

# STUDENT HANDBOOK

*2024-2025*



**GEORGIAN COURT UNIVERSITY**  
THE MERCY UNIVERSITY OF NEW JERSEY





Welcome to the learning community that is Georgian Court University. One of the hallmarks of the Georgian Court University experience has long been meeting the learning needs of our students. We do this as one of the core principles upon which the university was founded; namely, providing a quality education to communities that we serve, locally, regionally, nationally and internationally. Our faculty and staff stand 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. It is our goal that the values-based education you receive here at The Court will empower you to shape a just and compassionate world.

With these values as our starting point, Georgian Court is committed to your formation as a person. We understand this to mean that we are all interconnected through our relationships with one another, our world, and our God. Being a person in our community requires that we be active participants in the world, using our gifts and the knowledge and skills you will develop to enrich our world.

On a practical note, 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. Some of this content is accessed via links to our digital catalog. Please take time to familiarize yourself with this handbook and its linked content.

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 website 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**

[catalog.georgian.edu/undergraduate/general-information/mission-statement/](http://catalog.georgian.edu/undergraduate/general-information/mission-statement/)

## **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**

[catalog.georgian.edu/undergraduate/general-information/history/](http://catalog.georgian.edu/undergraduate/general-information/history/)

## **Statement on Our Special Concern for Women**

[catalog.georgian.edu/undergraduate/general-information/statement-special-concern-women/](http://catalog.georgian.edu/undergraduate/general-information/statement-special-concern-women/)

## **Undergraduate Institutional Student Learning Goals**

[catalog.georgian.edu/undergraduate/academic-programs/undergraduate-student-learning-goals/](http://catalog.georgian.edu/undergraduate/academic-programs/undergraduate-student-learning-goals/)

## **Graduate Institutional Student Learning Goals**

[catalog.georgian.edu/graduