. 732-987-2399
  - Biology (Undergraduate & Graduate) ........................................................................... 732-987-2345
  - Chemistry ....................................................................................................................... 732-987-2345
  - Clinical Laboratory Sciences ......................................................................................... 732-987-2345
  - Criminal Justice and Homeland Security ..................................................................... 732-987-2369
  - Dance ............................................................................................................................... 732-987-2170
  - English ............................................................................................................................ 732-987-2341
Exercise Science ......................................................................................................................... 732-987-2460
Geography ........................................................................................................................................ 732-987-2376
History ............................................................................................................................................ 732-987-2375
Holistic Health (Undergraduate & Graduate) .................................................................................. 732-987-2636
Interdisciplinary Studies .................................................................................................................. 732-987-2341
Mathematics and Computer Science ............................................................................................... 732-987-2345
Medical Imaging Sciences ............................................................................................................... 732-987-2345
Music .............................................................................................................................................. 732-987-2388
Nursing ......................................................................................................................................... 732-987-2289
Philosophy ..................................................................................................................................... 732-987-2346
Physics .......................................................................................................................................... 732-987-2345
Physical Education ......................................................................................................................... 732-987-2663
Psychology (Undergraduate & Graduate) ........................................................................................ 732-987-2366
Religious Studies and Theology (Undergraduate & Graduate) .................................................. 732-987-2354
Social Work ..................................................................................................................................... 732-987-2369
Sociology & Anthropology ............................................................................................................... 732-987-2369
Women's Studies ............................................................................................................................ 732-987-2369
World Languages ............................................................................................................................ 732-987-2631

**School of Business & Digital Media**

Dean .................................................................................................................................................. 732-987-2724
M.B.A. Director ................................................................................................................................. 732-987-2724
Business, Accounting & Economics ............................................................................................... 732-987-2721
Communication, Graphic Design & Multimedia ........................................................................... 732-987-2162

**School of Education**

Dean .................................................................................................................................................. 732-987-2729/2786
School of Education Administrative Office ..................................................................................... 732-987-2750
Teacher Education .......................................................................................................................... 732-987-2607/2608
Administrative Leadership Program ............................................................................................... 732-987-2656/2313
Reading Specialist Program ............................................................................................................ 732-987-2723
English as a Second Language Program ....................................................................................... 732-987-2779
Education Services (Autism, LDTC, TSWD) .................................................................................. 732-987-2753

**Security** ..................................................................................................................................... 732-987-2611

**Service Learning** ....................................................................................................................... 732-987-2602

**Student Activities** .................................................................................................................... 732-987-2606

**Student Accounts** ..................................................................................................................... 732-987-2295

**Student Advocacy & Success** ....................................................................................................... 732-987-2361

**Student Events** ........................................................................................................................... 732-987-2399

**TRIO-Student Support Services** ................................................................................................. 732-987-2610

**The Learning Connection** ........................................................................................................... 732-987-2650
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Academic Responsibilities & Policies

Academic Advising

Academic advising is an academic relationship between the student, and a faculty member from her/his major or discipline. Faculty advisors can be found by going to the department chairperson or staff assistant. Your Academic Advisor is the person from which the student seek academic guidance when contemplating changes in major, career outlook, course changes and other major and general education related questions.

All students are encouraged to maintain their academic records and progress charts. Each semester students are encouraged to seek advice and counsel from their academic advisor about course selection for the proceeding semester. At the time of meeting, your faculty advisor will “Authorize you to Register”, which provides you access to process your requested courses through self-service.

How You and Your Advisor Can Work Together

The following suggestions are offered to you to help enhance your experiences with your advisor.

<table>
<thead>
<tr>
<th>YOU SHOULD</th>
<th>YOUR ADVISOR SHOULD</th>
</tr>
</thead>
<tbody>
<tr>
<td>Contact and keep in touch with your advisor.</td>
<td>Post office hours.</td>
</tr>
<tr>
<td>Make and keep appointments or call if it is necessary to change or cancel an appointment.</td>
<td>Keep appointments or call if it is necessary to change or cancel.</td>
</tr>
<tr>
<td>Come with specific questions in mind.</td>
<td>Provide accurate and specific information.</td>
</tr>
<tr>
<td>Ask about other campus sources of information.</td>
<td>Suggest other sources of information.</td>
</tr>
<tr>
<td>Be open concerning schoolwork, study habits, academic progress, etc.</td>
<td>Listen to you and help you solve problems.</td>
</tr>
<tr>
<td>Make decisions concerning choice of careers, majors, and selection of courses.</td>
<td>Suggest options concerning choice of majors and selection of courses.</td>
</tr>
</tbody>
</table>

When to See Your Advisor

1. To discuss any problems that affect academic performance and your adjustment to GCU.
2. To discuss the proper procedures for registration.
3. To discuss Add/Drop procedures.
4. To discuss academic progress.
5. To discuss the procedures for declaring or changing a major.
6. To discuss summer course options.

Advising Week & Course Registration

1. Schedule an appointment with your advisor as soon as possible—you will not be authorized to register until you meet with your academic advisor.
2. Register when your credit level allows through self-service.
3. Be aware of course prerequisites. You will be blocked from registering if you have not completed the prerequisite.
4. Your advisor will inform you of the sequential order of the courses for your major. Read all material from the registrar, including mail, e-mail, and memos posted on Blackboard, Self-Service, and the GCU Portal.
5. Additional information regarding online registration may be accessed via the Web site under the Office of the Registrar.
6. Refer to the Course Catalog for detailed information about graduation and degree requirements, course descriptions, and academic policies.

What to Expect from an Advisor

- Help student define and develop realistic goals.
- Identify special needs.
- Match student to available resources.
- Assist student in planning program consistent with abilities and interests.
- Monitor progress toward educational/career goals.
- Discuss linkage between academic preparation and world of work.

Responsibilities of Advisees

- Gather all relevant decision-making information.
- Clarify personal values and goals.
- Learn about policies, procedures, and requirements.

Academic Early Warning System

The Academic Early Warning System is designed to identify and assist students who may be experiencing challenges to their academic success. The goal of this system is to support students and help them succeed at Georgian Court University. If a student is referred to the system by a faculty member, she/he will be contacted by a member of the Office of Student Success who will work with her/him to help identify and remedy any barriers to her/his success.

Academic Honesty

Georgian Court University strives to be a moral community with ethical convictions. Academic integrity is essential to the collegial pursuit of truth and knowledge and gives the university credibility. The principles of academic integrity demand the commitment of all persons at Georgian Court. Academic dishonesty is viewed at Georgian Court as a serious offense and cannot be tolerated.

Dishonesty in any work is regarded as a serious offense and may result in failure in the course and/or dismissal from Georgian Court University. Anyone who willfully assists another in the breach of integrity is held equally responsible and subject to the same penalty.

Academic dishonesty is any act of cheating, fabrication, plagiarism, and abuse of resources, forgery of academic documents, dissimulation or sabotage, and any act of aiding and abetting academic dishonesty. Georgian Court University assumes the academic integrity of its students. In cases where academic integrity is in question, the following definitions and policies will apply:

1. Cheating is using or attempting to use unauthorized materials, information, or study aids in any academic exercise. Examples of cheating are copying homework, copying someone else’s test, using an unauthorized “cheat sheet,” inventing information or citation in any academic exercise, making up a source, knowingly giving an incorrect citation, and purposefully misquoting a source.

2. Plagiarism is representation of the words and ideas of another as one’s own in any academic exercise. Plagiarism includes failing to give a citation for using work from any other person or source. Modifications and rephrasing do not reduce the requirement for giving a citation. This also applies to information obtained electronically, such as from the Internet.

3. Dissimulation is the disguising or altering of one’s own actions to deceive another about the real nature of one’s actions concerning an academic exercise. Examples include fabricating excuses for behavior such as missing classes, postponing tests, handing in late papers, and turning in a paper for one class that was originally written for another class (when original work is requested).

4. Abuse of resources is the damaging of any resource material or inappropriately limiting access to resource material that is necessary for academic work. Abuse includes hiding library materials; removing non-circulating material from the library; hiding or stealing another person’s textbook, notes, or software; and failure to return library materials when requested by the library.
5. Forgery of academic documents is the unauthorized changing or construction of any academic document such as changing transcripts, changing grade books, changing grades on papers that have been returned, and forging signatures. Forgery also includes completion of an application for any academic program that omits or falsifies any requested information. Such violations can result in the revocation of the application, even if approval was previously granted on the basis of fabricated information.

6. Sabotage is the damaging or impeding of academic work of another student. Sabotage includes ruining another student’s lab work or destroying another student’s term paper.

7. Aiding and abetting academic dishonesty is knowingly facilitating any act defined above.

Violations of academic honesty are addressed in the Student Judicial Process section of this handbook.

Procedures for Dealing with Academic Dishonesty

Any faculty member who perceives or is informed of academic dishonesty will initiate the process by first informing the student and attempting to set up a meeting to discuss the evidence and significance of the alleged infraction. If the instructor determines that a penalty (e.g., lowered grade for assignment, 0 for assignment, etc.) should be exacted, the incident must be reported to the dean of the school in which the violation occurred. The instructor and the student will sign a form describing the alleged infraction, verifying that the meeting took place, and specifying the penalty that the instructor exacted. Within 10 working days of the meeting with the student, the instructor will submit the signed form along with the evidence to his or her school dean, who will record the names of the student and instructor, the semester and the course, and the penalty that was exacted. A copy of the form will also be sent to the instructor’s department chair and the chair of the student’s major(s). The school dean will file documentation in the Office of the Provost. Electronic files will be accessible only by authorized individuals and restricted by password. These records are accessible to deans of all schools.

If the instructor and student are not able to meet, the instructor should complete the form and inform the student by GCU e-mail and in writing about the penalty exacted, if any, and that the infraction has been reported to the school dean and the dean of students.

When recording the infraction, the school dean should consult the confidential records to determine if the student charged with violating the Academic Integrity Policy or has been charged with academic dishonesty on one or more prior occasions. If the dean judges that the evidence in the current case is solid, and the student has a previous violation, the school dean may exact an institutional penalty, such as a plan of academic tutoring and support, or recommend suspension or dismissal. Within 10 working days, the school dean will inform the student by GCU e-mail and in writing of any institutional penalty.

If the student does not appeal the charge or the penalty suggested by the instructor and, if applicable, the dean, no further action is necessary. The school dean maintains the records and the evidence until seven years after the student leaves the institution.

Appeals

A student has the right to appeal an instructor’s charge of dishonesty or the severity of a penalty. A student also has the right to appeal an institutional penalty exacted or recommended by the dean.

To initiate an appeal, the student should submit a letter of appeal to the dean of students within 10 working days of being informed by the instructor or the school dean. The dean of students will convene an academic integrity panel. Members of the academic integrity panel will be chosen from a pool of volunteers who are willing to serve on the committee on an ad hoc basis, based on availability and lack of connection with the case. The panel will consist of at least one full-time faculty member from each school, one student from each school, and one at-large full-time faculty member selected by the other panel members. The at-large faculty member shall serve as chair of the panel and will vote only if there is a tie. The students and faculty members on the panel will be those who regularly take or teach undergraduate or graduate courses, consistent with the accused student’s status.

The chair of the panel will set the time and place of the meeting, which should normally occur within three weeks from the date the panel was called. The panel will examine the evidence. In the hearing, the student may be accompanied by one advisor, either a GCU faculty member or GCU staff person, and may call witnesses, but no legal counsel since this is an academic matter. If the meeting is to appeal an instructor’s accusation or penalty, the instructor has the option to appear before the panel to explain evidence presented. The instructor may also opt not to attend unless the panel requires his or her presence. The instructor will have no vote. If the meeting is to appeal an institutional penalty exacted or recommended by a
school dean, that dean has the option to appear before the panel to explain evidence presented. The dean may also opt not to attend unless the panel requires his or her presence. The dean will have no vote. Hearings will be recorded or transcribed and kept in the office of the dean of students. A copy of such material will be available to the student. If the panel sustains the student’s appeal, it will recommend either that the charge be erased from the record, and/or that the penalty be reduced. The chair will report the panel’s conclusion and recommendations by GCU e-mail and in writing to the student, the provost, the school dean, and the dean of students within two working days.

The decision of the panel is final, except where the recommended penalty is either suspension or dismissal from school, the provost will have the final say with respect to whether or not the penalty is imposed. The provost’s decision regarding suspension or dismissal will be issued within 20 working days of the provost being notified of the panel’s recommendation. Although an appeal is not necessary because the provost will review all cases where suspension or dismissal is recommended, students may present their case for a reduced penalty to the provost by notifying the provost’s office in writing within 10 working days of the panel’s decision.

**Sanctions**

When a student is found in violation of the university’s Academic Dishonesty Policy, one or a combination of the following sanctions may be imposed:

- a reduction of grade on the assignment,
- a zero on the assignment,
- a course grade of F,
- verbal and/or written warning,
- educational remediation,
- counseling remediation,
- probation,
- suspension from the university, and/or
- dismissal from the university.

**Access of Records (FERPA)**

**Notification of Rights under the Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA), commonly referred to as the Buckley Amendment, was enacted in 1974 and applies to those institutions that regularly receive funding from the Department of Education. FERPA was written specifically for students and guarantees these primary rights:

- The right to inspect and review education records within 45 days of the day the university receives the request for review. Students should submit a written request to the Office of the Registrar identifying those records the student wishes to inspect. The education record will be reviewed under the supervision of an agent of the Office of Registrar. Students may not add or remove any information during the review.
- The right to seek to amend education records believed to be inaccurate or misleading. After inspecting her/his education record, a student can notify the registrar, in writing, of any portion they believe should be changed. The student should specify why the information is inaccurate or misleading. If the university determines that the record should not be amended, they will inform the student and advise the student of her or his right to a hearing.
- The right to some control over the disclosure of information from education records. The university discloses education records without a student’s prior written consent under the FERPA exception for disclosure to school officials with legitimate educational interest. A school official is a person employed by the university in an administrative, supervisory, academic/research, or support staff position including security and health staff. A school official can also include a person or company the university has contracted (such as an attorney, auditor, or collection agent) and persons or organizations providing student financial aid or determining financial aid eligibility, amount or conditions of financial aid, or to enforce the terms and conditions of aid and accrediting organizations carrying out their accrediting functions. Education records will also be released without the student’s prior written consent in compliance with a
judicial order or lawfully issued subpoena or in the event of an emergency if it is necessary to protect the health or safety of the student or other persons.

A school official has a legitimate educational interest if they need to review an education record in order to fulfill their professional responsibility.

Institutions may disclose directory information about the student without violating FERPA. Directory information at GCU is defined as name, address, telephone number and e-mail address, enrollment status (e.g., undergraduate or graduate; full-time or part-time), major field of study, participation in officially recognized activities and sports, dates of attendance, degrees and awards received, most recent previous school attended, photographs, and weight and height of members of athletic teams.

The right to file a complaint with the U.S. Department of Education should the student allege the university is not in compliance with the requirements of FERPA.

Family Policy Compliance Officer
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-5901

Students who do not wish to release any or all of the above information to outside agencies must submit a “no release” request in writing to the Office of the Registrar. This request must state which items or information they wish withheld from disclosure.

Add/Drop/Withdrawal from Courses for Undergraduate Students 732-987-2228
Students may add courses during the first week of the fall/spring semester. Students may drop courses during the first two weeks of the fall/spring semester.

Course Withdrawal Policy
The Course Withdrawal Policy that applies to undergraduates is the policy in the Undergraduate Catalog, and the course withdrawal policy that applies to graduate students is the policy in the Graduate Catalog, regardless of whether the course in question is an undergraduate course or graduate course.

A student who withdraws from a course between the end of the add/drop period and the end of the 10th week of the main session of either the fall or spring semester will receive a grade of W for that course.

For terms other than the main sessions of the fall and spring semesters, a student will receive a W if he or she withdraws between the end of the add/drop period and the point at which the term is approximately two-thirds complete.

The Office of the Registrar will determine and post the exact dates for withdrawal deadlines for all terms. Students will not be permitted to withdraw from a course with a W after this deadline.

In rare, extraordinary circumstances, students may petition for a withdrawal with extenuating circumstances, which will be recorded as a WE. This request must be approved by the provost. A WE should be granted only in circumstances of documentable hardship, such as long-term, serious illness.

Grades of W and WE are not used to calculate a student’s grade point average, but will appear on the student’s transcript.

A student who simply stops attending a course has not officially withdrawn and will receive a grade computed on the basis of all work completed and not completed at the end of the semester, including work assigned after the student stopped attending.

How to Withdraw
A student wishing to withdraw from a class must obtain the signature of the chair of the student’s major department, his or her assigned academic advisor, or the dean of the student’s major school.

Limitations on Withdrawals
A student may not receive a W in more than two courses in one semester/term, or more than six courses total over the course of his or her time at Georgian Court. Grades of WE are not counted in these totals.
Withdrawing from the University/Leave of Absence/Involuntary Withdrawal
Please see the Undergraduate Catalog or Student Handbook for policies regarding withdrawing from the university, leave of absence, and involuntary withdrawal.

Note: Students entering Georgian Court in the fall 2015 semester or later are subject to all provisions of the Withdrawal Policy. Students entering prior to the fall 2015 semester will be limited to a total of six grades of W from the start of the fall 2015 semester—grades of W received prior to the fall 2015 semester will not be counted in the total. These students are subject to all other provisions of the Withdrawal Policy.

Add/Drop/Withdrawal from Courses for Graduate Students 732-987-2228
Students may add courses during the first week of the fall/spring semester and drop courses during the first two weeks. Students who withdraw from courses between the 3rd and 14th weeks of the fall/spring semester will receive grades of “W” on their records. Students who withdraw from courses after the posted deadline for receiving a grade of “W” will receive grades computed on the basis of all work completed and not completed at the end of the semester. For all other sessions, please consult the Office of the Registrar’s Web page. Students must follow published procedures and pay any associated fees. Nonattendance or verbal notification, in a semester for which a student has registered, does not constitute an official withdrawal.

Cancellation of Classes (By an Instructor)
On occasion, an instructor may need to cancel class. The instructor will notify the dean, who will have notices posted in various locations on campus, including the room in which the class meets. Commuting students in each course should arrange a “telephone chain” at the beginning of each semester and inform the instructor of the names of the first two students to contact in the event of a cancellation. Those students will then be responsible for notifying other students. Every effort will be made to contact students before they travel to campus.

Cancellation of Classes (By the University)
Every effort will be made to make cancellation announcements at least two hours before class is scheduled to begin.

Blackboard Connect 5 is an emergency notification system that sends time-sensitive notifications to students, faculty, and staff within minutes in case of an emergency or other important announcements. You may receive notices by voicemail, e-mail, and/or text message. Weather-related delays and cancellations will also be announced on the Web site at georgian.edu and by recorded phone message at 732-987-2555. Information about cancellations will also be supplied to radio stations.

Sources of radio information are Townsquare Media radio stations (NJ101.5, WOBM 92.7, Lite Rock 96.9, The Point 94.3, The Hawk 105.7, Solo 104.9, and Cat Country 107.3) and Magic 98.3. Television sources include News12 New Jersey News (Cablevision 12, Comcast 62, and Optimum 612), NBC4, and Fox 5 Good Day New York.

For classes not held at the GCU main campus in Lakewood, GCU classes will comply with the cancellation/closure decision of the location at which the classes are held.

Change of Name/Address/Telephone
To effect a change of name, address, or telephone, fill out the Change of Name/Address/Telephone Form and return it to the Office of the Registrar. Please make sure you update your cell phone number with the Office of the Registrar via the portal or Self-Service. For a name change, either mail the form with original legal documentation or go to the Office of the Registrar to have a copy made for office use. Although the official change in the student’s record is made by the Office of the Registrar, students are encouraged to alert individual offices of the change.

Class Attendance for Undergraduate Students
Georgian Court University values the education of the total student and recognizes that learning takes place both inside and outside the classroom.
Students are expected to attend all their scheduled classes. Policies for maximum course absences will be stated in the course outline. Students should notify their instructors if illness or personal circumstances prevent them from attending class, especially if an assignment or test is scheduled for that day. It is at the discretion of the instructor to determine if students will be permitted to make up specific assignments, including tests, according to the instructor’s stated policy. Students are responsible for any course content missed due to absences.

Students who are absent from multiple classes for more than a week should provide the dean of students with appropriate documentation, and the dean of students will authenticate that absence. Students should also discuss such absences with their instructors. Students missing an occasional class do not require authentication.

Students whose participation in an intercollegiate sport, the dance program, education abroad, or other sanctioned GCU activity that will require them to miss classes during the semester should present an official schedule to the instructor at the beginning of the semester and keep the instructor informed about changes or additions to that schedule. Students and their instructors should discuss the implications of missing those classes and how to make up all work, including assignments and exams, in accordance with the instructor’s policies.

Nonattendance or verbal notification in a semester for which a student has registered does not constitute an official withdrawal.

The university catalogs list the vacation periods of each academic year. Students who must make travel reservations for these times should do so far enough in advance to ensure that they will remain on campus for their last classes and finals before the start of the vacation and arrive back on campus in time for their first classes following the vacation.

Although commuting students do not have the use of the university residence facilities, commuters may request short-term residency if space is available. Meal tickets may be purchased at the Dining Hall. Arrangements for semester meal tickets can be made with the Dining Hall.

Class Attendance for Graduate Students
Classes vary in size according to the subject matter, but enrollment in every class provides maximum opportunity for discussion and exchange of views.

All students are expected to attend class regularly. At the beginning of each semester, instructors will advise students concerning the pattern of attendance needed for suitable performance. A student’s response to this advice is his or her own responsibility.

Students who are ill and who are advised by a doctor to remain out of class for more than a week should contact the school dean, who will notify instructors of prolonged absences.

The university catalogs list the vacation periods of each academic year. Students who must make travel reservations for these times should do so far enough in advance to ensure that they will remain on campus for their last classes and finals before the start of the vacation and arrive back on campus in time for their first classes following the vacation.

Although commuting students do not have the use of the university residence facilities, commuters may request short-term residency if space is available. Meal tickets may be purchased at the dining hall. Arrangements for semester meal tickets can be made with the Dining Hall.

Nonattendance or verbal notification in a semester for which a student has registered does not constitute an official withdrawal.

Course Audit
To audit a class, a student must obtain permission from the instructor and department chair and pay the appropriate fee. A student is allowed to audit one course per semester under the following conditions:

1. A student must be properly enrolled in the university as either matriculating or nonmatriculating.
2. A student may audit only on a space-available basis. This request requires the signature and approval of the instructor and the chair of the department in which the course is given, which must be submitted to the Office of the Registrar.
3. Audited courses are considered part of the student’s regular course load but do not carry academic credit. Financial aid applied to audited courses must be cleared through the Office of Financial Aid.
4. An audited course cannot be changed to a credit course after the add period is completed.
5. A credit course cannot be changed to an audit course after the add period is completed.

6. The student’s record will show a grade of AU for the course if the instructor certifies that the course has been completed.

7. A student who has audited a course may take the course for credit at a later date.

Course Final Assessment
The university schedules time at the end of each semester for a final assessment in each course. Should illness prevent a student from being present, s/he should contact instructor(s) immediately to arrange to make up the work. Such arrangements must have the approval of the department chair.

First-Year Experience (GEN101: Pathway to the Bridge) 2 credits
Georgian Court University requires all incoming first-year students to register for GEN101 Pathway to the Bridge. This is a dynamic and interactive introduction to the total university experience. Students will develop the knowledge, skills, and values necessary for success at Georgian Court University. They will gain an understanding of the university’s mission, charism, and heritage. Through a collaborative project, students will execute and reflect on the practices associated with a successful college experience. Enrollment is restricted to first-year freshmen and transfer students who transfer fewer than 12 credits.

Grade Appeals
A student wishing to file an appeal about a final grade, or a grade received for a particular piece of work in a course, should follow this procedure:

*For a grade received for a particular piece of work in a course:*
1. The student must first attempt to resolve the matter through discussion with the faculty member who assigned it within 10 working days of receiving the grade.
2. If the issue cannot satisfactorily be resolved between student and faculty member within 10 working days after the student has conferred with the faculty member, the student may specify in writing the basis for the grade appeal and request a review by the appropriate chair (undergraduate course) or program director (graduate course). This written appeal should reach the chair/program director no later than 10 working days after the student has conferred with the faculty member. The chair/program director shall attempt to resolve the issue between the student and the faculty member in consultation with the faculty members in the discipline. Written notification of the determination by the chair/program director shall be sent to the student within 10 working days of the receipt of the appeal. The chair or program director’s decision is final.

*For a final grade:*
1. The student must first attempt to resolve the matter through discussion with the faculty member who assigned it within the first 10 working days of the next semester. If the faculty member receives from the student convincing evidence that the original grade is inaccurate, the faculty member shall correct the grade. If an inaccurate final grade has been given, the faculty member shall submit a Change of Grade Form to the Office of the Registrar.
2. If the issue cannot satisfactorily be resolved between student and faculty member within 10 working days after the student has conferred with the faculty member, the student may specify in writing the basis for the grade appeal and request a review by the appropriate chair (undergraduate course) or program director (graduate course). This written appeal should reach the chair/program director no later than 10 working days after the student has conferred with the faculty member. The chair/program director shall attempt to resolve the issue between the student and the faculty member.
3. If the issue cannot be resolved satisfactorily within 10 working days, the student may then submit the appeal in writing to the dean of the school of the particular discipline, who will then attempt to resolve the issue between the student and the faculty member.
4. If the issue is still unsatisfactorily resolved within 10 working days, the student may submit the appeal in writing to the provost, who shall attempt to resolve the issue in consultation with the student, faculty member, chair/program
director, and dean of the school. If an agreement is not reached in this consultation, the provost shall have the final authority to resolve the appeal. Written notification of the determination by the provost shall be sent to the student, faculty member, dean of the school, chair/program director, and registrar within 10 working days of the receipt of the appeal. The provost’s decision is final. Copies of the decision shall be provided to the student, faculty member, dean of the school, department chair, and registrar within 10 working days of the receipt of the appeal. If the faculty member believes that her/his academic freedom has been compromised by the provost’s decision, the faculty member may appeal the decision in accordance with the grievance procedure and timelines set forth in the appropriate section of the Faculty Personnel Policies Volume of the Policy Manual, which can be accessed at georgian.edu.

Grading System

Academic standing and eligibility for graduation are dependent upon both quality and quantity of work. The grade point average is a numerical index of the ratio of the number of quality points earned to the number of credits received.

**Undergraduate**

<table>
<thead>
<tr>
<th>Grade</th>
<th>Numerical Equivalent</th>
<th>Quality Points</th>
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</thead>
<tbody>
<tr>
<td>A</td>
<td>95 and above</td>
<td>4</td>
</tr>
<tr>
<td>A-</td>
<td>90–94</td>
<td>3.7</td>
</tr>
<tr>
<td>B+</td>
<td>87–89</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>83–86</td>
<td>3</td>
</tr>
<tr>
<td>B-</td>
<td>80–82</td>
<td>2.7</td>
</tr>
<tr>
<td>C+</td>
<td>77–79</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>73–76</td>
<td>2</td>
</tr>
<tr>
<td>C-</td>
<td>70–72</td>
<td>1.7</td>
</tr>
<tr>
<td>D+</td>
<td>65–69</td>
<td>1.5</td>
</tr>
<tr>
<td>D</td>
<td>60–64</td>
<td>1</td>
</tr>
<tr>
<td>F</td>
<td>59 or below</td>
<td>0</td>
</tr>
<tr>
<td>W</td>
<td>Indicate withdrawal</td>
<td></td>
</tr>
<tr>
<td>WE</td>
<td>Indicate withdrawal</td>
<td></td>
</tr>
<tr>
<td>INC</td>
<td>Indicate extension</td>
<td></td>
</tr>
<tr>
<td>AU</td>
<td>Audit, no quality</td>
<td></td>
</tr>
<tr>
<td>P</td>
<td>Passing grade</td>
<td></td>
</tr>
<tr>
<td>S</td>
<td>Satisfactory</td>
<td></td>
</tr>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
<td></td>
</tr>
<tr>
<td>T</td>
<td>Transfer credit</td>
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</table>

**Graduate**

<table>
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<tr>
<th>Grade</th>
<th>Numerical Equivalent</th>
<th>Quality Points</th>
</tr>
</thead>
<tbody>
<tr>
<td>A</td>
<td>4.0</td>
<td></td>
</tr>
<tr>
<td>A-</td>
<td>3.7</td>
<td></td>
</tr>
<tr>
<td>B+</td>
<td>Indicate high standard (superior)</td>
<td>3.3</td>
</tr>
<tr>
<td>B</td>
<td>3.0</td>
<td></td>
</tr>
<tr>
<td>B-</td>
<td>2.7</td>
<td></td>
</tr>
<tr>
<td>C+</td>
<td>Unsatisfactory</td>
<td>2.3</td>
</tr>
<tr>
<td>C</td>
<td>Unsatisfactory</td>
<td>2.0</td>
</tr>
</tbody>
</table>
F Indicates failure and work undeserving of credit
W Indicates that a student withdrew from a course
INC Indicates temporary extension of the semester
P Indicates an acceptable level of performance (Project/Thesis)
P* Indicates an acceptable level of performance worthy of distinction (Project/Thesis)
T Indicates transfer credit

Academic Year
Georgian Court University’s academic year begins on August 1 and extends through July 31. Any class beginning during a particular academic year is considered to be part of that academic year, regardless of when the class ends.

Grade Posting
Grades are available via Self-Service approximately three weeks after the completion of any term. Indebtedness to Georgian Court University precludes access to grades and transcripts.

Graduation Application
All students must submit an application for graduation to the Office of the Registrar by the priority due date of July 1 for May graduation, February 1 for August graduation, and May 1 for December graduation. Receipt of the application will result in the preparation of an academic audit. Students must have completed a minimum of 80 total credits in order to submit an application. Students are encouraged to apply two semesters prior to intended completion of degree requirements. Late applications are accepted for a limited time after the priority due date. A late fee is applicable to any late application received once the graduating semester has begun. Please refer to the Office of the Registrar Web page for additional deadlines.

Graduation Terms
The university holds a Commencement ceremony in May of each year, at which May graduates and graduates from the preceding August and December may participate. With limited exceptions, only students who have completed all requirements for graduation (including all coursework prior to the Commencement ceremony) are eligible to participate in the ceremony. Students who have completed all requirements for graduation except for a few credits should consult the university’s Commencement Web page three months prior to Commencement for the current policy regarding participation in the ceremony. The conferral of degrees (graduation) takes place in August, December, and late May.

Dean’s List & President’s List
Dean’s List: In recognition of high academic achievement, a Dean’s List designation is indicated on student transcripts each fall and spring semester. The Dean’s List is composed of students with a term grade point average of 3.6000 to 3.8999 earned during the term if the student carried at least 12 credit hours of letter-graded courses. Students with incomplete grade(s) at the end of the semester are not eligible for the Dean’s List.

President’s List: In recognition of highest academic achievement, a President’s List designation is indicated on student transcripts each fall and spring semester. The President’s List is composed of students with a term grade point average of 3.9000 or higher earned during the term if the student carried at least 12 credit hours of letter-graded courses. Students with incomplete grade(s) at the end of the semester are not eligible for the President’s List.

Fall Convocation
At the beginning of the fall semester, a program is held to open the academic year. During the event, some academic awards from academic disciplines, organizations, and/or individuals are presented. In addition, recipients of the following awards are recognized:
**St. Catherine Medal**
Kappa Gamma Pi, the National Catholic College Graduate Honor Society, offers the St. Catherine Medal to honor a sophomore or junior who represents the high ideals of a Catholic college education. The recipient is selected by Georgian Court faculty, administration, and/or peers, on the basis of leadership and service to Georgian Court.

**Who’s Who**
Matriculated juniors, seniors, and graduate students who have demonstrated high academic scholarship; have participated and shown leadership in academic and extracurricular activities; and who, through their service to Georgian Court, have shown potential as future leaders in education, government, business, civic affairs, and their professions may be nominated to Who’s Who in American Universities and Colleges.

**Honors at Graduation for Undergraduate Students**

**Degree Honors**
At least 60 credits must be earned at Georgian Court University for a student to be eligible for degree honors. (Only credits taken at Georgian Court will be used in this evaluation.) Students in a Georgian Court degree-completion program at Brookdale’s Hazlet location or at Cumberland County College’s campus must earn at least 48 credits at Georgian Court University in courses graded A–F to be eligible for degree honors. The bachelor’s degree is awarded with honors to students who meet the following minimum requirements: 3.6 cumulative grade point average (CGPA) for cum laude, 3.75 CGPA for magna cum laude, and 3.9 CGPA for summa cum laude.

**University Honors**
Students who have completed the university Honors Program will earn the designation of “University Honors” on their transcripts.

**Academic Excellence Award**
This award is presented to a member of the senior class who has attained the highest grade point average for four years.

**Julia Blake Alumni Award**
The Julia Blake Alumni Award is presented to the senior who has best displayed outstanding loyalty and service during the student’s university years.

**Departmental Awards**
Awards are granted to seniors in recognition of outstanding ability and achievement in their major field. To qualify for these awards, students must maintain a grade point average of 3.6 or better in the major field and be recommended by appropriate faculty.

**Kingdon Gould Jr. Award**
This monetary award is bestowed on the senior who, by vote of peers, has contributed outstanding service to Georgian Court during the student’s years at Georgian Court.

**Kappa Gamma Pi**
Kappa Gamma Pi, the National Catholic College Graduate Honor Society, aims to set high standards for the maintenance of Catholic educational ideals. The administration selects students for membership from among the seniors graduating with scholastic distinction, outstanding service and leadership.

**Other Awards**
Other awards presented by departments, individuals, families, organizations, associations, institutions, and other groups are given to seniors who have demonstrated outstanding achievement in various aspects of college life.

**Incomplete Work**
A student who has done satisfactory work in a course, but has not completed the course requirements because of illness or some other emergency situation, may request an “incomplete” as a temporary extension of the semester. To receive this
extension, the student must submit the Request for Incomplete form to the instructor and dean of the appropriate school for approval. This request must be made prior to the start of final assessments. At the end of the semester extension, if the instructor does not submit a final grade to the registrar, the student will automatically receive an F for the course unless the instructor submits a different grade based on work previously completed.

The semester extension period is governed by the semester length and is referenced on the registrar’s Web pages and the Request for Extension form. For example, a student requesting an extension for a 15-week semester will receive an extension of 6 weeks for a final grade to be submitted.

**Independent Studies**

Some departments list and describe courses that provide opportunities to earn credit for the intensive study of something not offered as a regular course. These courses are normally limited to juniors, seniors, or graduate students who have at least a 3.5 cumulative GPA.

Occasionally, students may need an independent study in order to complete a regular course required for graduation. Students should speak with the instructor who teaches that course and who can initiate the application. Completed applications must be approved by the department chair, dean and associate provost before the end of the add period. Generally, applications will not be approved for courses that are listed on the schedule in the current academic year. A copy of the final exam or paper required for the course is retained by the department chair.

Students receiving GCU tuition remission may be required to pay the normal tuition rate for independent studies.

**Independent Study Guidelines**

Student and faculty must complete appropriate forms.

The professor who will supervise the independent study must obtain an application form from the office of the dean of the respective school, complete the form, secure all necessary signatures, and file the form with the Office of the Registrar before the close of the add period.

The professor must obtain an evaluation form from the office of the dean of the appropriate school and complete the form at the end of the course in collaboration with the student(s) involved in the independent study. This form is also filed in the offices of the dean and the registrar when grades are due.

A copy of the final exam or project should be filed in the office of the dean and with the department chair or program director.

*For courses required for major/program:*

1. The independent study option is not given for a Georgian Court course being offered during the current year unless the student’s advisor confirms that the course is needed to meet graduation requirements, or if there is an unresolved schedule conflict and the student is a graduating senior or graduate student.

2. Courses will not be offered for fewer or more credits than listed in the catalog.

3. The independent study is not considered complete until the registrar and the dean have received the necessary paperwork and grade(s). At that time, the Office of the Registrar will enter the grade on the academic record of the student(s).

*For courses designated Independent Study or Special Studies Topics:*

1. This course is intended for intensive study in an area not listed in the catalog.

2. Independent study is normally limited to juniors and seniors or graduate students who have a 3.5 cumulative grade point average or better and the approval of the student’s major chair/program director.

3. The independent study is not considered complete until the registrar and the dean have received the necessary paperwork and grade(s). At that time, the Office of the Registrar will enter the grade on the academic record of the student(s).

**Maintenance of Matriculation (Graduate Students Only)**

Graduate students who are unable to register for regular courses in a main academic term and are not on an official leave of absence for that term must enroll in the noncredit, ungraded Maintenance of Matriculation course (GRAD555) for that term.
Enrollment in Maintenance of Matriculation permits a student to maintain his/her recorded curriculum at the university and access to the university e-mail account, course registration system, and learning management system. Semesters in which the student is registered for Maintenance of Matriculation are calculated as part of the six-year time limit for degree completion. Students may enroll in the Maintenance of Matriculation course for multiple semesters. Students leaving GCU to take courses at another institution are not eligible to enroll in the Maintenance of Matriculation course. The charge for this course is a nominal fee instead of a tuition charge.

Nonattendance or verbal notification, in a semester for which a student has registered, does not constitute an official withdrawal.

Online Registration
Students are required to enroll for courses online. Fall and winter registration begins in March; spring and summer registration begins in October. Students enroll in order of class level and should refer to the registrar Web page for specific registration dates, special procedures, and downloadable forms. Students are encouraged to meet with their major advisor(s) for academic counseling.

A submission of the online registration schedule indicates that the students are aware of their academic program requirements and accept responsibility for course selection.

Permission to Transfer Credits
Credits are accepted for transfer from regionally accredited institutions. Only courses in which a grade of C or above (undergraduate) or B or above (graduate) has been achieved are eligible for transfer. Transfer credits will be counted towards the degree credit total, but will not be included in the Georgian Court grade point average. Previous credits from non-regionally accredited institutions will be considered for acceptance on a case-by-case basis. Credits are evaluated for transfer based on the following criteria: accreditation status of the institution, and the course description, syllabus, outline (including topics covered and time spent on each), student learning goals and objectives, assessment methods, instructional materials used (textbook, etc.), instructor credentials, level (e.g., 100-level, 500-level, etc.), mode of delivery, and credits. Students must obtain written permission from their major advisor and the Office of the Registrar to enroll in credit courses at another institution. Credit will be given only if credit has not already been awarded or earned for the related course content. Official transcripts must be sent to the Office of the Registrar within four weeks of completion of the course(s). The Permission to Transfer Credit Not Yet Earned form is available on the Office of the Registrar’s Web page.

Undergraduate students: Students may transfer a maximum of 90 credits; no more than 75 of those credits may transfer from a regionally accredited two-year institution. Credits accepted in transfer become part of the student’s permanent record. As such, they cannot be replaced by new transfer courses. To fulfill general education requirements, once students are enrolled at GCU, they are permitted to take only courses that are directly equivalent to courses in the GCU general education curriculum. Exceptions may be made for foreign language courses in a language not offered by Georgian Court University.

Graduate students: GCU may accept up to 6 graduate credits from other institutions toward fulfilling the GCU program requirements. Courses acceptable for transfer must be closely aligned to Georgian Court courses and must have been taken within five years of GCU matriculation. Course content evaluation will be made by the program director in accordance with the criteria described above. (Exception: A student who has completed an M.A. degree or who has taken graduate courses in counseling or in a field closely related to counseling may transfer up to 30 graduate credits toward the 60 graduate credits required to receive an M.A. in Clinical Mental Health Counseling at GCU. This is done on a case-by-case basis and involves the M.A. in Clinical Mental Health Counseling program director’s review of the student’s transcript and the student’s program course catalog to see which courses would be appropriate substitutes for GCU clinical mental health counseling courses.) Final determination of the acceptance or denial of transfer credit is made by the department chairperson or program director of the field of study for courses in the field of study, by the director of general education for general education courses, and by the Office of the Provost for general electives.

Official Leave of Absence
Students may apply for an official leave of absence for up to two consecutive main academic terms. The Request for Leave of Absence form will need to be completed and submitted to the Office of the Registrar. A leave of absence permits a student to maintain her/his recorded curriculum at the university. The student will be allowed to follow degree major
requirements as outlined on her/his current progress chart if she/he returns to the university within the specific time frame. Students leaving GCU to take courses at another institution are not eligible for a leave of absence. Students who fail to register for a third main academic semester must reapply to the university through the Office of Admissions.

Note: The six-year period to complete a graduate program does not include official leaves of absence.

Nonattendance or verbal notification, in a semester for which a student has registered, does not constitute an official withdrawal.

**Academic Probation & Dismissal**

**Undergraduate Probation & Dismissal**

Students who are not in good academic standing at the university, or who are in danger of slipping below this level, may be subject to academic probation, academic dismissal, or other actions in an effort to ensure that all enrolled students meet the academic standards required by Georgian Court. Cases related to academic standing, academic probation and dismissal, and related issues are reviewed by the Academic Standards Committee. The committee meets for this purpose following the fall semester and the spring semester.

**Definitions**

**Minimum Acceptable GPA by Class Level:** 1.8 freshman, 1.9 sophomore, and 2.0 junior and senior.

**Cumulative GPA:** The student’s overall grade point average, an average of grades for classes taken across all terms as a GCU student.

**Term GPA:** The student’s grade point average for all qualifying courses taken in a single semester or term.

**Term:** A period in which all classes are scheduled to begin and end within a set time frame. Examples at GCU include, but are not limited to, fall and spring semesters, winter session, 7.5-week sessions, and summer sessions. At GCU, “session” and “term” are used synonymously for purposes of academic standing.

**Semester:** The main fall or main spring term, approximately 15 weeks long.

**Guidelines**

**Academic Warning:** Any student whose cumulative or term GPA falls below 2.0 who is not placed on academic probation or strict academic probation, or who is not dismissed from the university, may receive an official academic warning notice.

**Academic Probation:** Students on academic probation continue as fully enrolled students at Georgian Court University, but are limited to 15 credits per term while on academic probation. In addition, students are required to meet monthly with academic support staff and participate in designated workshops.

A student may be placed on academic probation if his or her cumulative GPA or term GPA falls below the minimum acceptable for his or her class.

A student who is on academic probation and has shown improvement, but who has not yet reached the minimum acceptable GPA for his or her class—either term or cumulative—may remain on academic probation. A student who has been on academic probation for at least one semester and who has failed to show improvement, or whose cumulative or term GPA has fallen, may be placed on strict academic probation. See “Strict Academic Probation” below.

**Note:** A student who has been on academic probation, or some combination of academic probation and strict academic probation, for two or more semesters may be subject to academic dismissal. See “Academic Dismissal” below.

**Strict Academic Probation**

Students on strict academic probation continue as fully enrolled students at Georgian Court University, but are limited to 12 credits per term while on strict academic probation. In addition, students are required to meet twice monthly with academic support staff and participate in designated workshops.

A student whose cumulative GPA is below 1.7 or whose term GPA is below 1.5 may be placed on strict academic probation. A student who is on strict academic probation but who has not yet reached the minimum acceptable GPA for his or her class—either term or cumulative—may remain on strict academic probation for additional semesters, or, if that student has shown some improvement, may be placed on academic probation instead.
A student may also be placed on strict academic probation if he or she has been on academic probation for at least one semester and has failed to show improvement, or if his or her cumulative or term GPA has fallen. See “Academic Probation” above.

Note: As noted above, a student who has been on academic probation, or some combination of academic probation and strict academic probation, for two or more semesters may be subject to academic dismissal. See “Academic Dismissal” below.

Academic Dismissal
A student may be dismissed from the university if her or his cumulative GPA falls below 1.0, or if the student earns a term GPA of 0 during a semester in which he or she has taken at least 6 credits. In some cases where circumstances may warrant it, such as where there is evidence of past academic success or academic improvement, the committee may opt instead to place a student who meets these criteria on strict academic probation.

A student may also be dismissed if he or she has spent two semesters on academic probation or strict academic probation, or some combination of these, and the student has not shown improvement, or if a student has spent three semesters on academic probation or strict academic probation, or some combination of these, and has shown improvement but has not achieved the minimal acceptable cumulative GPA for his or her class.

Students have the option to appeal.

Graduate Academic Probation
A student currently enrolled in a graduate program will automatically be placed on probation if her/his cumulative average falls below a 3.0. (Students in the clinical mental health counseling or school psychology programs should consult the descriptions of these programs for additional conditions that will result in academic probation and dismissal.) A graduate student on probation must achieve a cumulative average of at least 3.0 by the time an additional 6 credits are completed or face academic dismissal. If a student receives a grade of C+ or below in a course, it is recommended that the course be repeated. Students in the School of Education who earn a C in any course will automatically be put on probation and be required to retake the course.

Graduate Academic Dismissal
Georgian Court reserves the right to dismiss at any time students who do not maintain the specified standards of scholarship or who are not in accord with its ideals and expected patterns of behavior. The former case is determined by action of the program director and dean or the Academic Standards Committee, the latter by action of the provost.

Graduate Dismissal Conditions
Academic dismissal occurs when students fail to maintain satisfactory progress toward the attainment of their graduate degrees or certifications or fail to maintain the requisite 3.0 cumulative GPA. In the School of Education, students who earn two or more grades below a B will be dismissed. Students so dismissed may not register for any additional courses in that program. Students who have been dismissed may seek readmission into the program through the Office of Admissions after two academic years. Students who are dismissed forfeit any grants, graduate assistantships, or scholarship aid that may be in effect at the time. Students who are academically dismissed have the right to appeal through the normal dismissal appeal process within each school. Students are referred to specific program policy handbooks regarding academic and nonacademic dismissal.

Dismissal Appeals Process
Students may appeal a dismissal or academic probation in writing to the appropriate program director within 10 working days of the notice. If the program director is unable to resolve the issue within 10 working days, the issue is appealed to the dean of the school, who likewise has 10 working days to resolve the issue. If the matter is appealed in writing to the provost, written notification of the determination by the provost shall be sent to the student within 10 working days of the receipt of the appeal by the provost. The provost’s decision is final.

Readmission after Academic Dismissal
Students who have been dismissed for academic reasons may reapply after two years. Applications must be submitted to the Office of Admissions three months prior to the beginning of the semester.
The decision to readmit will be made by the program director/chair with the concurrence of the dean. Applicants for readmission may be required to:

- Submit two letters of recommendation.
- Have a personal interview with the program director/chair and the dean of the school.
- Retake the appropriate standardized graduate admissions test(s) and submit the results to the appropriate school.
- Present a written statement describing activities during the period of their dismissal that addresses the causes of the dismissal.

Students may be required to retake courses at Georgian Court University that impacted their dismissal.

Request for Transcript
Transcript requests must be made in writing to the Office of the Registrar. There is a $12.00 fee per transcript. Transcripts are processed in the order in which they are received within five working days. The Office of the Registrar is not able to issue transcripts immediately upon request. The Transcript Request form is available on the Office of the Registrar’s Web page at georgian.edu.

Repeating a Course
A course retaken to improve a grade will result in only the higher grade being calculated in the academic average. The lower grade will remain on the academic transcript but will not be included in the grade point average or in the earned credit total. Repeated courses shall be taken at Georgian Court University unless special permission is given by the department chair or program director of the student’s major.

University-Sponsored Educational Trips
Faculty members will make arrangements for each trip with the dean of their school and the director of student activities. If the trip is planned for a weekday, the sponsoring faculty member will post the list of participating students in the faculty secretaries’ office. In addition, a list of all persons on the trip, the trip destination(s), and phone number(s) for the destination must be provided to the Office of Student Development (Jeffries Hall, Room 102) and the Security Gatehouse in case of an emergency.

The use of the school van for a university-sponsored educational trip is coordinated through the Office of Student Development. The van is available seven days a week on a first-come, first-serve basis. Administration, faculty, staff, and graduate assistants are permitted to drive the van once they are approved by the Office of Human Resources.

The van will hold 10 passengers plus the driver. Once the van has been reserved, the key and gas credit card can be picked up at the Security Gatehouse after the person has been verified on the approved driver’s list, which is provided to the Office of Security by the Office of Human Resources. A Mileage and Condition Form will be provided by the Office of Student Development to be completed and returned to Jeffries Hall, Room 102.

Students who participate in a university-sponsored trip are expected to go with, remain with, and return with the group. Riders are required to abide by Georgian Court University’s Code of Conduct. No smoking and no consumption or transport of alcohol is permitted. No children or infants are allowed to ride the school van.

Georgian Court University is not responsible for items left on the van. Any items found will be given to Security.

Withdrawal from the University
A student who withdraws from Georgian Court in good academic standing and is not subject to any disciplinary action receives an honorable dismissal. Students who wish to withdraw from the university must submit a Request for Official Withdrawal Form to the Assistant Provost for Student Success. Undergraduate students who do not enroll for consecutive main terms and are not on an official leave of absence are considered to have voluntarily withdrawn from the institution. Graduate students who do not enroll for consecutive main terms in either the Maintenance of Matriculation course or another course and are not on an official leave of absence are considered to have voluntarily withdrawn from the institution.
Students who have withdrawn from GCU must reapply through the Office of Admissions should they wish to return to the university. A student who leaves GCU and reapplies to the same academic program may choose to follow the curriculum and general education requirements in place when s/he first enrolled at GCU provided s/he re-enrolls within five academic years after withdrawal. Under certain circumstances, such as discontinuance of programs or courses, curricular changes required by a certification, licensing or accrediting body, a student may be required to follow current curriculum and/or general education requirements regardless of the date of first enrollment.

Nonattendance or verbal notification, in a semester for which a student has registered, does not constitute an official withdrawal. Georgian Court reserves the right to require at any time the withdrawal of students who do not maintain the specified standards of scholarship or who are not in accord with its ideals and expected patterns of behavior. The former case is determined by action of the Academic Standards Committee, the latter by action of the provost.

**Involuntary Withdrawal**

A student will be subject to involuntary medical withdrawal if the student:

a) Poses a significant risk to the health or safety of self or others; or

b) Substantially impeded the lawful activities of other members of the campus community, or the educational process or proper activities or functions of the university or its personnel.

A student should not be subject to involuntary withdrawal under these procedures when a conduct hearing, academic or other responses are available and the student’s circumstances can best be addressed through those responses. When possible and appropriate, efforts should be made to persuade a student to withdraw voluntarily under appropriate procedures before initiating the involuntary withdrawal process.

If safety is an immediate concern, the university may take interim action to protect the well-being of the student and/or other members of the community. By interim involuntary withdrawal, the university may remove a student from any or all university premises when, in the professional judgment of the dean of students or designee and considering all reasonably available information, a threat of imminent harm and significant risk to self or others exist. Interim involuntary withdrawal is a preliminary action taken to protect the health and safety of the student withdrawn, or of others, and is not a penalty.

A student withdrawn on an interim basis shall be given an opportunity to appear personally before the dean of students or designee within 48 hours from the effective date of the interim withdrawal, in order to discuss the reliability of the information concerning the student’s behavior. Following the meeting, the dean of students or designee may either continue or cancel the interim involuntary withdrawal.

If the interim medical involuntary withdrawal is cancelled, the procedures described in this policy regarding involuntary withdrawal may still proceed. If the interim involuntary withdrawal remains in effect, the next stages of this procedure will be followed. The interim withdrawal will remain in effect until a final decision is made under this process.

**Student Responsibilities**

**Introduction**

Georgian Court University is an institution of higher learning where growth and development are fostered, excellence is pursued, and the highest standards of integrity are expected in all areas of life. The university is committed to providing an environment where persons are safe, property is secure, the individual rights of all persons are respected, and education of the highest quality is achieved.

The university’s Student Code of Conduct outlines the behavior expected of all students at Georgian Court University. Having voluntarily enrolled at Georgian Court University, all students have entered into an agreement to be knowledgeable of and abide by the rules and regulations set forth in the Student Code of Conduct.

Each student is responsible for conforming her/his conduct to the requirements of this code and all applicable federal, state, and local laws.
Violations of the Student Code of Conduct will be adjudicated by the university’s Student Conduct Process, which is designed to reflect and support the educational mission of the institution and ensure the fair and equitable treatment of all individuals found to be culpable or adversely impacted by student misconduct.

Georgian Court University considers its Student Code of Conduct to be the normative within and outside the GCU community expectations and seeks to foster a commitment to the highest standards of ethical behavior by the coherent, consistent, and fair manner in which it enforces its rules and regulations. The university views its Student Conduct Process as an educational process that is intended to result in the growth and personal understanding of individual responsibilities on the part of all parties.

Student Code of Conduct

Preamble
The governance of an institution of higher education is entrusted to the trustees, administration, faculty, and students. All amendments to these statements on student rights and responsibilities shall be made by the Office of the Dean of Students.

Inherent Authority
The university reserves the right to take necessary and appropriate action to protect the safety and well-being of the campus community and to protect the continuing operation of the university. The prohibited conduct identified by the Code of Conduct applies to the university premises and university-sponsored activities. Charges of violating a local ordinance, state, or federal law may subject the student to disciplinary action by the university. If behavior on or off campus adversely affects the university’s educational mission, and/or constitutes a substantial and/or continuing danger to the safety or property of the university or members of the university community, there is also the possibility of disciplinary action being taken. Students are also expected to respect and comply with the rules and regulations of other institutions when visiting or participating in activities on those campuses.

The policies and procedures apply to all student-related violations as long as the complainant(s) and the accused are matriculated graduate and/or undergraduate students at the university. Interpretations of the Code of Conduct are set forth in writing in order to give students general notice of prohibited conduct. The regulations should be read broadly and are not designed to define every instance of misconduct.

Interim Suspension
Interim suspension is an immediate suspension from the university, pending further disciplinary proceedings, upon written notice from the Office of the Dean of Students, without an informal resolution or a formal hearing. The dean of students, usually in coordination with the Campus Crisis Intervention Team, will make the decision to suspend based on whether or not the allegation of misconduct is valid. An interim suspension usually includes physical exclusion from the campus. Therefore, this action will be taken if the continued presence of the student on the university premises poses a threat to the physical or emotional well-being of any individual, including the student, or relates to the safety and welfare of any university property or function.

A student suspended on an interim basis will be given a prompt opportunity to appear before the dean of students or designee within five (5) university business days following the interim suspension, or in cases involving incarceration, when the student is available. The interim suspension will remain in effect until a final decision has been made on the pending complaint either through an informal resolution, a formal hearing process, or until the dean of students determines that the reason for imposing the interim suspension no longer exists.

Introduction
The university student disciplinary process at Georgian Court University is administered by the Office of the Dean of Students and serves an important role in protecting the individual rights of students, as well as the interests of the University. The dean of students and designated conduct officers, will ensure procedural fairness to students accused of violations of the Code of Conduct, entitling students to due process. Supporting the educational mission and philosophies of the university, conduct officers will seek to educate students about appropriate behavior within a community that fosters academic success and personal growth. The system is based on the expectation that students assume responsibility for their
own behavior. Therefore, the university has the authority to establish an internal structure for the enforcement of its policies and procedures which students have agreed to accept by virtue of their enrollment.

Restorative Justice
Wherever possible, conduct officers will embrace and apply the “restorative justice” philosophy by asking individuals to become accountable for their actions. According to Warters, Sebok, and Goldblum (2000), “Restorative justice represents a philosophy and a process that acknowledges that when a person does harm, it affects the person(s) they hurt, the community, and themselves. When using restorative justice measures, an attempt is made to repair the harm caused by one person to another and to the community so that order is restored for everyone” (p. 1). Thus, effective resolutions must involve all of the persons who contributed to the conflict(s) and who are ultimately accountable for the outcomes of the resolution. The goal of the conduct process is to provide positive, productive responses to offenses or violations, ultimately meeting the unique needs of the student population.

Tenets of the University Disciplinary Process
A. To regard each student as an individual, who deserves personal attention, consideration, and respect
B. To consider the facts fully and carefully in the resolution of all cases
C. To speak candidly and honestly to each student
D. To hold each student to a high standard of behavior, both to protect the campus community and to promote student moral development
E. To contribute to the educational mission of the university by designing policies, conducting programs, and offering instruction that contribute to the intellectual and moral development of the entire student body

Section I. Definitions
A. Bullying: aggressive behavior or intentional harm-doing which is carried out repeatedly and over time in an interpersonal relationship characterized by an imbalance of power
B. Cyberbullying: willful and repeated harm inflicted through the use of computers, cell phones, and other electronic devices
C. Complainant: any member of the university community who submits a formal, written Incident Report to the Office of the Dean of Students (accuser)
D. Distribution: sale and/or exchange
E. Harassment: Conduct (physical, verbal, graphic, written, or electronic) that is sufficiently severe, pervasive or persistent so as to threaten an individual or limit the ability of an individual to work, study or participate in the activities of the university
F. Possession: the exercise of actual or constructive dominion over a thing by one or more persons
G. Presiding Officer: a hearing board member with voting authority who coordinates the orderly administration of a formal hearing or an informal resolution
H. Respondent: GCU student implicated as violating the university’s Code of Conduct in a formally submitted Incident Report (accused)
I. Sanction: penalty for a violation of the Code of Conduct
J. Student: a person who is registered for and/or who is auditing courses at the university either on a full- or part-time basis
K. Disciplinary File: A disciplinary file is created in the name of each student or student organization alleged to have violated the Code of Conduct and follows the student or organization through an informal resolution or formal hearing.
L. Disciplinary Records: A student is considered to have a disciplinary record when any of the following occurs; the Hearing Board or presiding officer finds the student responsible for violating one or more of the policies set forth in Section II of the Code of Conduct or an appeal filed by the student results in an affirmation of the Hearing Board’s or presiding officer’s decision.
M. Unauthorized: without the expressed approval of the university president or his designated representative
N. **University community**: all staff, faculty, administrators, and students who are associated with the university

O. **University premises**: buildings or grounds owned, leased, operated, controlled, or supervised by the university

P. **University-sponsored activity**: any activity on or off campus that is initiated, aided, authorized, or supervised by the university

**Section II. Prohibited Conduct**

This list of behaviors is intended to represent acts that constitute violations of the Code of Conduct and should not be regarded as all-inclusive.

A. **Misuse or unauthorized use of fire extinguishers, fire sprinkling systems, and other safety equipment or warning devices**
   1. Setting fires, intentionally or recklessly misusing or damaging fire safety equipment, including, but is not limited to; alarms, heat sensors, smoke detectors, hoses, fire extinguishers, and emergency telephones
   2. Failure to exit any building when a fire alarm has sounded or a building is evacuated

B. **Possession, use, or storage of firearms, explosives, weapons, or dangerous chemicals on university property or in the course of any university activity; this includes, but is not limited to; “BB” guns, paintball guns, knives, swords, handguns, and rifles**

C. **Use, possession, or distribution of illegal or controlled drugs, misuse of prescription drugs, and abuse of alcohol**

D. **Gambling**
   1. Participation in illegal games of chance or raffles for which there are not appropriate permits; this includes:
      a. Betting on, wagering on, or selling pools on any university athletic event
      b. Possessing on one’s person or premises (e.g., room, residence unit, car) any card, book, or other device for registering bets
      c. Knowingly permitting the use of one’s premises or one’s telephone or other electronic communications device for illegal gambling
      d. Knowingly receiving or delivering a letter, package, or parcel related to illegal gambling
      e. Offering, soliciting or accepting any bribe to influence the outcome of an athletic event
      f. Bookmaking or wagering pools with respect to sporting events
   2. Students are expected to abide by the federal laws and the laws of the State of New Jersey that prohibit illegal gambling.
   3. According to the New Jersey Gambling Laws 5:5-51, re: Raffles: “no license shall be required for the holding, operating or conducting of a raffle for a door prize of donated merchandise of the value of less than $50.00 for which no extra charge is made at an assemblage at which no other game of chance is held, operated or conducted. . . .”

E. **Abusive and Disorderly Behavior**
   1. Intentionally or recklessly causing physical harm and/or causing reasonable apprehension of such harm
   2. Intentionally and substantially interfering with the freedom of expression of others
   3. Intentionally or recklessly destroying or damaging the property of others and/or the university
   4. Trespassing or unauthorized entry to any university premises, facility, or property or at a university-sponsored event or activity
   5. Engaging in disorderly or disruptive conduct, which interferes with the activities of others
F. **Hazing**

_Hazing_, or conduct (other than competitive athletic events) in connection with membership in any campus organization or group that places another person in danger of physical, sexual or mental harm, bodily injury, or deprivation is not permitted. The supposed consent of the endangered person is not a defense. Campus organizations and their members are prohibited from engaging in or encouraging others to engage in hazing.

G. **Disruptive Behavior**

Disruptive behavior on campus or in classrooms is not permitted. Faculty/staff have the right to ask a disruptive student to leave class or an office. This may include but is not limited to:

1. the use of cellular phones
2. bringing unregistered persons to class
3. smoking
4. persistently speaking without being called upon
5. refusing to be seated
6. disrupting the class by leaving and entering without authorization, etc.

H. **Vandalism/Destruction of University Property**

1. Misuse of materials, including, but not limited to, student identification cards, keys, computers or computer-related items, laboratory equipment, athletic equipment, or other materials issued by the university
2. Destruction, damage, defacing, or littering of any university building, property, or private property on the campus at university-sponsored events
3. Misuse and/or tampering with any electrical system, wiring, telephone service, or other safety/security devices

I. **Actual, attempted, or knowledge of the theft of property or services, including, but not limited to:**

1. Unauthorized possession, duplication, or misuse of or damage to university property or other personal or public property, records, electronic files, telecommunications systems, forms of identification, or keys
2. Embezzlement of university funds
3. Unauthorized reading, duplicating, removing, photographing, forging, counterfeiting, or altering of any document, permit, or record

J. **Theft, misuse, or abuse of the university computing facilities, Web sites, files, hardware, or software, including, but not limited to:**

1. Unauthorized entry into a file to use, read, or change the contents, or for any other purpose
2. Unauthorized transfer of a file
3. Unauthorized use of another individual’s identification or password
4. Use of computing facilities to interfere with the work of another person
5. Use of computing facilities to send, deliver, or publish obscene or threatening or false and defamatory electronic communications including e-mail and Web postings.
6. Exceeding bandwidth allotment set by the Office of Information Technology
7. Use of computer facilities to harass or invade the privacy of a specific individual or groups
8. Although Georgian Court University will protect the freedom of speech guaranteed to students by the First Amendment to the U.S. Constitution in cyberspace, use of university computer facilities that goes beyond the legally defined boundaries of free speech and threatens to disrupt substantially university operations or violates the civil and educational rights of others will be sanctioned.
K. Assault and Battery
1. The threat of or actual physical assault or abuse; hazing; stalking; verbal abuse, intimidation, coercion, and disrespectful behavior
2. The threat of or actual sexual assault and unwelcome sexual contact (See the Sexual and Gender-Based Misconduct Policy)

L. Harassment/Intimidation/Bullying
Students are prohibited from engaging in harassment, intimidation, or bullying. A student will be found responsible for harassment, intimidation, or bullying if he/she engages in conduct, including any gesture, written, verbal, or physical act, or any electronic communication (which includes e-mails, text messages, and Internet postings on Web-sites or other social media), whether it be a single incident or series of incidents, that occurs on the university’s campus, through use of university facilities, or at any function sponsored by the university or any university-related organization, on or off campus; that is so severe or pervasive and objectively offensive that it substantially disrupts or interferes with the orderly operation of the university or the rights of any student or other member of the university community; and that:
1. involves intimidation or threats to another person’s safety, rights of personal privacy and property, academic pursuits, university employment, or participation in activities sponsored by the university or organizations or groups related to the university; or
2. a reasonable person should know, under the circumstances, will have the effect of insulting or demeaning any student or group of students; or
3. creates an intimidating or hostile environment by substantially interfering with a student’s education, or by materially impairing the academic pursuits, employment, or participation of any person or group in the university community, or by severely or pervasively causing physical or emotional harm to the student or other member of the university community; or
4. a reasonable person should know, under the circumstances, will have the effect of physically or emotionally harming a student or other person or damaging the person’s property or placing him/her in reasonable fear of physical or emotional harm to his/her person, or to any member of that person’s family or household, or of damage to his/her property.

M. Discriminatory Harassment, Intimidation, or Bullying
A student will be found responsible for discriminatory harassment, intimidation, or bullying who engages in conduct described above as “harassment, intimidation, or bullying” that the student directs at a specific group or individual based upon race, creed, color, national origin, ancestry, age, marital status, affectional or sexual orientation, familial status, disability, nationality, sex, gender identity or expression, source of lawful income, or any other characteristic protected from discrimination by the New Jersey Law Against Discrimination, NJSA 10:5-4, that substantially interferes with work, educational performance, or equal access to the university’s resources and opportunities.

N. Sexual Harassment
A student will be found responsible for sexual harassment who engages in conduct described above as “harassment, intimidation, or bullying” which the student directs at a specific individual based on sex, or which would not have occurred but for the individual’s gender, or gender identification, that is unwelcome and substantially interferes with work, educational performance, or equal access to the university’s resources and opportunities.

O. Unauthorized Solicitation
Solicitation and commercialization by students shall be prohibited on campus unless authorized by the administrative staff within the Office of the Dean of Students or their authorized representatives.

P. Procedural Interference
Interference with disciplinary procedures or outcomes, including but not limited to:
1. Falsification, distortion, or misrepresentation of information before a hearing officer or hearing panel
2. Knowingly initiating a complaint without cause
3. Harassment and/or intimidation of any member of a hearing panel, witness(es), or university personnel before, during, or after a proceeding

4. Failure to comply with the sanction(s) imposed by either the presiding officer or the Hearing Board

Q. Non-Student Conduct
If it is determined that the accused is not and/or has never been a currently registered student and engaged in prohibited conduct, GCU Security will be asked to intervene. As deemed necessary, this individual may be barred from campus until such time that his/her enrollment status and/or disciplinary standing changes.

R. Social Media Misconduct
Social media is a term used to describe tools and platforms that enable individuals to share ideas and content quickly and easily. These platforms include, but are not limited to blog sites, Web sites, and apps. Social media misconduct includes, but is not limited to:

1. Use of social media to harass, threaten, insult, defame or bully another person or entity; to violate any university policy; or to engage in any unlawful act, including but not limited to, gambling, identity theft, or other types of fraud.

2. Posting or storing content that is obscene, pornographic, defamatory, racist, excessively violent, harassing, threatening, bullying, or otherwise objectionable or injurious. In addition, do not attempt to compromise the security of any GCU social media site or use such site to operate an illegal lottery, gambling operation, or other illegal venture.

3. Disclosing confidential university information, non-public strategies, student records, or personal information concerning (past or present) members of the GCU community without proper authorization

4. Including GCU or any of its departments, programs, clubs, or organizations in the promotion of non-sanctioned events

5. The promotion of a sanctioned event or initiative in a manner that could negatively impact GCU or any of its departments, programs, clubs, or organizations

Section III. Sanctions
Violations of any of the aforementioned behaviors shall be referred to the Office of the Dean of Students. Because of his/her findings, s/he may initiate any of the following actions. Please note: More than one of the sanctions listed may be imposed for any single violation.

<table>
<thead>
<tr>
<th>SANCTION</th>
<th>DESCRIPTION</th>
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<tr>
<td>Warning</td>
<td>Notice in writing that continuation or repetition of prohibited conduct may be the cause for additional disciplinary action</td>
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<tr>
<td>Probation</td>
<td>This is a specified period of time during which the student will be excluded from participation in university privileges and/or extracurricular activities. During the probationary period, the student shall not represent the university in any extracurricular activity, run for, or hold office in any student group or organization. Additional restrictions and/or conditions may also be imposed, such as loss of campus housing or other privileges. Notification will be sent to appropriate university offices, including the Office of Student Activities. Failure to comply with the conditions of probation and/or additional Code of Conduct violations may result in additional disciplinary sanctions.</td>
</tr>
<tr>
<td>Restitution</td>
<td>This constitutes reimbursement for damage to or misappropriation of property. Reimbursement may take the form of appropriate service or an assessment to repair or otherwise compensate for damages. Restitution may not be in excess of the damage or loss incurred.</td>
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</table>
| Suspension | This constitutes separation of the student from the university for a specified period. Exclusion from classes and other privileges and/or activities is instituted during the suspended period. The suspension shall continue until it has been determined that the conditions for reinstatement have been satisfied. A student who is suspended from the university is not eligible for the return of tuition, room or board fees, or other fees paid or owed to the
SANCTION | DESCRIPTION
--- | ---
university. The student shall not participate in any university-sponsored activity and will be barred from university premises.

Expulsion | A permanent dismissal from the university and exclusion from university premises, privileges, and activities. A student who is expelled from the university is not eligible for the return of tuition, room or board fees, or other fees paid or owed to the university.

OTHER SANCTIONS: In the judgment of the university and as appropriate, other sanctions may be imposed, instead of, or in addition to, those specified.

Community Service | Service to the university community for a specified number of hours until the date of completion; failure to complete all or part of a service project in a satisfactory manner by the completion date may automatically result in a fine being imposed by the hearing body that assigned the project. Such action does not preclude additional disciplinary sanctions being imposed subsequent to a hearing to determine the reasons for failure to comply.

Assessment, Counseling, Mediation (harassment, not assault) and/or Treatment | Referrals to an appropriate agency for assessment, mediation, counseling, and/or treatment of possible psychological, emotional, or substance abuse problems may be required.

Educational Projects | Projects assigned for the educational benefit of the student, the organization, and/or the university community. Examples include enrollment in particular classes, participation in workshops or seminars, conducting research, writing papers, planning programs, etc.

Repeat/Aggravated Violations | Increased penalties may result from repeated or aggravated violations of any section of the Sexual and Gender-Based Misconduct Policy and the Student Code of Conduct.

Restorative Justice | Restorative justice will not be implemented when addressing sexual and gender-based misconduct.

Section IV. Procedural Standards
Any Georgian Court University graduate or undergraduate student shall have the right to a formal hearing or an informal resolution by the Office of the Dean of Students, Hearing Board, or presiding officer. A student charged with a serious offense by a member of the university community shall receive a Notice of Charges. The Office of the Dean of Students ensures the fair and impartial treatment of all students regardless of race, creed, color, gender, sexual orientation, religion, disability, veteran status, or ethnicity. A standard of “more likely than not” is applied in the disciplinary decision making.

A. Pending Criminal or Civil Proceedings
1. Infractions of federal, state or local laws occurring off campus shall be the sole concern of the civil authorities except when such actions directly affect the health, safety, or security of the university community. When a student commits an act either on and/or off campus that poses a substantial and continuing danger to the safety and/or property of the university community and/or constitutes a serious criminal offense, the university may take official action to protect its continued functioning as an academic community.

2. The dean of students, with possible consultation with the Campus Crisis Intervention Team and/or university counsel, will determine whether the university shall proceed with a case against a student who also faces related charges in a civil or criminal suit.

3. Depending upon the nature of the incident, it may be necessary to suspend the on-campus conduct process until the outcome of the legal case has been determined. If the university defers its conduct proceedings to await the outcome of related charges in a civil or criminal inquiry, the university may subsequently proceed under the Code of Conduct without regard to the timelines outlined within that code.
4. In the event that a student is suspended in accordance with the Code of Conduct’s interim suspension provisions, and the university has deferred its proceedings because of pending civil claims or criminal charges, the interim suspension may continue while awaiting the outcome of those charges and the university’s subsequent proceedings.

B. Procedural Due Process

1. Any member of the university community may report (to the Office of the Dean of Students) a student who is suspected of violating the Code of Conduct.

2. The complainant(s) must file an Incident Report or submit a written complaint to the Office of the Dean of Students. Please note: Incident Reports filed and sent to the Office of the Dean of Students via the Office of Residence Life staff and/or Security will be considered formal complaints if submitted as such.

3. The individual initiating the complaint will be expected to serve as the complainant and present relevant facts that confirm the alleged action to the designated staff member of the Office of the Dean of Students.

4. The respondent and the complainant(s) shall receive a Notice of Charges and a copy of the Procedural Due Process within seven (7) university business days of filing the complaint.

5. The respondent must prepare a written statement in response to the charges and submit it to the Office of the Dean of Students within seven (7) university business days upon receipt of the Notice of Charges.

6. After a review of the charges and written statements, the designated conduct officer or will decide, whether the case warrants an informal resolution, a formal hearing, or a dismissal of a complaint.

   a. Informal Resolution: After a review by the designated conduct officer, hereafter referred to as the presiding officer, the following may be recommended:

      i. Mediation: This is an option in cases where suspension or expulsion will not be the required sanctions. The complainant(s) and the respondent(s) are asked to undergo conflict mediation to resolve the issue. There is no appeal of mediation.

      ii. Administrative Hearing: Within five (5) university business days of receiving the complaint, the presiding officer will meet with all parties; the complainant(s), the respondent(s), and any pertinent witnesses, in order to render a decision. If the presiding officer find(s) that the respondent(s) has violated the Code of Conduct, the appropriate sanctions will be levied within five (5) university business days of this meeting. Either party may appeal the decision in writing to the dean of students.

   b. Formal Hearing: A hearing is conducted by the Hearing Board in which the complainant(s) and the respondents(s) have the opportunity to provide testimonies, present witnesses, and submit information on behalf of their case. The Hearing Board will listen to the case and render the decision.

   c. Dismissal of a Complaint: If a complaint does not warrant an informal resolution or a formal hearing through the Office of the Dean of Students, it will be referred to the appropriate office for resolution.

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<thead>
<tr>
<th>RIGHTS OF THE RESPONDENT</th>
<th>RIGHTS OF THE COMPLAINANT</th>
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<tr>
<td>Right to have an advisor present</td>
<td>Right to have an advisor present</td>
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<td>Right to present information on one’s behalf</td>
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<td>Right to be given a reasonable time to prepare prior to the hearing</td>
<td>Right to be given a reasonable time to prepare prior to the hearing</td>
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<tr>
<td>Right to request a formal hearing or an informal resolution before an impartial official/board</td>
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</tr>
<tr>
<td>Right to remain silent or not respond to charges</td>
<td>Right to request a delay of hearing due to extenuating circumstances</td>
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<tr>
<td>Right to request a delay of hearing due to extenuating circumstances</td>
<td>Right to appeal an adverse decision</td>
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<td>Right to appeal an adverse decision</td>
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C. Informal Resolutions
1. The presiding officer will conduct informal resolutions.
2. Pending the schedules of the presiding officer, an informal resolution will be scheduled in a timely manner.
3. During exam week, winter/spring recess, or other busy times during the academic year, the conduct process may take longer.
4. The presiding officer will interview all parties involved. (The interviews may be conducted separately).
5. Should the complainant(s) and/or the respondent(s) receive proper notification of an interview during the informal resolution process and fail to appear and/or fail to appear on time without contacting the presiding officer and providing just reason, the presiding officer will make a determination in the student(s)’ absence.
6. The complainant(s) and the respondent(s) shall be given an opportunity to testify and, if feasible, meet with one another to discuss the charges in the presence of the presiding officer.
7. All informal resolutions are closed proceedings with attendance limited to the respondent(s), the complainant(s) and whatever advisor each party may choose. (For clarification purposes, the presiding officer may request to consult with additional witnesses.)
8. The respondent(s) and complainant(s) shall receive a summary confirming the results of the informal resolution, including any appropriate sanctions.
9. Deviations from these procedures shall invalidate the informal resolution or the results of the resolution unless otherwise amended by the Office of the Dean of Students.
10. Students have a right to appeal a decision made in an informal hearing within seven days.

D. Formal Hearings
If a complaint is forwarded to the Hearing Board for adjudication, the following procedures will be in effect:
1. The Hearing Board conducts formal hearings.
   a. At the beginning of each academic year, the dean of students will appoint and train a presiding officer and the members of the Hearing Board.
   b. The Hearing Board shall consist of an equal number of students and faculty/staff.
   c. For each hearing, there must be at least three (3) members: the presiding officer, one (1) student, and (1) faculty/staff member.
2. Hearings will be scheduled in a timely manner.
3. During exam week, winter/spring recess, or other busy times during the academic year, the hearing process may take longer.
4. Members of the Hearing Board, who assume bias for or against either party in a particular case, may not serve on the Hearing Board. If necessary, a replacement/alternate shall be assigned by the dean of students.
5. The complainant(s) and the respondent(s) must present information that confirms the facts as he/she sees them. Decisions made by the Hearing Board will be based in part by the information introduced at the hearing. The standard of “more likely than not” shall be the standard for disciplinary decision making.
6. Should the complainant(s) and/or the accused receive proper notification of a hearing and fail to appear or fail to appear on time without contacting the presiding officer and providing just reason, the hearing may proceed and action may be taken based on the information received at that time.
7. The complainant(s) and the respondent(s) shall be given an opportunity to testify and to present witnesses who will be permitted to give testimony relevant to the case in accordance with the presiding officer’s conditions.
8. Within seven (7) university business days, the Office of the Dean of Students will notify the respondent(s) and the complainant(s) of the results of the hearing. Additionally, both parties shall receive information regarding the specific sanctions and the right of appeal (See Section IV, E: Appeals).
9. All formal hearings are closed proceedings with attendance limited to individuals directly connected with the case.

10. Both the complainant and the accused have the right to be assisted by an advisor of their choice. An advisor’s sole purpose will be to advise the complainant(s) or the respondent(s) before and after the hearing. The advisor may not question witnesses and/or otherwise participate in the hearing.

11. The assigned recording secretary will document the proceedings and prepare the minutes of the hearing.

12. Deviations from these procedures must be approved in advance by the Office of the Dean of Students.

E. Appeals
Students may appeal Hearing Board decisions in accordance with the following provisions:

1. Students are entitled to no more than one appeal review per case.

2. Students electing to appeal a hearing decision must file a written appeal, including the reasons for the appeal, with the dean of students, within seven (7) university business days of notice of the sanction(s) of the original hearing.

3. Appeals must be in writing and must state specific grounds for the appeal. Grounds for appeal are limited to the following:
   a. The sanction(s) imposed are significantly disproportionate to the offense
   b. Specified procedural errors or errors in interpretation of university regulations were so substantial as effectively to deny the student a fair hearing
   c. New and significant information became available and could not have been discovered by a properly diligent student before or during the original hearing
   d. The finding is unsupported by any information that was presented

4. The dean of students will review all documentation associated with the case and determine whether sufficient grounds exist to reopen the case. If sufficient grounds do not exist, the finding(s) and sanction(s) from the original hearing will stand and no further appeal is provided. If sufficient grounds exist to reopen the case, the Dean of Students may elect to hear the case in part, in total, or de novo, and is not bound by the finding(s) or sanction(s) of the original hearing body.

5. Once the appeal is granted, the dean of students will notify the all appropriate parties, in writing, of the new hearing date and of the new hearing conditions. The dean of students hears all appeals.

F. Tips for the Respondent in a Disciplinary Proceeding
This information is intended to assist the accused student to prepare for a disciplinary proceeding. It is meant to supplement the hearing process. Questions about the process should be referred to the Office of the Dean of Students.

1. You have been charged with a violation of the Georgian Court University Student Code of Conduct. You are presumed “not responsible” until proven “responsible,” therefore; it is the responsibility of the complainant to present the case against you. The decision of the presiding officer or the Hearing Board will be based on information that indicates that it is more likely than not that the violation occurred.

2. As you prepare for the disciplinary proceeding, you should keep in mind the following pointers:
   a. Tell the truth. Failure to tell the truth is itself a serious charge and can result in further disciplinary action even if you are found not in violation for the charge against you.
   b. You will be allowed to submit documents or statements for use at the proceeding. These documents must be submitted to the Office of the Dean of Students prior to the proceeding so that copies can be made and distributed to the appropriate persons. Statements should be submitted, signed, dated, and typed or clearly written in ink.
   c. Statements should be recollections of the incident and answer who, what, where, when, and why questions. Only individuals who have first-hand knowledge of the incident should submit them. These individuals may also be called as witnesses at the proceeding. Written statements will generally be requested during the
investigation and should be turned into the Office of the Dean of Students. Character witnesses will not be permitted to appear as they are not needed and have little, if any, relevance to the charges against you.

d. You are entitled to review the submitted written statements and incident reports. Please contact the Office of the Dean of Students to set up an appointment to view the file. You may not duplicate these materials. Read the materials carefully and think of any questions you will want to ask at the proceeding. Write the questions down in advance. When reviewing these documents, look for missing information, gaps in time that are not explained well or fully, and misinformation or inconsistencies among statements.

e. The hearing and all materials associated with it (incident reports, statements, etc.) are to be considered confidential. You may not discuss this case with anyone, including any member of the Hearing Board, during or following the hearing.

f. You are permitted to have an advisor present during your testimony. The advisor in a disciplinary proceeding may be anyone of your choosing (including an attorney). The advisor is not permitted to speak during the proceeding. The advisor may confer and speak privately to you. The advisor may not be included in the list of witnesses. She/he may only function in the capacity of an advisor. The advisor can assist you with the following:

i. Reviewing the charge(s) and the student conduct process

ii. Preparing the presentation of the case

iii. Taking notes during the proceeding

iv. Providing you with moral support during the proceeding

3. Your presentation of the case and closing statements are important. If you engaged in prohibited conduct, you should admit this at the beginning and offer any mitigating circumstances that may affect your case. If you are not responsible for the charge, you should state that at the beginning and be prepared to show why the complainant is wrong in bringing the charge against you. You may read a prepared statement or prepare an outline to ensure that you do not forget any major points. Your closing statement will allow you to summarize the findings of the case from your perspective.

4. During the proceeding, the hearing officer/Hearing Board will ask questions. Answer only the questions asked of you and do so in a clear, concise, and direct manner. Do not be evasive.

5. Eye contact should be made with the hearing officer/Hearing Board when they address you. They are not the enemy! They are there to do three things: hear the information, formulate an opinion regarding whether it is more likely than not that you engaged in prohibited conduct, and, if so, impose a sanction. Do not become defensive or argumentative with the hearing officer/Hearing Board.

6. You may appeal certain sanctions. The appeal process is explained in Section IV, Part E of this document. Your advisor may be helpful in formulating your appeal letter if you choose to appeal the decision.

7. In general, you should take the process seriously and prepare carefully.

G. Tips for the Complainant in a Disciplinary Proceeding

1. This information is intended to assist the complainant to prepare for a disciplinary proceeding. It is meant to supplement the Code of Conduct, which details the hearing process. Questions about the process should be referred to the Office of the Dean of Students.

2. Prepare a short outline that identifies the following:

   a. The key players; clarify which individuals will be needed to testify at the proceeding;

   b. The sequence of events;

   c. The special circumstances associated with the incident (e.g., alcohol or other drug use, harassing or provoking speech or actions); and/or

   d. The specific rule, regulation or standard of conduct that the accused student has allegedly violated.

3. Clarify discrepancies in and between statements.
4. Anticipate questions that the hearing officer/Hearing Board may ask.

5. Hearing Board Process: Please review the Code of Conduct, Section IV, Section B: Procedural Due Process. The hearing will be divided into four segments:
   a. Presentation of the case
   b. Questioning of the parties
   c. Questioning of the witnesses
   d. Closing statement

6. Presentation of Case: Prepare and write out an outline for the presentation of your case. The presentation should begin with a brief statement. The rest of the presentation is a narrative about the incident and the key facts.

7. Questioning of the Hearing Board: When responding to questions, avoid providing unnecessary information. Short, direct responses are preferred by the Hearing Board. Do not make personal comments about the accused student.

8. Closing Statement: State what you have shown throughout the hearing. Point out any discrepancies you have discovered during the hearing. Explain the impact of the incident on the complainant and the university community.

9. Reminders:
   a. The use of alcohol or other drugs may not be used as a defense.
   b. In cases of sexual violence, the alleged injured party’s past sexual history may not be revealed unless said activity was with the accused and can be shown to be relevant to the case at hand.
   c. The hearing and all materials associated with it (incident reports, statements, etc.) are to be considered confidential. You may not discuss this case with anyone, including any member of the Hearing Board, during or following the hearing.
   d. Character witnesses are not permitted in the hearing since they have little, if any, relevance to the charges.

H. Tips for the Witness in a Discipline Proceeding
1. You have been called as a witness in a disciplinary proceeding before a hearing officer or Hearing Board. Please note: You are under no obligation to participate in this process.

2. The role of a witness is not that of an advocate or helper for one side; a witness’s obligation is simply to tell the truth. You have been asked to be a witness because you know something about the incident or about matters directly related to the incident in question. You are asked to share that information at the proceeding.

3. This is not a court of law, but rather a part of our student discipline system for addressing complaints about student behavior. The fact that allegations have been made and are taken seriously does not mean that they are true.

4. The parties involved and the hearing officer/Hearing Board may ask you questions. You are asked to give truthful, thoughtful answers. You will be given many opportunities to tell what you know about the case. When the hearing officer/Hearing Board excuses you, you may leave. As student hearing records are confidential, you are not to discuss the case outside the proceeding unless authorized to do so by the Office of the Dean of Students.

5. You are advised to consult the Code of Conduct and familiarize yourself with the student conduct process. Questions about the conduct process should be referred to the Office of the Dean of Students. If you anticipate a scheduling conflict, notify the Office of the Dean of Students.

I. Tips for the Advisor of a Student in a Disciplinary Proceeding
1. This information was developed to help you prepare to serve in your role as advisor for a student in a disciplinary proceeding. You should read the Code of Conduct thoroughly as well as follow these tips when preparing for the proceeding. Questions about the conduct process should be referred to the Office of the Dean of Students.

2. The advisor in a disciplinary proceeding may be anyone of the student’s choosing (including an attorney). The advisor is not permitted to speak during the proceeding. The advisor may confer and speak privately to the advisee. The advisor may not be included in the list of witnesses. She/he may only function in the capacity of an advisor. The advisor should assist the advisee with the following:
a. Reviewing and understanding the charge(s) and the student conduct process
b. Preparing the presentation of the case
c. Taking notes during the proceeding
d. Helping keep the advisee calm and in control
e. Providing moral support to the advisee during the proceeding

3. The advisor’s assistance may also be needed in preparing a letter of appeal (if advisee is the accused student), should the student choose to appeal the decision.

Culpability is not diminished for acts in violation of this code that are committed in ignorance of the code or under the influence of alcohol, illegal drugs, or controlled substances.

*The dean of students reserves the right to contact parents/guardians in the event a student presents a danger/threat to the university community.

STUDENT RECORDS
Students who wish to inspect and review their disciplinary records may do so by notifying the dean of students. The dean will schedule a mutually convenient time for said inspection within 72 hours (three working days) of the request; all such inspections will be scheduled between the hours of 10:00 AM and 4:00 PM, Monday through Friday, and a member of the university staff will be present throughout. Special arrangements will be made for evening students.

Questions
For further information, contact the Dean of Students at 732-987-2601.

University Policies

Affirmative Action
Georgian Court University is committed to assuring equal opportunity to all persons and does not discriminate on the basis of race, creed, color, age, religion, national origin, veteran or handicapped status, or sexual orientation in its educational programs, activities, and admission or employment practices as required by Federal Executive Orders 11246 and 11275; the Civil Rights Act of 1964; Title IX of the Educational Amendments of 1972; the Equal Pay Act of 1963; the New Jersey Law Against Discrimination, N.J.S.A. 10:5–1 et seq.; the Americans with Disabilities Act; and the Family and Medical Leave Act of 1993. Any questions or concerns should be directed to the director of human resources.

Campus Security Act
In compliance with the federal Student Right-to-Know and Campus Security Act of 1990, Public Law 101-542 as amended into the Jeanne Clery Act of 1998, revisions of the Higher Education Reauthorization Act (HERA), and additional revisions through 2016, the Campus Safety Brochure contains security policies and procedures, crimes, and crime rates. The information appears in a variety of campus publications and is available on the Office of Security page of the GCU Web site at georgian.edu and upon request from the Office of Security. The Campus Safety Brochure/Annual Security Report is published by October 1 each year. It is e-mailed to all students and employees. For a copy of the Campus Safety Brochure/Annual Security Report, please contact Chief Thomas P. Zambrano in the Office of Security at the Gatekeeper’s Lodge located at the Seventh Street Gate entrance. Additional copies are located at the provost’s office in Jeffries Hall; the Office of Admissions in Lake House; and the Office of Human Resources at 851 Lakewood Avenue. Campus statistics and timely reports of any threatening crimes that have occurred will be posted at the Security Gatehouse, in appropriate campus locations, and on the GCU Web site.

Crimes and incidents that occur on campus will be reported through campus flyers, brochures, etc. The university will have timely reports to the community via GCU Lion Safety Alert Bulletins, the Blackboard Connect 5 mass notification system, e-
mail messages, and voicemail messages of incidents considered to be a threat to the safety and welfare of students and employees. Safety alerts will be available on the Office of Security page of the GCU Web site at georgian.edu.

Campus Smoking Policy
Georgian Court University has a responsibility to its students and employees to provide a safe and healthful environment. Research findings show that tobacco use in general, including smoking and breathing secondhand smoke, constitutes a significant health hazard.

Georgian Court University therefore has set the following policy regarding smoking:

1. Smoking is prohibited in all campus buildings and outside areas of the campus where nonsmokers cannot avoid exposure to smoke.
2. Smoking is permitted in designated smoking areas only. These areas are located a minimum of 25 feet from building entrances, windows, and ventilation systems. These areas are clearly marked with signs.
3. It is the university’s intent to encourage all individuals, both smokers and nonsmokers alike, to cooperatively work together in the implementation of the policy concerning smoke-free facilities.
4. A formal warning will be the first level of enforcement. After a warning is issued, the Office of Security will issue tickets to those campus community members violating the policy. A fine of $25 will be collected for each violation.

Fire Drills 732-987-2611
Based on New Jersey state statutes, it is required, during all fire drills, that everyone vacate a building immediately at the time of alarm activation.

Upon activation of the fire alarm system, follow the steps below.

1. Close door upon leaving room.
2. Follow posted emergency exit directions by leaving the building by the most direct route.
3. DO NOT USE THE ELEVATOR—USE STAIRWAYS.
4. Upon exiting the building, go to the designated area or a safe distance away from the building as directed by each building marshal and/or security officer.
5. Do not re-enter the building until directed to do so by a staff member.
6. Listen to the directions of building marshals and security officers.

Tampering, obstructing, and/or causing any fire protection device or appliance (alarm system, detectors, fire extinguisher, or hose) to be inoperative or to intentionally initiate a false fire alarm condition is prohibited. These actions are violations of the New Jersey Uniform Fire Code and penalties of up to $5,000 per violation per day may be imposed by the Ocean County Fire Marshal.

Propping open or using any device to hold open a self-closing fire, smoke, or exit door is prohibited.

Please refer to your Emergency Operation Plan for procedures and policies for all types of emergencies. The manual is also available at georgian.edu/campus-security on the university’s Office of Security Web page.

Failure to evacuate the building during an alarm activation may result in a fine imposed by the Office of the Ocean County Fire Marshal.

Identification Cards 732-987-2279
Each student is required to have a photo identification card (student ID), the cost of which is included in the general fee. This card will be issued upon enrollment. It is not necessary to get a new card each semester. If the card is lost or must be replaced for some reason, a replacement fee of $25.00 will be charged. Lost cards must be reported immediately to the Office of Student Accounts in the Mercy Center. Student ID cards may be obtained at the ID Center located in Mercy Center. ID Center hours are Monday through Friday, 8:30 AM to 4:30 PM, and Tuesday evening until 7:00 PM.
Falsification of identification card data, the changing of a Georgian Court University identification card, or the use of a Georgian Court University identification card by a person other than the owner will result in a mandatory $50.00 fine to be paid within one week of the violation.

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

Parking Decals/Motor Vehicles 732-987-2279

All cars must be registered through the Office of Student Accounts. All students are billed a fee for a parking permit, which must be visible at all times when parked in any university parking lot. Deadline dates to request a parking permit are September 29, 2017, for the Fall 2017 semester and February 23, 2018, for the Spring 2018 semester. Students are responsible for abiding by the regulations printed on the back of the parking permit.

Parking permits are obtained online through your Self-Service account. To obtain a parking permit, log into your Self-Service account and click on the student links. Scroll down and click on the Parking Registration Form and fill out the information. Parking permits will be mailed two weeks before the start of each semester. Students who choose not to receive a parking permit: log into your Self-Service account and click the student links. Scroll down and click the Parking Registration Form and check that you are waiving parking.

Note: In accordance with New Jersey State Motor Vehicle Law, Statute 39:3–74, “No person shall drive with any sign, poster, sticker, or other non-transparent material upon the front windshield, wings, deflectors, side shields, corner lights, adjoining windshield, or front side windows of such vehicle other than a certificate or other article required to be so displayed by statute or by regulations of the commissioner.” Citations will be issued for violations.

1. All vehicles must display a VALID parking permit to park in any university parking lot.
2. Students may park in white-lined spaces only; red-lined spaces are for faculty and staff members; blue-lined spaces are for handicapped individuals; yellow lines indicate no parking.
3. Students must observe speed limits and stop signs on campus.
4. Students must yield to and respect the rights of pedestrians.

The university does not assume responsibility for theft or damage while cars are on campus. Parked cars should be locked at all times.

Residents may park in the area behind/adjacent to their residence hall. Residents may not drive cars to the Dining Hall or other campus buildings, or park in any lot other than Lot D. Cars are to be used only for entering and exiting the campus and for loading and unloading at the residence hall (10-minute limit). The area in front of Maria Hall is a fire zone and the area in front of St. Joseph Hall is a 30-minute parking zone only. All motor vehicle violations, including parking in a fire zone, traveling the wrong way on a one-way street, and illegal parking, will result in a $25 fine. All fines are to be paid at the Office of Student Accounts in Mercy Center.

Handicapped spaces have been designated in various areas throughout the campus. A fine of $100 will be issued for parking in reserved handicapped parking spaces without the proper tags.

Visitors must obtain a parking pass at the Security Gatehouse (located at Ninth Street and Private Way), which must be visible while on campus.

Parking is not permitted on roads, driveways, or grass areas. Violators will receive a summons and a fine of $25. Repeated violations may result in loss of parking privileges on campus and/or in the towing away of vehicles.

The Main Entrance (Ninth Street and Private Way) is open 24 hours a day, 7 days a week; the Seventh Street Gate (walk-in entrance) is opened at 7:00 AM and secured at 10:00 PM, Monday through Thursday (5:00 PM on Friday). The Seventh Street Gate is secured on Saturday and Sunday. The Ninth Street and Lakewood Avenue Gate is open for exiting only, Monday through Friday, 7:00 AM to 10:00 PM, and is closed on Saturday and Sunday.
Students with Disabilities 732-987-2650/2646

Georgian Court provides accommodations to students with documented disabilities (physical, psychological, learning, ASD, etc.) in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. The Office of Disabilities Services is located in the lower level of the library in the Academic Development and Support Center (ADSC). Students must contact this office to schedule appointments for accommodation requests or to discuss matters of concern.

Students with disabilities may request to bring service animals or emotional support animals to campus and request that they reside in their residence hall room. According to Titles II and III of the ADA, public colleges and private colleges that are “places of public accommodation” must modify their policies and practices to accommodate the use of a service animal by a person with a disability. The Department of Justice, which enforces Titles II and III of the ADA, defines a service animal as “any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability” (28 C.F.R. §35.104). Emotional support animals are not included within the definition of service animal. Section 504 also requires recipients of federal funds to permit “dog guides” in campus buildings (34 C.F.R § 104.44(b)).

Procedure for Requesting Accommodations

• Students must submit documentation of a disability to the Office of Disabilities in the ADSC in order to receive accommodations. An IEP is not sufficient documentation for a learning disability, but is an aid in determining accommodations. Students must provide an educational and psychological evaluation in addition to an IEP.

• An appointment must be made with the director of the ADSC to discuss student needs and appropriate accommodations supported by documentation.

• All 504 Plans stating necessary accommodations are completed and submitted to the professors by the students.

• Students request a signature from the professor on a receipt of 504 Plan, which is submitted to the Office of Disabilities Services to verify that professors received notification of a student’s accommodations.

**Students must make an appointment with the director each semester to discuss accommodations and obtain new notices for professors. This should take place before the semester begins or within the first two weeks of each semester.

Documentation must be

• from within the past three years,

• relevant to requested accommodations, and

• prepared by a medical or other licensed professional who is qualified to assess the student’s disability.

Georgian Court University does not discriminate on the basis of race, gender, age, religion, national origin, sexual orientation, or disability in any of its programs or activities. Services are provided in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA).

The Learning Connection Program (TLC) is a specialized program of individual, professional support for students with disabilities. See The Learning Connection (TLC) page for additional information.

Voluntary & Confidential Crime Reporting

Georgian Court University’s policy on voluntary crime reporting is to contact the Office of Security at extension 2611 or 732-987-2611. Reports can also be made directly at the Security Gatehouse, located at the Main Entrance (Ninth Street and Private Way).

If you are a victim of a crime and do not want to pursue action within the university system or the criminal justice system, you may want to consider making a confidential report to the university. Students, employees, and visitors (victims or witnesses) may report crime on a voluntary, confidential basis by using the link for Campus Security at the bottom of the university Web page, then clicking on the button to submit a Voluntary and Confidential Crime Report. Submissions will be viewed by the chief of security and captain of security.

Depending upon the circumstances of the crime being reported, a security officer can file an incident report on the details of this incident without revealing the victim’s identity. The purpose of a confidential report is to keep personally identifiable information confidential, while taking steps to ensure the victim’s safety and that of others. With such information, the university can keep an accurate record of the number of incidents involving students, employees, and visitors and alert the
campus community to potential danger if necessary. Reports filed on a confidential basis are counted and disclosed in the annual crime statistics for the university.

Persons may also report crimes anonymously to local law enforcement through Crime Stoppers at 1.800.577.TIPS (8477).

**Note:** In cases involving sexual and gender-based misconduct, the Office of Security will not be able to provide confidentiality to a victim of sexual and gender-based misconduct who makes a report via the Voluntary and Confidential Crime Report link. Other confidential sources, however, are available both on and off-campus to report sexual and gender-based misconduct incidents. See the university’s Sexual and Gender-Based Misconduct Policy for additional information, including a listing of confidential resources available on and off-campus.

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**Places**

**Department of Athletics & Recreation 732-987-2683**

**Athletics**

Located in the **Wellness Center**, the Georgian Court University intercollegiate athletics program seeks to develop individuals of integrity and character who exhibit a passion for excellence in academics and athletics and are leaders among their peers and in their communities.

Our goal is to:

- provide each student-athlete with a competitive intercollegiate experience that exemplifies sportsmanship, ethics, and teamwork;
- challenge their physical, intellectual, emotional, and spiritual growth in a way that encompasses the Mercy core values of justice, respect, integrity, service, and compassion; and
- empower them to achieve academically and athletically and enhance their leadership skills so that they enjoy success both in and beyond their athletic experience.

Georgian Court offers historically competitive intercollegiate competition in these NCAA Division II sports: men’s and women’s basketball, cross country, lacrosse, soccer, indoor and outdoor track & field, and women’s softball and volleyball. The athletics program is a member of National Collegiate Athletic Association (NCAA) Division II and the Central Atlantic Collegiate Conference (CACC). GCU Athletics competes in the university’s Wellness Center and surrounding fields and courts. Admission to all athletic contests is free with a current GCU ID card.

**Recreation and Intramurals**

The Georgian Court University recreation and intramural program seeks to promote good mental and physical health, as well as improved personal wellness and social interactions throughout the GCU community, by encompassing a variety of activities for participation. The program is designed to create an atmosphere that encourages individuals to develop a lifelong pattern of wellness through positive recreational activities regardless of skill level.

Offerings have included intramural bowling, KanJam, soccer, and basketball. Noncompetitive activities have included diverse opportunities for wellness workouts in sessions like Zumba, yoga, cardio, boot camp, hip-hop dancing, martial arts/self-defense, pool hour, water aerobics, and court tennis. A state-of-the-art fitness center is available for use by all students with a current ID. The Department of Athletics and Recreation is located in the Wellness Center.

**Counseling Center 732-987-2680**

The college experience can be both exciting and challenging. Students are away from home, possibly for the first time are often exposed to new ideas and different perspectives; and are meeting new people every day. It’s all part of the college experience, but when it happens simultaneously, stress, depression, anxiety, and/or difficulty coping with academic and financial pressures might occur.

Located on the second floor of the Casino, the International Association of Counseling Services-accredited Counseling Center offers free assistance and support to all GCU students through a variety of services. Most students participate in individual
therapy sessions, but group counseling is also available. Despite being encouraged to make appointments to visit the center, emergencies are accommodated immediately. All services are kept entirely confidential.

**Students Returning to School Following an Inpatient Hospitalization**

- On discharge from the hospital due to a mental health issue, the student needs to contact the GCU Counseling Center (732-987-2680) for the following documentation: release of information form(s) and Return to Residence Form for residence students. The release of information form is signed by the student so that the Counseling Center staff can discuss the student’s case with outside professional(s) if necessary. The Return to Residence Form will need to be filled out by the discharging hospital/physician in order for the student to be considered to move back into residence.

- Prior to returning to residence halls, the student must meet with the BOTH the director of the Counseling Center and the director of residence life. The student must be willing to be able to show that she/he has received therapy and medication (if relevant) PRIOR TO returning to residence. Decisions regarding the student’s ability to return to academics and residence life are administrative decisions, based on behavioral issues. They are not clinical issues, and not based on whether or not a particular student meets or do not meet diagnostic criteria.

- The student and the director of residence life will develop a Behavioral Contract outlining student’s responsibilities to ensure his/her safe return to residence. Included in this contract will include the student’s responsibility to participate in evaluation at the Counseling Center and to comply with recommendations, including possible recommendations for treatment outside of GCU Counseling Center, if necessary.

- The director of the Counseling Center will consult with the director of residence life regarding necessity of student securing off-campus treatment. Such treatment may include, but is not limited to: psychiatric services, substance abuse services, intensive outpatient treatment, partial hospitalization, or comprehensive eating disorder treatment.

**Considerations for Students Returning from Emergency Psychiatric Screening (Non-Admits)**

- Student must meet with the director of residence life and show evidence of having participated in screening within 12 hours of being released. Evidence of participation in screening will include “face sheet” or discharge papers. It may also include a GCU Clearance Form, signed by clinician and psychiatrist. GCU Clearance Forms are on file in Office of Residence Life and must be brought to the Emergency Psychiatric Screening at time of screening by residence life staff.

- The student and the director of residence life will develop a Behavioral Contract outlining student’s responsibilities to ensure his/her safe return to residence. Included in this contract will include the student’s responsibility to participate in evaluation at the Counseling Center and to comply with recommendations, including possible recommendations for treatment outside of GCU Counseling Center if necessary.

- Within 12 hours of release, student will contact the Counseling Center and arrange for evaluation/appointment.

- During the appointment, the student will sign a release, permitting Counseling Center staff to obtain clinical records. Based on the results of the evaluation and review of records, Counseling Center staff will develop a treatment plan, with recommendations, regarding continued care for student. These recommendations may include a referral to an outside agency for treatment.

- The director of the Counseling Center will consult with the director of residence life regarding necessity of student securing off-campus treatment. Such treatment may include, but is not limited to: psychiatric services, substance abuse services, intensive outpatient treatment, partial hospitalization, or comprehensive eating disorder treatment.

**Dining at Georgian Court University** [732-987-2735 dineoncampus.com/gcu]

Raymond Hall is our all-you-care-to-eat facility, which features a variety of delicious options you will want to come back for day after day. Choose from fresh salads, soups, entrées, and plenty of made-to-order options. All of our desserts are homemade, and we have delicious ice cream too!

Raymond Hall is open Monday through Friday for lunch from 11:00 AM to 3:00 PM and dinner from 4:30 to 8:30 PM, and Saturday and Sunday for brunch from 10:00 AM to 2:00 PM and dinner from 4:00 to 6:30 PM.

The Court Café is our à la carte food court that offers another dining destination located in the heart of the academic campus for Georgian Court community members, with menu options including burgers, chicken, pizza, deli, soup, and...
desserts. Although your meals are intended to be used at the all-you-care-to-eat Raymond Dining Hall, to provide greater convenience and flexibility, they can also be used at the Court Café. Simply trade a meal swipe for a prefixed completed meal offered at any of the stations in the Court Café. A meal exchange consists of a complete meal containing one entrée, one side, and one beverage. The Court Café is open Monday through Friday from 7:30 AM to 12:00 AM and Saturday from 8:00 PM to 12:00 AM. Meal exchange is available for breakfast, lunch, and late night. Dinner meal swipes can only be used in Raymond Hall.

Chartwells Dining Service is the food service provider for Georgian Court University and is committed to serving all students, faculty, and staff with any and all special needs or restrictions. Any student with special dietary needs should reach out to the Office of Health Services on campus at ext. 2756 so that we can work together to make a plan for you.

**Educational Opportunity Fund Program (EOF) 732-987-2355**

The Educational Opportunity Fund Program (EOF) is a state program that provides access to higher education and support for highly motivated students who exhibit the potential for success, but who come from families/communities disadvantaged educationally and economically. Many of these students often lack access to the type of quality educational preparation necessary to attend college, and their economic background reflects a history of poverty as defined by the New Jersey Commission on Higher Education.

The EOF office is located on the first-floor of the library and provides individual and group counseling in the form of personal, career, financial, and academic advisement. Tutoring is available at the Academic Development Center. Prior to their first year, EOF students participate in a summer program, which is designed to strengthen them academically and orient students to campus life.

**Health Services 732-987-2756**

The Health Center is located on the second floor of the Casino (elevator available at the rear entrance) and is staffed with registered, professional nurses and a part-time physician. No appointment is necessary. Free, quality, confidential health care is provided to all Georgian Court students with special attention to those problems frequently encountered in a college-age population. Students with more serious medical problems are referred to specialists, hospitals, and other appropriate agencies. Required immunizations are available at a discounted rate.

All medical costs, including transportation incurred outside of Health Services, are the responsibility of the student.

Health education and disease prevention are promoted through health counseling, screenings, and wellness programs provided throughout the year. Resource materials are available to students on a variety of medical and health-related topics.

**Note: All injuries occurring on campus should be reported promptly to Health Services**

All students are required to complete the Student Health Form prior to class attendance and/or entry into residence halls. Documented proof of immunization from a physician or a copy of an official school or health department record is required as follows:

- **MMR (Measles, Mumps, Rubella):** Two doses; the first dose given after 1968 and on or after 12 months of age OR laboratory report indicating positive values of immunity.
- **Hepatitis B:** Three doses OR two doses of adult vaccine given in adolescents 11 to 15 years of age OR laboratory report indicating positive values of immunity (required for all students taking 12 or more credits).
- **Meningococcal Meningitis Tetravalent (must include Groups A, C, Y, and W-135):** One dose given on or after 16th birthday; a booster dose is required if given prior to 16th birthday (required for all resident students).
- **Tuberculosis screening:** A negative Mantoux/PPD skin test OR a negative chest X-ray OR a negative Quantiferon Gold TB test (required for resident and international students within six months prior to moving into campus housing or entering school).

**Release of Health Records**

Health Services complies with federal and state regulations regarding the security and privacy of health information. The entire medical staff assures confidentiality regarding all interactions, information, and health records. Health information
may not be released without the student’s written permission unless subpoenaed by an attorney or court of law. Students who wish to share their medical information with selected persons are required to complete a Release of Information Form.

**Students Returning to School Following an Illness/Hospitalization**

- Upon discharge from the hospital due to a medical condition, the student needs a note from his/her physician stating that the student can return to school and, if applicable, to the residence hall.
- The student will need to meet with the director of health services for approval to return to school and residence hall, if applicable.
- The director of health services will provide the Office of Residence Life (for residents) or the student development case manager (for commuters) with approval for the student to return to school and/or residency.

**Information Technology 732-987-2222**

Located in the Eighth Street House, the Office of Information Technology provides central computing resources, including Internet access, Microsoft Office, numerous academic-specific software applications, residential computing and cable television connections, and Help Desk support. Most classrooms on campus are equipped with either a large Sharp AQUOS interactive display or a SMART Board with a digital projector that can be used for multimedia presentations. Printers and scanners are also available for student use in certain lab facilities. Wireless Internet access is available in every lab, residence hall, and academic area on campus.

The Sister Mary Joseph Cunningham Library computer labs, located downstairs, are available whenever the library is open. The computer labs in Jeffries Hall, Raymond Hall, and Farley Center are available when classes are not scheduled in these rooms. Each of the residence halls has a small number of computers that are always available. Each room is wired to the campus network, and all residence halls have wireless access available. All students have access to the Internet by using the campus network. Links located on the GCU Web site provide direct access to e-mail, Blackboard, GCU Portal, student information, and university announcements.

All students are issued a network user ID with password and a georgian.edu e-mail address upon their entrance into the university. The network password should be changed regularly and kept private as per the password policy guidelines. This e-mail address will be listed as the official e-mail address for each student in her/his records. Faculty, staff, and administrators will not accept requests to list an alternate e-mail address as the official e-mail address for any student at any time. The GCU e-mail account provided to each student will be the official account for all e-mail communications with students relating to official university business. Each student is responsible for checking her/his GCU e-mail account frequently, recognizing that certain communications may be time-critical. Therefore, GCU has the right to send official communications to students via e-mail expecting that those communications will be read on a regular basis.

A student who chooses to have e-mail electronically redirected from her/his GCU e-mail account to an alternate e-mail account does so at her/his own risk. GCU will not be responsible for the redirecting does not absolve the student from the responsibility associated with this policy and the use of the GCU e-mail address as the official e-mail address for university communications. Because the safety and privacy of students is of the utmost importance, Georgian Court University strongly protects the right of all students to be free from any form of electronic harassment or abuse. Students receiving any unwanted or threatening messages should immediately contact Campus Security so appropriate action may be taken.

**Library Services—Sister Mary Joseph Cunningham Library 732-987-2419**

Located next to Jeffries Hall, the Sister Mary Joseph Cunningham Library welcomes all members of the academic community to research academic assignments; locate information for personal use; study in a relaxing, attractive environment; and use available workstations/computers.

The library comprises three floors, which house:

- more than 160,000 books and more than 5,000 media items, including DVDs and CDs;
- more than 570 print journals and magazines;
- Library Learning Zone (equipped with Smart TVs and flexible seating)
- library presentation prep room (equipped with IMACs and Wi-Fi projector)
• group study areas; and
• comfortable seating locations, including a leisure reading area.

Our Web site—georgian.edu/library—provides access to e-books, over 50,000 online journals, databases to help you search for resources, and subject guides to support you through the research process. The librarians and staff work closely with faculty to ensure that resources are provided to support the curricula and are made available online or in our print collections, which include juvenile and young adult books, reference materials, and leisure reading.

The library is open 85 hours a week during semesters, and librarians are available to support you in person via the Reference Desk, by phone, and e-mail. They provide one-to-one support and also teach information literacy skills in classes scheduled by faculty. An online tutorial (http://libguides.georgian.edu/searchpath) has been created to guide students through the research process and is incorporated into many first-year classes.

Your student ID card must be presented whenever borrowing library materials. Most materials, with the exception of reference books and journals, may be borrowed. Loan periods may vary, and fines are charged for overdue materials. You are responsible for all materials borrowed on your card. Outstanding library obligations are reported to the registrar, who may withhold grades and transcripts.

Copyright
It is the intent of Georgian Court University to adhere to the provisions of the current copyright laws (Title 17 U.S.C., 90 Stat. 2541 et. Seq., Public Law 94-553) and Congressional Guidelines.

Georgian Court University therefore directs that its students and employees adhere to all provisions of Title 17 of the United States Code, entitled “Copyrights,” and other relative federal legislation and guidelines related to the duplication, retention, and use of copyrighted materials. The university further directs that unlawful copies of copyrighted materials shall not be produced on or used with university-owned equipment, within university-owned facilities, or at university-sponsored events.

The librarians serve as copyright consultants for the university and any questions or problems should be directed to them. The librarians will consult with a copyright attorney as needed.

Lost & Found 732-987-2611
The official Lost and Found is located at the Security Gatehouse at the Main Entrance. All lost and found items should be turned over to Security at that location. While the university is not responsible for the loss of money or valuables, students should report such losses to this office.

Mail Services 732-987-2632
Mail Services is located on the lower level of St. Joseph Hall and is open from 7:30 AM to 3:30 PM, Monday through Friday. Mail Services receives and distributes all incoming and intercampus mail and ships all outgoing mail and parcels in accordance with United States Postal Service regulations. Special services, such as certified mail, priority mail, and express mail, are also provided. All resident students, especially graduates, should fill out forwarding address forms so all first-class mail can be forwarded to their homes.

All resident students are issued a mailbox that the student will be responsible for checking on a daily basis.
Postage stamps are available at the University Bookstore.

Office of Alumni Relations 732-987-2454
The Office of Alumni Relations works in support of the mission and vision of Georgian Court University and the Alumni Association to build a lifelong connection between alumni of and donors to the university. Supporting undergraduate, graduate, and non-degree alumni, we offer programs, services, and events throughout the year, on and off campus, locally, regionally, and nationally. We continually strive to service the needs of our alumni and donors in collaboration with other offices and departments on campus. We create programs that are relevant and valuable to our diverse alumni network. The Office of Alumni Relations is located in Kingscote and is a division of the Office of Institutional Advancement.
Office of Campus Ministry 732-987-2691
The Office of Campus Ministry is located in Mercy Hall just behind the Dorothy Marron University Community Chapel. The office supports the spiritual growth of all members of the university community. Our vision of ministry calls us to:

- gather a vibrant faith community for worship, prayer and reflection;
- celebrate the Catholic Christian faith of our sponsors, the Sisters of Mercy;
- cultivate faith-filled leaders who have the capacity to change the world for the better; and
- animate the GCU community to live our Mercy identity through compassionate service and advocacy for justice.

Campus ministry’s staff is dedicated to serving the entire academic community including students, faculty, and staff, as well as GCU offices, departments, and other campus organizations. The chaplain and campus ministers are available to confidentially discuss personal, religious, or moral concerns. The office collaboratively plans and coordinates a wide range of spiritual programs, such as retreats, interfaith experiences, service projects, social justice programs, and social activities. All faiths are welcomed and encouraged to participate.

The Office of Campus Ministry also provides for the sacramental life of the community. Eucharistic liturgies are celebrated in the Dorothy Marron University Community Chapel Monday through Thursday at 12:00 PM and at 5:00 PM on Sunday evenings. Provision is made for the Sacrament of Reconciliation, the RCIA (Rite of Christian Initiation for Adults), and Confirmation. The office also coordinates arrangements for the weddings of students and alumni desiring use of the chapel.

Office of Security 732-987-2611
The security and safety of the persons and property at Georgian Court University is the responsibility of the Office of Security, which is staffed by 11 full-time officers, 4 to 5 part-time officers, and 8 on-call officers. The Office of Security is located at the Gatekeeper’s Lodge located at the Seventh Street Gate Entrance, with officers posted in the Security Gatehouse at the Main Entrance at Ninth Street and Private Way. Security officers patrol the campus 24 hours a day, respond to all on-campus calls, and investigate and document all reported incidents. Additionally, the university has an excellent working relationship with the Lakewood Police Department, which responds to and investigates incidents upon request, and routinely patrols the campus.

The university performs vehicle and foot patrols on campus 24 hours a day, seven days a week, year round. Golf cart, Segway, and bike patrols are also conducted. Students, staff, and faculty are encouraged to report all crimes, incidents, suspicious activity, and emergencies to the Office of Security at extension 2611 or 732-987-2611.

There are 19 blue-lighted outdoor emergency phones on the campus:
1. Jeffries Hall, back door, left side
2. Plaza West/Mercy Way opposite the basketball courts
3. Facilities Building, Lot H, left side of garage door
4. Lot D between St. Joseph Hall/Maria Hall, right side of loading dock area
5. Lot D on sidewalk leading to St. Catherine Hall
6. Maria Hall, rear of building near Japanese Garden sidewalk
7. St. Catherine Hall, on sidewalk in front of building
8. Lake House, near handicapped parking space
9. Music Center/Lake House, on sidewalk between buildings
10. Hamilton Hall, Lot I, rear of building near ramp
11. Gatekeeper’s Lodge/Security Office sidewalk
12. Mercy Hall, left side of front door
13. St. Joseph Hall, right side of front door
14. Maria Hall, left side of front door
15. St. Catherine Hall, right side of front door
16. Lot G, sidewalk to Farley Center
17. Mercedes Hall sidewalk, between Plaza East and Raymond Hall Complex
18. Wellness Center, rear of building right side of door opposite rear of the Library
19. Wellness Center, rear of building right side of garage door.

There are also 102 emergency phones that contact Security in several buildings and in all campus elevators. The university also has 57 closed-circuit TV (CCTV) cameras on campus, which are monitored and recorded by Security.

All students, employees, and visitors are strongly encouraged to be responsible for their own safety and if you “SEE SOMETHING, SAY SOMETHING.”

Office of Career Services, Corporate Engagement & Continuing Education 732-987-2602

The Office of Career Services, Corporate Engagement, and Continuing Education is located in the Music Center (on the corner of Lakewood and Sixth Avenues) and offers a wide range of personal and professional development services to help students maximize their potential, identify and explore career opportunities and alternatives, and formulate academic and career goals. Serving as the bridge between students’ academic careers and the world of work, the office has a wide array of tools and resources to help students with the following.

Self-Discovery
• Identify one’s abilities, skills, and talents.
• Reflect on and contemplate one’s passion and life purpose through self-directed exercises and group workshops.

Exploration
• Research jobs and internships aligned with one’s gifts and talents.
• Explore careers through class selection, internships, service opportunities, and part-time employment.

Workforce Readiness
• Acquire skills needed to be successful in the workplace including communication, presentation, leadership, and time-management skills.
• Develop skills to conduct an effective search, including drafting résumés and cover letters, marketing one’s skill set, networking, and preparing for interviews.
• Build relationships with alumni and employers through campus events and activities. Here is a sample of resources available to help students and graduates:

One-On-One Coaching
Students are encouraged to set up an appointment (meetme.so/KathleenBrady or meetme.so/JessicaEvans) to develop a career action plan at their earliest convenience. A student’s relationship with the Office of Career Services should begin in her/his freshman year. The staff can help students with self-discovery and exploration, providing them with guidance to help them connect their experiences at GCU with their future goals.

Career Assessment: What Am I Good At?
Students can complete an online assessment tool to indicate whether they prefer to deal with facts and data or people and emotions; solve problems in a linear, logical manner or holistically; make decisions intuitively or deductively; or work in a structured or unstructured environment. Armed with such self-awareness, students will be better equipped to articulate their career strategies, select classes, target specific types of internship opportunities, prepare résumés/cover letters, perform market analyses, learn how to generate leads in the marketplace, and build networking and interview skills. Additional self-assessment tools, including the Highlands Ability Battery, Strengthsfinder, and MyNextMove.org, are available through individual sessions and group workshops throughout students’ academic careers.
**GCUCareerLink**
A wide range of employers post positions on our online job board for students and graduates. Available 24/7, the College Central Network system lists on-campus work-study opportunities, full-time professional jobs, part-time opportunities, seasonal work, and internships. In today’s competitive marketplace, internships are essential for building the skills and relationships necessary to launch a career. Members of the staff work closely with the faculty to assist students in completing a successful internship experience.

**Job Search Resources**
An extensive array of “how-to” videos and documents are available to students through GCUCareerLink (on the College Central Network) and the Career Services Organization on Blackboard. These include links to useful Web sites, sample résumés and cover letters, interviewing tips, and more.

**What Can I Do With This Major?**
This tool lists the various majors and minors offered at GCU and provides information about related career paths.

**Social Media**
Students are invited to follow the GCU Office of Career Services on Facebook and Twitter and join the GCU Alumni LinkedIn group.

**Experiential Learning**
Working closely with faculty, the Office of Career Services, Corporate Engagement, and Continuing Education supports students in meeting their experiential learning requirements. These experiences allow students to gain knowledge, develop skills, and clarify values by observing and applying classroom concepts to real-life settings. They will also make students more competitive in today’s job market.

At GCU, students are required to have two experiential learning experiences to graduate. This can include service learning, internships, or a travel or study abroad program. One must be a service-learning experience in a designated course other than First-Year Seminar. In order to satisfy the service-learning graduation requirement, you must complete a minimum of 10 hours of service and participate in a reflection project designed with an instructor. The second experiential-learning experience may be an internship, practicum, field study, or study abroad experience. A service-learning experience in a second designated service-learning course can also be used to fill this requirement.

**Internships**
An internship combines a supervised work experience with a structured academic plan that includes learning objectives. An internship may be full time or part time, paid or unpaid. This is an excellent way to gain work experience related to one’s major and is one of the most important credentials graduates can list on their résumés. Although only one internship can be counted toward the experiential-learning requirement, students may participate in as many internships as they desire.

At GCU, two types of internships are available to undergraduate students:

- a non-credit bearing internship grants one unit of experiential learning but no academic credit. These are coordinated through the Office of Career Services and requires students to sign up, participate in internship orientation, complete an internship contract, and monitor their hours and experiences in the field.
- a credit-bearing internship with a grade of pass or fail, which, in addition to credits awarded, also satisfies the experiential-learning requirement. Students should coordinate these directly with a faculty member.

**Office of Global Education Programs 732-987-2346**
Under the direction of the provost, the Office of Global Education Programs advances the university’s mission to educate and empower our students in diverse local and global communities by opening up the world of international learning. The Office of Global Education Programs provides students with academic and experiential international learning and service opportunities, designed to deepen intercultural understanding, increase multicultural competence, and create community across borders.

Global education programs are designed to help students develop a deeper understanding of other cultures and their own values and culture, become aware of critical concerns that affect the world, participate in the dialogue on global issues,
appreciate diversity; heighten critical thinking skills, become civically engaged, and become self-directed scholars and global citizens. The Office of Global Education Programs strives to achieve its goals through diverse programs and initiatives.

These include:

- approved study and service abroad programs,
- faculty exchanges and visiting professors,
- hosting international conferences and visitors, and
- Collaboration Online International Learning (COIL).

All interested students are invited to participate in either a short-term study or service abroad experience (one, two or three weeks), a summer, a semester or a year abroad in an approved program after applying and discussing their options with the director of global education programs.

The director of global education programs or the associate provost for academic program development provides direction for selecting culturally rich and academically sound international experiences and initiates the university approval process for study and service abroad programs. Students are referred to georgian.edu/global-education for more information.

Enrollment in a program of study abroad for credit by GCU may be considered enrollment at GCU for the purpose of applying for assistance under Title IV of the Higher Education Act. Students may use State of New Jersey forms for financial aid for study abroad programs.

Office of Marketing & Communications 732-987-2266/2291

Located on the second floor of Kingscote, the Office of Marketing and Communications is responsible for informing the public of university news, events, people, programs, and accomplishments through contact with various print, television, radio, and online media outlets. This office also produces publications for the university, including the Georgian Court University Magazine and all program and event materials. If you have a story idea for the media or for university publications, please call or e-mail gtowns@georgian.edu or tstrickland@georgian.edu.

Office of Mission Integration 732-987-2214 Fax 732-987-2030

The Office of Mission Integration houses the vice president for mission integration and the Mercy Collegiate Society (MCS) and is located in Mercedes Hall, which is in the center of campus with picturesque views of the Gould estate. Our porch offers a quiet respite for reflection, study groups, or small social gatherings.

Mission Integration is designed to support, coordinate, and oversee campus-wide efforts to articulate and integrate the university’s mission, Catholic identity, Mercy heritage, core values, and critical concerns into the life and spirit of the entire campus community. Programs, initiatives and activities are developed to educate and engage the community in the mission.

As new members join the community (students, faculty, staff, administrators, and trustees), the mission officer invites each person to attend an engaging mission orientation session to help community members understand our Catholic identity, the rich and compelling history and heritage of the Sisters of Mercy, and the importance of embracing the mission in everyday life as a member of the Georgian Court community.

Office of Student Activities 732-987-2606

Located in Jeffries Hall, Room 101, the Office of Student Activities (OSA) plans, coordinates, and implements a continuing series of activities to meet the cultural, academic, and social needs of students. Consistent with the university’s mission, the Office of Student Activities facilitates student involvement by providing opportunities for intellectual, cultural, spiritual, and social interaction to foster a dynamic community and promote civic engagement.

The Office of Student Activities oversees the Campus Activities Board (CAB), which is responsible for coordinating and collaborating with various clubs, departments, and student organizations to plan a variety of social activities both on and off campus. These include dances, trips, concerts, formals, and other types of entertainment. Since a successful social life depends on the enthusiasm and creativity of each individual, students are encouraged to join and support initiatives, such as CAB, for creating an enjoyable atmosphere on campus.
The staff works with the Student Government Association (SGA), and other student clubs/organizations, as well as aids and assists the development of new student groups. The student activities staff oversees and advises the Campus Activities Board (CAB), which is the official programming board for campus activities. Members of the board work to ensure students enjoy a vibrant campus life by bringing both entertainment and extracurricular programs to campus. There are many active clubs and organizations at Georgian Court University—including leadership, scholastic, professional, and campus-wide organizations—each welcomes the participation of all students. Club Day is held at the beginning of the fall semester to showcase and acquaint new students with over 35 clubs and organizations available for students to join.

The OSA promotes and celebrates some of the university’s traditional events such as Homecoming, Back Porch Party, Winter Formal, Rock the Yacht, Great Gatsby and other class-level sponsored events such as the Junior Ring Ceremony and the Freshman and Senior 100 Days Celebrations.

Leadership Day gives student leaders an opportunity to interact with each other, hear from distinguished keynote speakers, and discuss relevant topics around leadership and service. The day culminates with students’ participation in multiple service projects.

TRIO-Student Support Services 732-987-2610

TRIO-Student Support Services (SSS) aspires to meet the needs of eligible students who have the potential to successfully overcome the challenges of higher education. Our focus is to ensure that program participants have a realistic chance of degree attainment and admission into graduate and professional degree programs. To accomplish these objectives, TRIO-SSS provides services that foster academic achievement and personal success, which corresponds with GCU’s mission and Mercy core values.

We provide:

- tutoring;
- academic and graduate school counseling;
- financial literacy training;
- study skills workshops;
- a computer lab; and
- advocacy, mentoring, coaching, and support.

To qualify, students need to:

- be a citizen or national of the United States or meet the residency requirements for federal financial aid,
- be enrolled at GCU, and
- have a need for academic support.

Students must also satisfy one or more of the following eligibility requirements:

- be a first generation college student, or
- meet federal income guidelines, or
- have a physical or learning disability.

To apply, download the application at georgian.edu/sss and mail it in or apply in person at the TRIO-SSS office. We are on the second floor of the Casino—use the side door across from the library, turn right, and go up the stairs. For more information, contact us at 732-987-2610 or sss@georgian.edu.

Office of Student Success 732-987-2673

The Office of Student Success is located on the second floor of the Casino in Rooms 205 and 206. The office provides strategies for students to fulfill their degree through the timely delivery of interventions and resources. Information is delivered to students through workshops, Student Success Blackboard Organization, e-mail and individual appointment.

Students should seek the assistance of a student success specialist to:

- navigate the university’s offices, policies, and procedures, including course registration, academic course placements, how to use Self-Service for course registration, financial aid, and student accounts;
- plan courses for degree completion and work with faculty and advisors;
• understand how to study, their learning style, time management, the course syllabus, and how to manage and complete course assignments, presentations, and research papers; and
• connect to other resources, such as the Writing Center, peer tutoring, the math lounge, reference librarians, the Office of Information Technology, and academic advising.

The Office of Student Success manages the university Academic Early Warning System and the Student Advocacy Team. Students placed on academic probation are coached by university staff coordinated through the Office of Student Success.

Office of Student Advocacy & Success 732-987-2361
The Office for Student Advocacy and Success identifies and provides students with the tools needed for optimum success. The office provides outreach to students who are having the following challenges:
• difficulty navigating university processes and procedures,
• feeling debilitated or overwhelmed by a family emergency,
• social adjustments/college transitions, and/or
• a decline in academic performance due to prolonged absence in the classroom.

Office of the Dean of Students 732-987-2311
Located in Jeffries Hall, Room 102, the dean of students oversees the following areas, programs, and services: the Health Center, the Counseling Center, Residence Life, Student Activities, New Student Orientation, and Student Leadership and Engagement.

The dean of students is available to students informally through attendance at student meetings and events, as well as formally by appointment.

Office of the Provost 732-987-2314
The provost is the chief academic officer of the university and is responsible for the development and delivery of the academic and student programs/services in close collaboration with the faculty and student life staff. The provost is assisted by the associate provost for academic program development and the dean of students.

The university is composed of three schools, each headed by a dean: the School of Arts and Sciences (this school includes both natural and social sciences), the School of Business and Digital Media, and the School of Education. All school deans report directly to the provost.

In addition to the three academic deans, the provost oversees the associate provost for academic programs; the dean of students; the Assistant Provost for Student Success; the director of athletics and recreation; the Office of the Registrar; the Office of Global Education Programs; and the Office of Career Services, Corporate Engagement, and Continuing Education.

The Office of the Provost is located in Jeffries Hall, formerly known as the Arts and Science Center, Room 106.

Office of the Registrar 732-987-2228
Visit the registrar’s Web page at georgian.edu/registrar to learn more about the services and functions of the Office of the Registrar, which is located in Mercy Center.

Students should contact the Office of the Registrar to change their undergraduate academic program (major/minor/concentration). To do so, they should
• complete the Change of Undergraduate Academic Program Form available on the registrar’s Web page or from their academic advisor;
• obtain signatures from the desired major/minor/concentration program chair; and
• return the completed form to the Office of the Registrar for processing.

If there has been a change in major, a new progress chart will be prepared and sent to the student.
Office of Financial Aid 732-987-2258

Financial Aid Policies and Procedures
The Office of Financial Aid is located in Lake House and provides students with information, applications, and confidential counseling related to federal, state, and Georgian Court University financial aid programs. Hours of operation are 8:30 AM to 4:30 PM daily, with evening hours on Tuesday from 4:30 to 7:00 PM. Hours subject to change without notice.

Georgian Court University offers merit-based scholarships and awards as well as need-based grants, student loans, and federal work-study. Athletic awards are offered in compliance with NCAA regulations. Students requesting financial assistance should submit the Free Application for Federal Student Aid (FAFSA) as soon as possible after October 1 for the next fall semester. The application process can be completed online at fafsa.ed.gov any time after October 1. You and one parent (if a dependent student) will need an FSA ID to electronically sign the FAFSA. If you do not have an FSA ID you can obtain one at studentaid.gov/fsaid. Applications are processed upon receipt of a Student Aid Report (SAR) with an official Expected Family Contribution (EFC), based on date priority and availability of funds. Student eligibility for need-based grants from GCU and federal and state grants and loans are determined based on U.S. Department of Education regulations, New Jersey Higher Education Assistance Authority regulations, and university policies governing financial aid programs.

Georgian Court University’s Federal Title IV School Code is 002608, and scholarships and grants are normally awarded based on full-time enrollment status in the fall and spring semesters. Eligibility for merit-based scholarships and grants are determined and awarded at time of admission to Georgian Court University. Merit-based scholarships and awards are renewable provided the student maintains the required cumulative grade point average (CGPA) for renewal. Renewal of need-based grants and loans is awarded based on continued eligibility and the completion of the FAFSA.

Georgian Court University administers federal, state, and institutional aid to all eligible students without regard to gender, race, color, handicap, age, and national or ethnic origin.

The Office of Financial Aid will correspond with you via your Georgian Court e-mail regarding needed missing information. Please respond to all requests promptly.

New Jersey Tuition Aid Grant (TAG) renewal information: If you received a New Jersey Tuition Aid Grant (TAG) award, you have a New Jersey state deadline date of April 1 to renew your FAFSA. We strongly encourage you to submit your FAFSA before that date.

All renewal awards are determined based on the student’s maintenance of satisfactory academic progress in compliance with federal regulations. Renewal of GCU scholarships and awards may require a CGPA that is higher than the CGPA requirement for federal satisfactory academic progress. Please consult the letter you received from the Office of Admissions awarding your scholarship or award for your CGPA scholarship/award renewal requirement.

Satisfactory Academic Progress Policy
Georgian Court University is required by federal law (34 CFR 668.34) to define and enforce the standards of Satisfactory Academic Progress (SAP). All students receiving financial aid from federal, state and/or university sources must be making SAP at Georgian Court University to establish and retain eligibility for student financial aid. Enrolled students applying for financial aid for the first time must demonstrate SAP prior to applying for financial aid and must continue to meet SAP standards.

SAP is reviewed after fall, spring, and summer grades are posted. Student progress is measured using two components: Qualitative and Quantitative Measures of Academic Progress. The first time a student does not meet the minimum requirements for the two components, s/he is placed on financial aid warning for the subsequent semester and will be notified via e-mail. Students failing to achieve satisfactory status following their warning semester are placed on financial aid suspension and notified by e-mail that their aid has been cancelled for subsequent terms. Students may appeal a financial aid suspension based on extenuating circumstances (i.e., injury or illness, death of relative, and/or other circumstances resulting in undue hardship to the student. See the appeal process below.

Qualitative Measure of Academic Progress
The qualitative measure of academic progress is based on a grading scale of 0.00 to 4.00 and the student’s enrollment classification.
Incoming freshmen, graduate, and transfer students are considered eligible for financial aid upon admission.

**Quantitative Measure of Academic Progress**
Students must successfully complete at least 66% of their credit hours at GCU. Hours completed do not include the following grades; however, the following grades are included in hours attempted.

<table>
<thead>
<tr>
<th>Grade</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>U</td>
<td>Unsatisfactory</td>
</tr>
<tr>
<td>INC</td>
<td>Incomplete</td>
</tr>
<tr>
<td>W</td>
<td>Withdrawal from a course</td>
</tr>
</tbody>
</table>

If a grade other than U, INC, or W is received, courses that have been repeated will be counted for each enrollment as hours attempted, as well as hours completed.

**Remedial Coursework**
If acceptance to a program has been confirmed and remedial coursework is necessary to complete the program, students may receive financial assistance for 30 hours of remedial coursework. Students cannot receive financial assistance for remedial coursework if their acceptance to a program is based on the completion of the remedial work.

**Maximum Time Frame**
Federal regulations specify that the maximum time frame during which a student is expected to finish an undergraduate program and receive Title IV funds may not exceed 150 percent of the published length of the program. Thus, an undergraduate is allowed a maximum of 180 credits to complete degree requirements. Unless the student can provide documentation of a graduation date of two semesters or less at the time of the appeal, federal financial assistance for undergraduate work will not be extended beyond this time frame.

Transfer students who are considered in good academic standing from previous schools attended will be eligible for federal Title IV funds. Transfer credits will also be included in the maximum time frame.

Students who leave GCU while not maintaining SAP and attend another institution may appeal for reinstatement of eligibility. These appeals will be reviewed on a case-by-case basis and will be based on the number of credits taken at and the GPA earned from the other institution.

Graduate students will be ineligible for aid if they do not meet their degree objectives after carrying the maximum number of credit hours listed below (whether or not they have received aid for all terms):
### Total Attempted Credits
(including transfer credits)

<table>
<thead>
<tr>
<th>Undergraduate</th>
<th>180 credits</th>
<th>66 percent</th>
</tr>
</thead>
<tbody>
<tr>
<td>Graduate and Professional</td>
<td>100 credits beyond bachelor’s degree</td>
<td>66 percent</td>
</tr>
</tbody>
</table>

### Appeal Process: Financial Aid Suspension Notification

The Office of Financial Aid reviews SAP for each student at the end of each term. If the student is not making SAP, notification is sent in the form of an e-mail informing the student of their noncompliance. A student may apply for financial aid reinstatement by submitting an SAP appeal. The SAP appeal allows the student to explain extenuating or unforeseeable circumstances that may have hindered the student’s academic progress.

**Step 1:** The student must begin the financial aid reinstatement process by downloading the Financial Aid Appeal form from the Office of Financial Aid page on the GCU Web site or completing the appeal form sent by the Office of Financial Aid via GCU e-mail.

Appeals based on extenuating circumstances (e.g., injury or illness on physician’s letterhead, death of a relative, and/or other circumstances resulting in undue hardship to the student) should be accompanied by documentation. **Students indicating that stress or depression was the cause of their SAP not being met must provide medical documentation on physician’s letterhead.**

**Appeal forms should be received by the Office of Financial Aid within 14 days from the day you receive your SAP letter.**

**Step 2:** The Financial Aid Review Committee will normally review the appeals provided within 10 days of submission. The committee may render one of the following decisions:

<table>
<thead>
<tr>
<th>DECISION</th>
<th>DESCRIPTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Pending</td>
<td>Additional information is needed to render a decision.</td>
</tr>
<tr>
<td>Financial Aid Warning</td>
<td>Student may continue to receive student financial aid for one semester. Student must have the minimum credits and required GPA at the conclusion of the next semester as determined by the committee.</td>
</tr>
<tr>
<td>Appeal Approved</td>
<td>Students not making SAP after Warning will be allowed to complete an appeal. If approved, student has one semester to meet the SAP criteria.</td>
</tr>
<tr>
<td>Appeal Denied</td>
<td>Student is not eligible to receive financial aid until the student is meeting the criteria for Satisfactory Academic Progress.</td>
</tr>
</tbody>
</table>

**Step 3:** Financial aid officers will communicate the committee’s decision to the student via an e-mail.

### Financial Aid Programs

All Federal Direct Student Loans (Subsidized/Unsubsidized Stafford Loans) and all Parent PLUS Direct Loans, as well as alternative loans such as NJ CLASS loans and Navient Smart Option Loans are processed through the Office of Financial Aid.

First-time student loan borrowers at GCU are required to complete the Master Promissory Note and mandatory loan counseling at the following site: [studentloans.gov/myDirectLoan/index.action](http://studentloans.gov/myDirectLoan/index.action). Students must notify the Office of Financial Aid if they are declining their awarded student loan. The Office of Financial Aid will electronically certify the student loan. Students have the right to cancel all or a portion of their loan prior to disbursement and 14 days after disbursement. Student loan proceeds are credited to the student’s account electronically.
Financial aid cannot be disbursed to the student’s account in the Office of the Bursar until her or his financial aid file is complete, the Office of Financial Aid has a valid Student Aid Report with the official EFC, and the student’s class attendance has been verified. The student will be notified in writing when her/his Stafford Loan has been disbursed to her/his account.

Students are entitled to a refund of excess financial aid (usually from a student loan) for other educational expenses such as books, supplies, and off-campus housing. It is the policy of Georgian Court University to issue student refunds in a timely manner after the Office of Financial Aid has confirmed the student’s aid eligibility and student’s enrollment in class and has received the student’s aid funds from the aid source.

When a student withdraws from the university during the semester, GCU will determine the amount of Title IV funds the student earned as of the date of withdrawal. Unearned Title IV funds must be returned to the appropriate Title IV program. A withdrawing student must give notice of withdrawal to the Office of the Registrar.

Students who are graduating or withdrawing from GCU and have received federal student loans (Stafford Loan or Perkins Loan) must receive exit counseling prior to leaving. You will receive information from the Office of Financial Aid regarding this mandatory loan counseling requirement.

Failure to complete exit counseling will result in a hold put on your transcripts and/or diploma.

Please visit studentloans.gov/myDirectLoan/index.action to complete your Stafford Loan exit counseling.

If work-study is part of the financial aid award, the student will receive information from the financial aid work-study coordinator regarding how to apply for a job from the list of available work opportunities on campus, and how to submit required payroll information. The student may earn up to the amount shown on the award letter. Earnings under the work-study program are paid monthly after employment has started. Students may not work during scheduled class time.

All awards from GCU are based on information provided by the applicant and are subject to revisions and/or cancellation at any time if federal or state regulations change; federal, state, or institutional allocations change; your Expected Family Contribution (EFC) changes; the student receives other outside scholarship(s); the student receives VA educational benefits; or an error is made in the calculations of the eligibility or award, whether by the servicer or the institution. GCU reserves the right to correct clerical or computational errors that may result in an over-award or under-award or to adjust a financial aid award. Financial aid will be adjusted for a change to part-time status. New Jersey TAG awards are not made to part-time students. If there is a change in your financial aid award, it is your responsibility to make payment to the Office of Student Accounts for any unpaid balance.

Students and/or parents who have questions or concerns related to the financial aid process are encouraged to speak with a financial aid counselor by calling the Office of Financial Aid.

**Student Responsibilities**

- Submit all applications on time.
- Provide correct and complete information.
- Inform the Office of Financial Aid if you change your enrollment status
- Inform the Office of Financial Aid if you change your housing status (move off campus).
- Inform the Office of Financial Aid if your enrollment drops to less than 6 credits per semester.
- Inform the Office of Financial Aid if you stop attending classes.
- Inform the Office of Financial Aid if you are withdrawing from GCU. Please refer to the GCU catalog for information regarding the university’s refund policy.
- Inform the Office of Financial Aid if you receive aid that is not indicated on your Financial Aid Award Letter.
- Inform the Office of Financial Aid of a change in your address.
- Inform the Office of Financial Aid of a name change.
- Inform your student loan lender of a change in your address.
- Submit to the Office of Financial Aid any required documents for verification (see paragraph below for details) of financial aid and other relevant information pertaining to your aid application.
- If you are a dependent for financial aid purposes, make sure all information requested of your parents is provided.
- Complete a loan entrance interview.
• Complete a loan exit interview when leaving GCU.
• File the Free Application for Federal Student Aid (FAFSA) each year.
• Maintain Satisfactory Academic Progress as outlined in the GCU catalog.
• Repay your educational loans after leaving school or dropping below 6 credits per semester.

Verification is a federally mandated process required of selected applicants. Applications may be selected for verification by the Central Processing System (CPS) or by Georgian Court University. The Office of Financial Aid is required to determine the accuracy of certain information provided on a student’s FAFSA and to resolve any conflicting documentation or information in the student’s file. During the verification process, the student (and parent if student is a dependent) will be required to submit documentation for income amounts listed or not listed on the FAFSA. Such documentation may include IRS transcripts, Social Security benefit statements, untaxed income information, and a listing of family members who are supported by the dependent student’s parents or by the independent student during the academic year for which financial aid is desired. If a student or parent refuses or is otherwise unable to submit the required documentation, the financial aid package will be cancelled and no aid awarded.

Release of Financial Aid Records
In general, the Office of Financial Aid follows the federal Family Education Rights and Privacy Act (FERPA) guidelines. The Office of Financial Aid does not release information to anyone but the student. If a student would like their parents to have additional information regarding their financial aid, they should contact the Office of Financial Aid and provide written consent.

Office of Student Accounts 732-987-2295/2279
The Office of Student Accounts, located in Mercy Center, handles student account records, including the assessment of all registration-related charges, student payments, loan disbursements, financial aid funds disbursements, and student refunds.

Student statements are available online through Self-Service. These statements will include all charges for the semester as well as anticipated financial aid (provided a complete file is on hand in the Office of Financial Aid). Payment deadline dates are included, to which all students must adhere. All checks returned from the bank due to insufficient funds will be charged $55.

Billing Hold Policy
Billing holds are placed on accounts with outstanding balances after the end of the fifth week of the semester. Holds will NOT be released unless the balance is paid in full or proof of a final payment method is received and verified. Please note that payments made by personal checks for over $2,000 require an additional three-day hold before the billing hold is released.

Company reimbursements not received by the start of the next semester will be placed on hold until the previous semester’s bill has been paid. If company reimbursements are not paid in a timely matter this option will no longer be available to the student and the student will be responsible for securing another means of payment.

Students applying for loans will be placed on hold until the first disbursement is received.

TMS users will only be exempt from billing hold if their account shows no delinquent payments to the company for the current year. If you are graduating in that semester, your TMS account will be placed on hold until the balance is zero.

Students with billing holds are not permitted to register for classes, receive transcripts, or review grades.
In addition, students with billing holds due to outstanding balances are NOT permitted to participate in Commencement until such time that the balance has been paid. Regardless of participation, all students are required to pay the graduation fee and any applicable late fees.

Should a student withdraw from all courses, the Office of Student Accounts will review the account to determine the student’s financial obligation to the university.

More detailed information on the refund/withdraw policy is included in the university catalogs.

Student accounts will be reviewed for possible refunds after the completion of the two-week drop/add period. All financial aid must be verified and finalized before a refund can be processed. Students who want their credit balance held for use for future semesters must complete an Authorization to Hold Credit Balance Form and submit the form to the Office of Student Accounts.

REMINDER: E-mail is our main channel of communication with you CHECK IT OFTEN!
Release of Information
In standing with the Family Education Rights and Privacy Act (FERPA), the Office of Student Accounts cannot disclose any information pertaining to a student’s billing information.

In order for any information to be released to anyone other than the student, the student must provide written consent. This form can be found online at georgian.edu/student-accounts or picked up at the Office of Student Accounts.

Student Government Office 732-987-2603
The Student Government Association (SGA) office is located in the Student Activities Suite in Jeffries Hall, Room 101. SGA meeting locations are posted on the SGA Web site at georgian.edu/sga. All open forums take place in the Gavan Student Lounge unless otherwise stated.

Academic Development & Support Center (ADSC) 732-987-2363
The Academic Development and Support Center (ADSC) is located on the lower level of the Sister Mary Joseph Cunningham Library and provides a variety of services that assist undergraduate students in succeeding at the college level. These include Supplemental Instruction, Disability Services, testing accommodations, The Learning Connection (TLC) program, and Performance Assistance through Coaching and Tutoring (PACT).

Disabilities Services 732-987-2363
Georgian Court provides accommodations to students with documented disabilities (physical, psychological, learning, ASD, etc.) in accordance with Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990. Students must contact this office to schedule appointments for accommodation requests or to discuss matters of concern.

Students with disabilities may request to bring service animals or emotional support animals to campus and request that they reside in their residence hall room. According to Titles II and III of the ADA, public colleges and private colleges that are “places of public accommodation” must modify their policies and practices to accommodate the use of a service animal by a person with a disability. The Department of Justice, which enforces Titles II and III of the ADA, defines a service animal as “any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability” (28 C.F.R. §35.104). Emotional support animals are not included within the definition of a service animal. Section 504 also requires recipients of federal funds to permit “dog guides” in campus buildings (34 C.F.R §104.44(b)).

Procedure for Requesting Accommodations
• Students must submit documentation of a disability to Disabilities Services in the ADSC in order to receive accommodations. Students must provide an educational and psychological evaluation in addition to an IEP.
• An appointment must be made with the director of the ADSC to discuss student needs and appropriate accommodations supported by documentation.
• All 504 Plans stating necessary accommodations are completed and submitted to the professors by the students.

**Students must make an appointment with the director each semester to discuss accommodations and obtain new notices for professors. This should take place before the semester begins or within the first two weeks of each semester.

Documentation must be:
• from within the past three years,
• relevant to requested accommodations
• prepared by a medical or other licensed professional who is qualified to assess the student’s disability.

*An IEP is not sufficient documentation for a learning disability. An educational and psychological evaluation that is current must be provided.

Testing Accommodations 732-987-2363
Students who receive testing accommodations may request to take exams in the ADSC (please call for procedure and scheduling of exams).
**The Learning Connection Program (TLC) 732-987-2646**

TLC is a fee-based, formally structured program for students who desire support beyond their ADA accommodations. It is designed to assist undergraduate students with learning disabilities or other conditions that may impact their academic performance. The goal of TLC is to optimize academic, personal, and life skills for persistence to graduation. The Learning Connection program is committed to working with students in a confidential and nurturing environment, while fostering independence and self-advocacy. TLC offers:

- two hours weekly of professional one-on-one scheduled tutoring/coaching sessions with an academic development specialist;
- coaching in organizational, time management, study skills, as well as testing strategies;
- personal and transitional support;
- evaluation of student progress through tracking of grades and assignments; and
- workshops and events for socialization purposes.

To enroll in TLC:

- Students must first be accepted to Georgian Court University.
- Students must submit documentation of a learning disability or other condition that impacts academic performance.
- An interview with the director is required.

Georgian Court University does not discriminate on the basis of race, gender, age, religion, national origin, sexual orientation, or disability in any of its programs or activities. Services are provided in accordance with Section 504 of the Rehabilitation Act and the Americans with Disabilities Act (ADA).

**Performance Assistance through Coaching and Tutoring (PACT) 732-987-2363**

PACT is a mandatory program of support for first-year students based on application and supplemental data. Students invited to PACT must fulfill PACT requirements for one academic year (August to May). Students in the PACT program will be required to attend a total of two hours per week, including:

- one hour per week of professional coaching;
- one hour per week of either
  - Writing Center,
  - Math Lounge, or
  - Supplemental Instruction/peer tutoring; and
- workshops and events, as required

Students with a GPA below 2.0 will meet with the Academic Standards Committee at the end of the first semester to determine if they may continue at GCU, based on attendance to PACT sessions and other criteria.

**Supplemental Instruction (SI) 732-987-2787/2788**

Supplemental Instruction is academic support that is provided by students who have taken a course and have obtained a B+ or higher in the course for which they will be supplemental instructors (SI). They must have achieved 30 college credits and have a cumulative GPA of at least 3.0. Supplemental instructors are trained by the director and staff of ADSC in tutoring techniques, as well as study and test-taking strategies. The SI will attend all course lectures and offer two weekly group tutoring sessions. For classes that do not have supplemental instruction, appointment-based peer tutoring will be available.

**Julia & Patrick Gavan Student Lounge**

The Gavan Student Lounge, located next to the library and the Court Café, is available for recreation during the day and evening hours. The Student Government Association office is also located in the Gavan Student Lounge.

**University Bookstore 732-987-2633**

Located on the south side of the Wellness Center, the Georgian Court University Bookstore is the destination for all your shopping needs while at GCU. With extended hours during rush periods and abbreviated hours during summer sessions, the
University Bookstore carries all required textbooks for the current semester. The bookstore offers textbooks in multiple formats: new, used, digital, and rental. The reference selection, available to help you excel in your studies, includes dictionaries for all language courses, study guides, bar charts for most subjects, and writing manuals to help you compose that A+ paper.

The University Bookstore also carries a full selection of school supplies, GCU clothing, gifts, greeting cards, postage, and sundries. Bargain books, bestsellers, and gift cards are also available. Special orders for books are always welcome. The bookstore accepts cash, imprinted personal checks, debit cards, American Express, Discover, Visa, MasterCard, and financial aid. Textbook refunds are given within the first seven days of a semester. A receipt is required for returns.

Can’t make it to the bookstore? Shop 24/7 at bkstr.com/georgiancourtstore—the online resource for course materials, clothing, gifts, and other needs. Order your textbooks online and have them shipped to your home, or save the shipping charge and have them delivered to the store for campus pickup.

Vending Services 732-987-2219

Vending machines on campus offer a variety of snack and beverage products for the convenience of our students and are supplied by a third-party vending company. Should you need information on the supplier, contact the Office of Purchasing, located at 851 Lakewood Avenue.

Student Life

Our Vision

To fully engage students in a supportive, collaborative, and challenging learning environment by providing diverse opportunities for student learning, development, and success. Additionally, we promote students’ intellectual, personal, professional, and social growth through transformative educational experiences that encourage students to become responsible global citizens who will use their voices, talents, and abilities to advocate, lead, and serve both domestically and abroad.

Our Mission

Strengthened by our Catholic tradition and Mercy values, the Office of Student Life contributes to the mission of the university by:

• developing programs, activities, practices, and policies that reinforce the Mercy core values and offer students opportunities for personal growth and development in all aspects of their lives;
• promoting a dynamic campus environment that fosters the academic, spiritual, social, and character development of each student;
• emphasizing personal responsibility, deep respect for others, leadership development, and concern for the common good through service and volunteerism;
• empowering and supporting students to persist in their academic efforts through graduation; and
• serving as an interface and resource for students to the myriad of services and support systems available at the university in a caring environment.

Academic Honor Societies

There are 22 academic honor society chapters on campus. Students who are selected for membership are admitted into the society at the annual ceremony of initiation. The Court’s honor societies include:

Alpha Phi Sigma (Pi Beta Gamma Chapter): National Criminal Justice Honor Society
Alpha Sigma Lambda (Kappa Zeta Chapter): National Nontraditional Students Honor Society
Beta Beta Beta (Chi Gamma Chapter): National Biological Honor Society
Chi Alpha Epsilon (Delta Eta Chapter): National EOF (Education Opportunity Fund) Honor Society
Chi Alpha Sigma (Iota Chapter): National Athletics Honor Society
Delta Mu Delta (Epsilon Zeta Chapter): National Business Administration Honor Society
Gamma Sigma Epsilon (Sigma Alpha Chapter): National Chemistry Honor Society
Kappa Delta Pi (Gamma Chapter): International Honor Society in Education
Kappa Omicron Nu (Nu Alpha Epsilon Chapter): Human Sciences Honor Society
Kappa Pi (Eta Eta Chapter): International Honorary Art Fraternity
Lambda Pi Eta (Omega Nu Chapter): National Communication Association Honor Society
Omicron Delta Kappa (GCU Circle [Chapter]): National Leadership Honor Society
Phi Alpha (Zeta Nu Chapter): National Social Work Honor Society
Phi Alpha Theta (Alpha Delta Zeta Chapter): National History Honor Society
Phi Eta Sigma (GCU Chapter): Freshman Honor Society
Pi Mu Epsilon (New Jersey Eta Chapter): National Mathematics Honor Society
Psi Chi (GCU Chapter): International Honor Society in Psychology
Sigma Delta Pi (Epsilon Lambda Chapter): National Spanish Honor Society
Sigma Pi Sigma (GCU Chapter): National Physics Honor Society
Sigma Tau Delta (Sigma Mu Chapter): International English Honor Society
Sigma Zeta (Gamma Theta Chapter): National Science and Mathematics Honor Society
Theta Alpha Kappa (Sigma Chapter): National Religious Studies/Theology Honor Society

Honor societies are not funded by the Student Government Association or the Office of Student Activities.

Announcements
There are bulletin boards on campus and in residence halls, as well as e-mail bulletin boards for announcements of student activities and last-minute changes. No personal postings are allowed on any of the electronic bulletin boards. These are to be used by students for GCU-related announcements only. The SGA and individual classes post announcements for their activities on special bulletin boards designated for their use. Students are encouraged to regularly check the university portal under the student activities calendar, the GCU Web site master calendar (georgian.edu), and their Student Planner. The campus community may make additional postings or changes through the university’s e-mail system. Consult bulletin boards daily.

Children on Campus
Children are not permitted in campus buildings or on campus grounds over any extended period. When on campus, they must be accompanied and supervised by an adult at all times.

General Fee
Each semester, all full-time matriculating students enrolled in the university pay a general fee, which covers use of the library, computer labs (when available), the Academic Development and Support Center (for undergraduate students), and Wellness Center; an ID card; a student handbook/planner; social functions (intellectual, spiritual, and cultural); career services and workshops; and reduced rates for university-sponsored trips.

Health Insurance
Georgian Court University will not offer a student health insurance plan for the 2017–2018 academic year. New Jersey Statute 18A:62-15 eliminates the requirement that all full-time students at an institution of higher learning maintain health insurance coverage.

The Federal Patient Protection and Affordability Care Act (PPACA) requires that all citizens must have health insurance coverage through a PPACA-compliant plan or be subject to tax fines.
The federal government has established health insurance exchanges that allow families and individuals, who need health insurance, to compare coverages and related costs among a variety of insurance companies. The PPACA also required employer plans to continue to provide dependent coverage to their employee’s dependents until the age of 26. In addition, Medicaid eligibility has been expanded in many states including New Jersey. Please visit your state’s healthcare exchange to determine if you are eligible for Medicaid coverage.

Students need to determine if they are eligible for dependent coverage under the health insurance plan and/or access health insurance exchanges in your state. Students are encouraged to visit healthcare.gov to learn about health insurance options.

International students need to contact the Office of Health Services at 732-987-2756 for information regarding International student health insurance requirements and enrollment options.

Note: The federal government is considering repealing and replacing the Affordable Care Act. The Office of Health Services will continue to monitor legislative and policy initiatives under consideration and the potential impact that a change in federal health policy could have on our student population. If you have questions, please contact the Office of Health Services.

Meal Plans 732-987-2735

All resident students are required to have a seven-day meal plan. Many plans are available to commuters for purchasing meals or snacks in the Dining Hall or Court Café. Arrangements for semester meal tickets can be made with Dining Services, located in Raymond Hall, or online at dineoncampus.com/gcu.

Paper Postings

Georgian Court community activities, notices, and events may be posted on all bulletin boards at the entrances to each building. Postings are also permitted on painted block walls and stationary glass. Postings are not permitted on any wall or glass in the Wellness Center. All flyers, notices, and posters (including tapes and adhesives) must be removed within the next business day after the event. Posting is limited to Georgian Court University community clubs, organizations, and programs. Outside vendors require the permission of the dean of students.

Solicitation 732-987-2311

Solicitation, sales, and sales promotions are strictly forbidden unless authorized by dean of students, located in Jeffries Hall, Room 102. Sales are limited to clubs and honor societies fund-raising for a service project.

Student Concerns/Grievances

For Complaints Regarding FERPA, Title IX or Student Conduct:
Please refer to the FERPA, Title IX or the Student Conduct Section of GCU’s Student Handbook

For each area of concern listed below, you will find a list of the appropriate people to contact and the appropriate order in which to contact them to address your concerns.

Concerns related to the academic experience, e.g., instructor methods, grades, class requirements, etc.:

(1) Faculty member
(2) Chair of the department
(3) Dean of the school(s) Provost

Please refer to the Sexual Assault Policy related to sexual misconduct. Contact the following:

(1) Title IX coordinator
(2) Deputy Title IX coordinator

Concerns related to finance, e.g., refunds, outstanding obligations, fees, deferred payments, billing, etc.:

(1) Office of Student Accounts
(2) Director of student accounts
(3) Vice president for finance and administration
Concerns related to student activities, e.g., clubs, honor societies, student events, programs, etc.:
(1) Coordinator of student activities
(2) Director for student activities
Concerns related to security issues, e.g., lost and found, ID cards, parking, violations, threats (personal or non-personal), property damage, thefts, etc.:
(1) Security Gatehouse
(2) Director of security
(3) Director of human resources
Concerns related to residence life:
(1) Resident assistants
(2) Graduate assistant
(3) Coordinators of residence life
(4) Director of residence life
(5) Dean of students
Concerns about other students or community members or just the need to talk to someone:
(1) Counseling Center (located in the Casino)
(2) Case manager (located in Jeffries Hall Room 101)
(3) Dean of students
(4) Provost
(5) Any university personnel in a leadership role, i.e., athletic director/coach, director of residence life

For Complaints about GCU, Contact:
(1) State of New Jersey, The Office of Secretary of Higher Education, P.O. Box 542, Trenton, NJ 08625-0542 or visit state.nj.us/highereducation.

(2) GCU’s institutional accreditor, The Middle States Commission on Higher Education 3624 Market Street, 2nd Floor West, Philadelphia, PA 19104, Telephone: (267) 284-3000 or visit msche.org.

(3) Other states (for students taking distance education courses in other states) by downloading contact information for student complaint processes. All academic and student life professionals work together to support students as they encounter challenges and advocate for themselves.

Note: Any student attending evening classes with concerns or grievances should contact the Office of Student Life at 732-987-2311.

Student Government Association 732-987-2603
The Student Government Association (SGA) office is located in the Student Activities Suite in Jeffries Hall, Room 101. SGA meeting locations are posted on the SGA Web site at georgian.edu/sga. All open forums take place in the Gavan Student Lounge unless otherwise stated.

The Student Government Association (SGA) is the official representative voice of the Georgian Court University student body, advocating on behalf of students’ interests and concerns. Through representation on committees and attendance at special meetings, the SGA plays a vital role in fostering a sense of community and providing a direct link between students, faculty, and administration. In addition, the SGA sponsors a variety of activities incorporating the Mercy core values of justice, respect, integrity, service, and compassion and is committed to facilitating diverse social and educational programs.
The elected student delegates hold the responsibility of modeling TRUE CLASS—truth, respect, unity, ethics, communication, leadership, accountability, service, and support both on and off the Georgian Court campus. All full-time students pay a student activities fee and are eligible to become members of the Student Government Association (SGA). Candidates seeking election as an officer of SGA must have a cumulative GPA of 2.75 or higher at the time they run for office and must maintain a minimum 2.75 GPA throughout their tenure.

SGA meetings are generally held on Tuesdays at 2:00 PM in the Gavan Lounge and are open to all students.

**Executive Board**

The Student Government Association Executive Board is composed of the president, vice president, treasurer, secretary, and speaker of the senate. The executive board oversees the Student Government Association Senate and its respected delegates. In addition, the SGA Executive Board meets with various administrators including the president of the university and gives quarterly reports to the President's Cabinet and the Board of Trustees. To be a member of the Executive Board, a student must have been a member of the SGA for at least one full year and two full years for the presidency. The SGA president is typically called upon to offer the address on behalf of students at the Undergraduate Commencement Ceremony. The SGA Executive Board president must be graduating and/or walking at the time of Commencement in order to give the address. In the event the SGA Executive Board president is not eligible to deliver the speech; the respective vice presidents may be selected in their stead. Should neither of the subsequent officers be eligible, the SGA moderator reserves the right to select a qualified graduating senior student representative (not necessarily an SGA officer) to offer the address.

**Committee Involvement**

The Student Government Association, in conjunction with the Office of Student Activities, will appoint students to the following committees. All meetings are called by the chairs of each committee as necessary.

**Instructional Technology Committee**

Two students appointed by the SGA Executive Board officers (one-year terms)

**Web Site Subcommittee**

Two students appointed by the dean of students (one-year terms)

**Student Life Judicial Committee**

Five students (one sophomore, two juniors, and two seniors) appointed by the SGA Executive Board officers (one-year terms)

**Safety and Security Committee**

Two students (one sophomore and one junior/senior) appointed by the SGA Executive Board officers (one-year terms)

**Sustainability Committee**

Two students (one sophomore and one junior/senior) appointed by the SGA

**Athletic Advisory Committee**

One student appointed by the SGA Executive Board officers

**Mission Advisory Committee**

Two students recommended by the SGA Executive Board officers

**General Education Curriculum Committee**

One undergraduate student

**Arts and Sciences Curriculum Committee**

A student majoring in a discipline in the School of Arts and Sciences
Business Curriculum Committee
A student majoring in a discipline in the School of Business and Digital Media

Education Curriculum Committee
A student majoring in a discipline in the School of Education

Board of Trustees Committees

Academic Affairs
- President of SGA
- One resident (one-year term)

Advancement and Public Affairs
- One junior (one-year term)
- One senior (one-year term)

Mission Committee
- One junior (one-year term)
- One senior (one-year term)

Student Life and Athletics
- One junior (one-year term)
- One senior (one-year term)

The above section may be subject to revision.

Campus Activities Board (CAB)
The Campus Activities Board works to ensure that students enjoy campus life outside the classroom by bringing both entertainment and extracurricular educational opportunities to campus. The board is responsible for providing programs that enhance social interaction, awareness to diversity, and service to community. CAB promotes and supports student development both individually and collectively while embodying the Mercy core values. The board is made up of the president, vice president of membership, vice president of public relations, and the vice president of events.

Clubs/Organizations
Student organizations reflect the various interests of the university community and allow students to be active members of the community. Some organizations are intrinsically connected with the student body and help organize the year’s events, while others promote special interests and talents. Students will find help offered, opinions respected, ideas considered, and leadership welcomed. Each organization has a faculty/staff moderator.

A Capella Group
The A Capella Group consists of talented singers and percussionists who enjoy music. The group performs songs utilizing a voice ensemble without any instruments at various functions. Auditions are held for inclusion in the group.

Active Minds
The Active Minds Club’s purpose is to utilize the student voice to “destigmatize” mental illness and judgment on college campuses. This organization is working towards hosting events that are intended to broaden student awareness on campuses and assist in eliminating stereotyped misconceptions on mental illness.

American Chemical Society—Student Affiliate
Since its initiation in 1947, Georgian Court students have valued their membership in the student affiliate of the American Chemical Society, the largest professional society in the world. Affiliates play an important role, assisting with workshops, chemistry shows, or other projects planned by the Department of Chemistry and Biochemistry faculty. Affiliate members go
on field trips, attend regional meetings and poster sessions, and provide tutoring in addition to participating in Family Day, charitable fund-raising events, and social events. The GCU affiliate has been honored as a “Commendable Chapter” by the parent American Chemical Society.

Black Student Union
The Black Student Union ensures that history, culture, and well-being are promoted throughout the GCU community through community projects and campus events like the Black History Month celebration. Membership is open to all students.

Clionaes History Club
The Clionaes History Club is open to all students who want to have fun while deepening their understanding of the past. Field trips, museum tours, regional conferences, paper presentations, and campus events are some of the activities members plan and enjoy throughout the year. Recent events include a weekend trip to Washington, D.C., a presidential election party, and an Irish Experience planned and presented with Phi Alpha Theta and students from Red Bank Catholic High School. Service activities include fund-raising for local charities and participation in the American Cancer Society Relay for Life event at Georgian Court. Events planned for the future include Edwardian tea parties, organized trips to historic locations, and many other fun-filled activities both on and off campus.

Commuter Students Association
The Commuter Students Association brings commuting students together and encourages their participation in campus activities. A commuter chairperson represents the needs of the commuters in the Student Government Association. The group meets to discuss activities and organize events for commuters. All members are made aware of opportunities offered to them at Georgian Court University.

Council for Exceptional Children (CEC)
The GCU Student Chapter of the CEC is dedicated to improving the educational success of individuals with disabilities and/or gifts and talents. The club participates in university events and sponsors awareness programs, service activities, professional development, and fund-raisers throughout the year.

Court Art Society
The Court Art Society encourages, stimulates, and maintains excellence in art at Georgian Court University. The goal of the Court Art Society is to heighten awareness of the many cultural backgrounds and talents of GCU students. Projects, trips, and fund-raisers encourage an appreciation and knowledge of art in all styles and mediums.

Criminal Justice Club
The Criminal Justice Club provides opportunities for service, social, and practical pursuits. Since criminal justice practices impact all aspects of society, the club engages in and supports a range of related activities, including speakers, trips, and projects for the good of the community and to further the understanding of criminal justice. Membership is open to all students.

‘Da Poetry Club
‘Da Poetry Club provides opportunities for students to express their creativity through written and spoken word and helps students overcome a fear of public speaking by offering a supportive venue for performance in front of peers and other poets.

Dance Club
The Dance Club provides an opportunity for all students to have an outlet of expression, energy, and creativity by taking part in dance classes and performances choreographed by members. The club offers a variety of classes such as Ballet, Jazz, Hip Hop, Latin Rhythms, and Lyrical Dance. The Dance Club has participated in Hearts for Honduras, helped with Thanksgiving baskets, and performed at GCU Lions basketball home games. Dance Theatre meets for classes at night during the week and also has at least one monthly meeting for all members, culminating in an annual dance performance at the end of the spring semester.

Gamers Club
The GCU Gamers Club provides a fun and inviting atmosphere for students to come together and play their favorite video games from retro to modern. Gamers Club events are held in coordination with the library on a monthly basis and
sponsored by GameStop. Gamers of all levels are invited to join. If you have never gamed before and think you might want to try, come and check out one of our events, held monthly throughout the fall and spring semesters.

**Global Lions Club**
Global Lions is a new club at GCU for study abroad students, international students, and any students interested in promoting global awareness across campus. The club will host monthly Global Café events, language and cultural exchanges, as well as new student initiatives. There will be an increasing number of opportunities for student leadership in this organization. To join Global Lions, please e-mail the Laura Grodewald, director of global education, at lgrodewald@georgian.edu.

**Holistic Health Club**
The Holistic Health Club promotes the interest in the wellness and health through the mind, body, and soul. It provides an association among students and faculty of the Georgian Court community. This clubs provides a forum for the presentation of new ideas to benefit the Georgian Court community in a way of promoting health and wellness holistically.

**H.E.R.O. (Helping Everyone Respect Orientation)**
H.E.R.O. enhances social justice by creating a more equitable community in which all individuals are accepted regardless of sexual identity. The organization aims to create a greater understanding and awareness of sexual and spiritual identity. It is open to any member of the Georgian Court community regardless of how they choose to identify themselves.

**Latin American Student Organization (LASO)**
LASO is a nonprofit, nonpolitical organization that educates, supports, and encourages the Latin American community at GCU. LASO promotes leadership, scholarship, and involvement in community issues. Events are sponsored throughout the year, including the annual LASO Hispanic Heritage Month Celebration, which is held in the fall.

**Lions Theater Club**
Lions Theater Club showcases theater as art. Through the club, prospective actors/actresses can explore the many ways to dramatically express and communicate a character’s emotions, feelings, ideas, and information. Lions Theater Club provides students with an outlet for truly uninhibited creativity. Lions Theater Club welcomes everyone since their main goal is to help students channel their creative energy.

**Mathematical Association of America—Student Chapter**
The GCU student chapter of the Mathematical Association of America promotes knowledge, enjoyment, and play with mathematics. Students join together in public service, trips, the promotion of mathematical education, and cooperative problem solving. Activities include lunch meetings, trips to mathematics conferences, competitions, and support of the Pi Mu Epsilon Honor Society.

**Nursing Club**
The Nursing Club supports all nursing students, raises funds for nursing-related charities, and improves students’ knowledge and understanding of the nursing profession.

**Pre-Med Club**
You do not have to be a pre-med or nursing major to join GCU’s Pre-Med Club. The club is open to all GCU students who have an interest in the medical field and the issues surrounding our health care system. In addition, the club is designed to help build a network of support for those students trying to navigate the medical school application process. The club is also a great way to meet new students who also aspire to work in or have similar interests in the medical field.

**Psychology Club (Psi Chi)**
The Psychology Club, which is open to all students who have an interest in psychology regardless of major, promotes scholarly excellence and works to advance the science of psychology. The club sponsors numerous fund-raisers during the year.

**Relay for Life**
Relay for Life is a nationwide fundraising event and subcomponent of The American Cancer Society. GCU’s Relay for Life is a collaboration of students, faculty, and staff dedicated to saving lives from cancer by initiating and supporting
programs of the American Cancer Society. Relay for Life focuses on advocacy, cancer education, and the American Cancer Society signature Relay for Life fund-raising event. Relay for Life works alongside the local office as well as national leadership to support the efforts of the organization in these directions.

**Salt and Light**
Salt and Light is an organization which aims to live the GCU core value of justice. The club is a member of the CRS Ambassadors program, a nationwide community of students committed to advancing global justice, peace, and human dignity. The club is sponsored by the Office of Campus Ministry.

**Social Work Club**
Social Work Club members discuss current trends in social work and apply their learning in real-life situations by going out into the community to help those in need. Members also actively raise funds during the year.

**Society of Physics Students (SPS)**
The SPS is a professional association explicitly designed for students. Membership through collegiate chapters is open to anyone interested in physics. Besides physics majors and minors, the society welcomes students interested in astronomy, biophysics, chemistry, computer science, engineering, geology, mathematics, medicine, meteorology, oceanography, science teaching, technical writing, and other scientific fields. The SPS helps students transform themselves into contributing members of the professional community, as well as provides opportunities for students to participate in conferences, scholarships/fellowships, and summer internships.

**Student New Jersey Education Association (SNJEA)**
The purpose of the SNJEA chapter is to follow the mission, vision and goals of the New Jersey Education Association. SNJEA advances and protect the rights, benefits, and interests of members, and promote a quality system of public education for all students. SNJEA is a diverse, democratic organization working to create an optimal environment to achieve excellence in public education in New Jersey.

**Student Veterans Association (SVA)**
The Student Veterans Association is a nationally recognized organization that offers support services that is geared toward the unique needs of our GCU student veterans. The GCU SVA, under the guidance of Robin Solbach, director of counseling services, works toward assisting student veterans with information regarding various benefits, such as navigating the GI Bill. The SVA also provides opportunities to connect with other GCU student veterans to discuss common issues with post-military life and offer a support network for those students who served in the military and are now adjusting to college life.

**Vegetarian Society**
The Georgian Court Vegetarian Society raises compassion for animals, teaches people about the vegetarian lifestyle, supports those involved in or becoming involved in a vegetarian lifestyle, and does what they can to make life better for animals and people locally and beyond through charity work and donations. The society participates in an animal shelter collection drive, a walk for farm animals, store tours, a Halloween party, Thanksgiving collection baskets, a movie/potluck night, and many other events that raise money for many organizations. The society is open to both vegetarians and non-vegetarians. Members are encouraged to keep an open heart and an open mind.

**Young Lions’ Brotherhood (YLB)**
The Young Lions’ Brotherhood (YLB) is a group of young men whom come together as one and form a brotherhood. YLB encourages one another to strive to do their best and achieve success, academically and personally. YLB is committed to developing character and promoting respect within the GCU community.

**Forming a New Student Group**
Anyone interested in creating a new student group should contact the director of student activities or any member of the SGA Executive Board.
Registration of Student Clubs and Organizations: Policy and Procedures

Every two years, student organizations must re-register with the director of student activities or the SGA. Once registered as an official student organization, recognition and participation in campus events can be granted. For students looking to create a new club or organization as an official student group, the procedure for re-registration is:

1. Pick-up a registration form from the director of student activities located in Jeffries Hall, Room 101.
2. Complete and submit the registration along with:
   a. a proposed constitution (templates and sample constitutions are provided for reference);
   b. a proposed Executive Board (minimum needed: president and vice president);
   c. ten potential club members, not including the Executive Board; and
   d. the name of a staff or faculty member to act as the moderator/advisor to the club or organization

Throughout the application procedure both the director of student activities and a designated SGA member will guide and assist students throughout the process. All students are eligible to be members of any club or organization. Georgian Court University does not recognize any club or organization that restricts its membership by race or ethnicity.

Scheduling Campus Activities

Student government and club officers submit specific calendar dates to the director of student activities. Activities should be scheduled as early as possible at the beginning of each semester. To obtain the approval of the OSA and to ensure their vitality, student organizations should have at least three meetings per semester and attend all open SGA meetings.

Campus organizations wishing to invite visitors to lecture or entertain on campus must schedule their respective activities with the Office of Student Activities and the director of student activities and must post notices in appropriate areas. The approval of the director of student activities is required prior to reserving any university facility. Do not submit requests online or directly to the Office of Conferences and Special Events.

The OSA and the director of student activities has the right to refuse any speaker, vendor or event request. In the case a speaker, vendor, or event has been denied, the student organization has the right to appeal to the Dean of Students for a final decision.

Signature Student Leadership Programs

Office of Student Leadership and Engagement 732-987-2331

Georgian Court University prides itself on developing ethical leaders who are prepared to readily become engaged citizens who lead and serve with integrity, justice, respect, and compassion in their personal and professional lives. The Office of Student Leadership and Engagement encompasses co-curricular opportunities and experiences to prepare students to be socially responsible leaders. Students are also exposed to a variety of skill-building workshops, interactive programs, and opportunities for service and networking. Students can choose from the following key signature leadership programs:

Women in Leadership Development, Emerging Leaders, Mercy Collegiate Society, Orientation Leaders, as well as a host of student-led clubs and organizations. Involvement in any of these programs will introduce leadership development theories, encourage on-campus involvement and engagement, and develop important work and life skills. Through collaboration with faculty and staff, the Office of Student Leadership and Engagement will provide a holistic approach to ethical leadership here at GCU.

Emerging Leaders Program (ELP)

The Emerging Leaders Program is geared toward helping students (both men and women) discover and develop their leadership potential. Students will gain an understanding of general leadership models and theories and their immediate application to their college experience and the broader context of their desired future professions. They will explore and assess their own personal leadership style and begin to form and develop a personal leadership philosophy. Additionally, students will be asked to identify a faculty mentor with whom they must meet at least once per month to discuss and create a long-term action plan for their own leadership development. The program is designed to be a two- or four-year process. The first two years are focused on personal development and issues of social justice, and the subsequent two years are focused on professional development. Upon completion of the first two years, selected students will be asked to serve as peer mentors to future participants.
Women in Leadership Development (WILD)

The Women in Leadership Development (WILD) program of Georgian Court University is a leadership development program dedicated to educating, equipping, and empowering undergraduate women. WILD provides women with the knowledge, skills, and values necessary for effective and engaged citizenship in their local and global communities. Students are encouraged to assume leadership roles on and off campus to enhance their ability to lead in all aspects of their life. WILD women are often exposed to issues of leadership and prominent women leaders who have already established their roles as leaders within their communities and organizations, locally, nationally, and globally. The WILD program is seeking undergraduate women who are interested in learning more about themselves and how they can become stronger leaders in their school and community.

Brochures and applications for both Emerging Leaders and the WILD program are available in the Office of Student Development located in Jeffries Hall, Room 101, or in the Office of Student Leadership and Engagement located on the upper level of the Gavan Student Lounge. Applications are reviewed at the beginning of each academic year in the fall.

Mercy Collegiate Society

Mercy Collegiate Society offers GCU students the opportunity to engage in the charism and work of Mercy. The organization takes inspiration from Catherine McAuley, the founder of the Sisters of Mercy. MCS is founded upon four pillars which are intended to help student members grow as men and women of Mercy: social networking, service to the local and global community, deepening the spiritual dimension, and servant leadership. This organization is sponsored by the Office of Mission Integration.

Orientation Leader Program

Orientation leaders (OLs) welcome and assist Georgian Court University incoming students and their families during the New Student Orientation program. OLs represent the student body and actively ensure that all participants have the most positive experience possible. We seek enthusiastic, outgoing, and knowledgeable individuals who understand what it means to be a Georgian Court University student and strive to represent the absolute best Georgian Court University has to offer. In all activities, the orientation leader recognizes the service to students and families is a top priority.

Qualifications

Eligible candidates must meet the following criteria:

- have a cumulative GPA of 2.5 or higher at the end of the fall semester;
- be in good disciplinary standing;
- relate well to students, their family members, faculty, and administrators;
- be reliable, responsible, confident, flexible, willing to help, an effective communicator; and
- be available to attend all training and orientation sessions.

Role Description

Orientation Leaders must

- attend and actively participate in the orientation leader training program;
- assist with the organization, planning, and implementation of New Student Orientation activities for the summer and winter programs;
- acquaint new students with campus services, activities, facilities, rules and regulations;
- encourage students to fully participate in the university environment;
- enforce residence hall and campus policies, including visitation, quiet hours, alcohol, midnight curfew, etc.;
- participate in and facilitate the evaluation process of the New Student Orientation program; and
- complete additional responsibilities as assigned.

Benefits

The benefits of becoming an Orientation Leader includes the opportunity to

- enhance interpersonal skills, knowledge, confidence, and service to others;
• serve as a role model while assisting in the recruitment, transition, and retention of new students;
• acquire leadership skills to use beyond the college experience;
• learn effective communication skills; and
• evaluate and develop personal values and beliefs.

For more information, please contact the Office of Student Activities in Jeffries Hall, Room 101.

Resident Assistants

Resident assistants (RAs) are students who have completed an extensive selection and training process. They are selected for their concern for others and responsibility, as well as their communication and leadership skills. They work with all residents to create a safe, comfortable, supportive, and responsive residence environment.

RAs plan educational and social programs, advise students with both academic and personal difficulties, and serve as the front line for emergency needs and crisis intervention. While enforcement of campus policies is one of their duties, their primary role is to build a community in residence and ensure as pleasant an experience as possible for all residents.

Applications may be obtained from the Office of Residence Life in St. Catherine Hall, Room 109, or the Residence Life Programming and Community Development Suite located on the lower level of St. Joseph’s Hall.

Sustainability & the GCU Student

Georgian Court University is committed to promoting sustainability, simply defined as “meeting the needs of the present without compromising the ability of future generations to meet their own needs.” We have an extensive program in place and will continue to educate students in living a more sustainable life. GCU encourages students to participate in and promote social and economic justice, environmental sustainability, and personal and spiritual wellness.

In 2005, the Fourth Institute Chapter of the Sisters of Mercy of the Americas recognized the need to intensify their response to the critical needs of our time in support and concern for the environment as evidenced in their Critical Concerns. They committed “…to reverence Earth and work more effectively toward the sustainability of life and toward universal recognition of the fundamental right to water.” The Sisters also committed to “reverence the dignity of all persons and all life as gifts of God and strive to promote community in our world.” As members of the Georgian Court community, we challenge students to integrate the Mercy core values of respect, integrity, justice, compassion, and service into every aspect of their lives and their society as they strive to build a truly sustainable world.

In 2007, to promote energy consciousness and environmentally friendly best practices, GCU signed the Presidents’ Climate Commitment Letter, committing to make the university carbon neutral by 2050. GCU has shown its commitment to this goal through the construction of a LEED Gold-certified Wellness Center, the purchase of renewable energy certificates equivalent to 100 percent of our electricity use for the past two fiscal years, and the inclusion of solar panels on the campus wherever practical. As a result of these actions, GCU has reduced its carbon footprint by 33 percent since 2008.

Recycling is mandatory in New Jersey and receptacles for recycling paper, glass, and aluminum cans are provided in all buildings. In addition, Georgian Court University participates annually in the nationwide RecycleMania competition. Please call the Office of Facilities at 732-987-2652 for information on recycling batteries, ink cartridges, and cardboard.

As a GCU student, you can get involved in sustainability in numerous ways including the following:

• Join the Sustainability Living-Learning Community.
• Become a member of the GCU Green Force.
• Be a leader and promote recycling and other sustainable practices on campus.
• Choose a gas efficient car and carpool with friends whenever you can. Resident students can also utilize the student van service.
• Promote your own personal sustainability by eating healthfully, working out, and making time to find your own spiritual path.
• Volunteer with Campus Ministry or a club or honors society on campus projects that promote social and economic justice, both locally and globally.
• Turn out lights in classrooms and your room when you leave.
• Power down computers, monitors, and printers at the end of the day.
• Turn AC units off or down when the room is not going to be occupied in the near future.
• Don’t open the windows when the heat or AC is on. Find someone who can help you change the thermostat if needed.
• Do not leave faucets running, and report leaky or dripping faucets when you see them.
• Think before you print!
• Eat more veggies and less meat—it is better for you and for the environment.
• Buy appliances that have earned the EPA’s ENERGY STAR label for your room. A room outfitted with these energy-efficient products can save on energy costs (according to the EPA, about $130 per year), reduce pollution, and help protect the environment. Georgian Court University strongly encourages students to use only EPA ENERGY STAR appliances.

If you have ideas to help GCU become more sustainable, please send your ideas to Louise Wootton, Ph.D., director of sustainability, at 732-987-2349 or woottonl@georgian.edu.

Use of University Facilities
Student organizations may request space for their events through the Office of Student Activities (Jeffries Hall 101). The approval of the director of student activities is required prior to reserving any university facility. Do not submit your request online or directly through the Office of Conferences & Special Events. Requests for event set-ups, catering, etc., must be submitted to the Office of Student Activities NO LATER THAN two weeks prior to your event, or they may not be honored or may be subject to modifications. The Office of Conferences and Special Events is always available to consult with student organizations and assist with their events.

Residence Life

Residence Hall Facilities
Each resident is provided with a bed, mattress pad and cover, dresser, closet space, desk, desk chair, mirror, bookshelves, cable hook up, computer jack, telephone jack, and phone. Window treatments are also provided. Residents provide their own personal items, such as bedding and toiletries. Students are encouraged to purchase extra-long twin sheets for the mattresses.

Facilities
Double rooms are available in Maria Hall and St. Joseph Hall. Each floor has two community bathrooms and shower rooms with private showers. Bathrooms are cleaned daily. These buildings are filled primarily with first year, sophomore, and junior students. Single rooms and suites are available in St. Catherine Hall. This building is filled mostly with senior students and some junior students. A bathroom connects single rooms. Suites include a furnished living area, kitchenette, bathroom, and two bedrooms. Double rooms with a private bathroom can be found in Mercy Hall, however, this building is reserved for students in the University Honors Program.

Housekeeping Services
Each residence hall is staffed with at least one housekeeper. The housekeeper is responsible for generally maintaining the cleanliness of the common areas in the residence halls (lobbies, hallways, hall bathrooms, etc.). However, residents are responsible for their own garbage removal. Residents maintain individual rooms, suites, and single bathrooms.

Kitchens
Each residence hall has at least one kitchen that is equipped with a stove, refrigerator, microwave, and sink. Students can use the kitchens to prepare occasional meals, light snacks, etc. Residents are required to be on the university meal plan for daily meals.
Laundry Facilities
Each residence hall is equipped with a laundry room that contains washers, dryers, and a drying area. Maria Hall and St. Joseph Hall are also equipped with ironing boards and irons. Residents living in St. Catherine Hall and Mercy Hall must supply their own ironing board and iron. The washers and dryers are operated on a debit-card system. The machines are energy-efficient and require high-efficiency detergent that students must supply on their own.

Lounges
Each residence hall has several lounges for student use. Televisions, DVD players, and computers are provided in the lounge areas.

Technology
Residence hall rooms are equipped with one phone, are cable ready, and have Internet access. Computers with Internet access and printers are available in computer labs located on the second floor of each hall.

Residence Life
Residency is available to all full-time matriculating (registered for at least 12 credits) undergraduate students. A student wishing to live on campus and take less than 12 credits must meet with the dean of students or his/her designee for approval. Living in residence offers an environment that contributes to both academic achievement and personal development. Living with a roommate and other students in the halls provides an opportunity to learn about others as members of a diverse residence hall community.

The residence life staff helps to facilitate an environment where students can develop a sense of community and pride; promote responsibility for individual and group behavior; develop leadership skills through participation in hall government and student organizations; and participate in a variety of educational, cultural, and social programs. The residence life program has much to offer its residents, but it is the responsibility of the students to make their hall a pleasant and meaningful place in which to live. Students living in residence are expected to conduct themselves in a responsible manner and to make a positive contribution to their hall community.

The Student Housing Handbook has been designed to answer many questions about residence hall living. It is important that students read it thoroughly and bring their questions to their first wing meeting. At that time, the resident assistants (RAs) will go over most of the information found in these handbooks and will be able to answer any questions students may have. Additional copies of the Student Housing Handbook may be obtained from the Office of Residence Life, located in St. Catherine Hall, Room 109, or the residence life programming and community development suite on the lower level of St. Joseph Hall.

Residence Life Staff
The resident students in each hall are responsible for establishing and maintaining satisfactory social standards in the hall under the leadership of the residence life staff.

The director of residence life oversees the residence life program under the supervision of the dean of students. Residence life coordinators are responsible for providing resident students with a well-maintained, safe, and positive environment in which to live. They are available to answer questions, address concerns, and provide support to residents as they adjust to university life. The coordinators are professional, live-in student life staff members. The coordinators work closely with the residents and resident assistants. The Office of Residence Life is located in St. Catherine Hall, Room 108. In addition, the Residence Life Programming and Community Development Suite is located on the lower level of St. Joseph Hall.

Resident assistants (RAs) are student leaders within the residence life staff who hold a very important leadership role on campus. They are students who have completed an extensive selection and training process. Several RAs are assigned to each of the residence halls. They are selected for their concern for others, responsibility, and communication and leadership skills. They work with all residents to create the safest, most comfortable, supportive, and responsive residence environment possible.

Resident Assistants are there to listen to and refer students to the appropriate resources where their concerns can be addressed, both academic and personal. They also serve as the frontline for emergency needs and crisis intervention.
Additionally, RAs are responsible for establishing and maintaining a positive hall community, for planning and implementing various recreational, educational, and social programs, as well as running monthly wing meetings in order to maintain communication. RAs are expected to report violations of university policies and safety or security concerns to ensure a safe and respectful environment for everyone. Residents are encouraged to go to an RA if they have any questions or concerns. An RA is on duty in each residence hall at all times. All RA duty schedules are posted at the front desk.

**Resident Policies and Procedures**
The basic rule of conduct, as in all communities, is respect for other people. Consideration should be a constant concern of all residents, both in and around the halls. More information on specific residence life policies and procedures may be found in the Student Housing Handbook.

**Room Selection and Room Changes**
In the spring, residents who plan to live in campus housing the following academic year participate in a room selection. To secure a room, students pay a deposit, this deposit is applied to their fall room and board and is nonrefundable after June 30. Students requesting housing are also required to sign a one-year housing contract, register for a room with a roommate, and then choose rooms by priority based on age and lottery system. Students requesting single rooms are placed on a waiting list; single rooms are assigned based on availability with a priority given to those students who require a medical single. The university assigns rooms to new students after room selection is completed. After new students have been placed, students will be moved off the waiting list for single rooms.

The university unconditionally reserves the right to terminate housing contracts, enter rooms, reassign rooms, and take other steps necessary and available in order to maintain the safety, health, security, and conduct of members of its residence program. Any student whose residency has been terminated may not make use of any residence hall facility thereafter.

For more information, contact the Office of Residence Life at 732-987-2533.

**Student Van Service**
The GCU student van service is provided at no charge for Georgian Court University resident students only. This service runs from Wednesday to Sunday weekly during the spring and fall semesters except on days the university is closed. A schedule will be provided to resident students at the start of each semester.

**Procedure**
- The van service is available on a first-come, first-serve basis.
- GCU students must show the van driver their valid student ID in order to board the van.
- All riders are required to wear a seatbelt.
- The van must follow the specified schedule and is not permitted to make stops other than those designated.
- Neither GCU nor the van driver is responsible for items left on the van. Any items found will be given to the Office of Security.
- Alcohol may not be transported on the van.
- No children or infants are allowed to ride the van.
- Riders are responsible for finding and paying for alternate transportation if they are not at the van pickup location on time.

**Student Conduct on Van**
- Riders will behave in a respectable and responsible manner at all times.
- The use of profanity, violent, or provocative language is prohibited.
- Headphones/earbuds are required for music devices (iPods, MP3 players, etc.).
- Food and nonalcoholic beverages can be consumed in the van. The mess and disposal of these items are the responsibility of the rider.
- No body parts or materials should be outside the van at any time. Spitting and littering from the van are prohibited.
- No smoking is permitted in the van.
- Any damage to the inside or outside of the van will result in fees assessed to the person or people found responsible.
• Any disruptive or distracting behavior is not permitted. This includes any activity that limits the driver’s ability to drive or the safety of the passengers.

• The driver will use his/her discretion to determine these activities or behaviors. The rider(s) responsible will be asked to leave the van.

• Riders are required to abide by GCU’s Student Code of Conduct while in the van. Failure to abide by these policies may result in the suspension or termination of the rider’s privileges to use the van.

While every precaution has been taken to assure the accuracy of the information contained herein, GCU shall not be liable for the damages arising out of errors or omissions from the handbook.

GCU supports equal opportunity recruitment, admissions, educational programs and employment practices. GCU also complies with all major federal and state laws and executive orders requiring equal employment opportunity and/or affirmative action.

The Office of the Dean of Students publishes this book.
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<th>TIMES</th>
<th>MONDAY</th>
<th>TUESDAY</th>
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In an EMERGENCY situation, the campus police can be contacted anytime at ext. 2611 or 732-987-2611.

Bookstore ................................................................................................................. 732-987-2633
Campus Ministry ........................................................................................................ 732-987-2691
Career Services, Corporate Engagement & Continuing Education ......................... 732-987-2602
Counseling Center .................................................................................................... 732-987-2680
Assistant Provost for Student Success ..................................................................... 732-987-2490
Dean of Students ...................................................................................................... 732-987-2311
Financial Aid ............................................................................................................. 732-987-2258
Health Center .......................................................................................................... 732-987-2756
ID/Parking Tags/Decals ............................................................................................ 732-987-2279
I.T. Help Desk ............................................................................................................ 732-987-2222
Library Services
  Circulation Desk ................................................................................................... 732-987-2419
  Reference Desk ................................................................................................. 732-987-2422
Mail Services .......................................................................................................... 732-987-2632
Provost .................................................................................................................... 732-987-2314
Registrar ................................................................................................................... 732-987-2228
Residence Life
  Director of Residence Life .................................................................................... 732-987-2533
  Maria Hall ............................................................................................................ 732-987-2575
  Mercy Hall .......................................................................................................... 732-987-2573
  St. Catherine Hall ............................................................................................ 732-987-3083
  St. Joseph Hall .................................................................................................. 732-987-2574
Security .................................................................................................................... 732-987-2611
Student Activities .................................................................................................... 732-987-2606
Student Accounts .................................................................................................... 732-987-2295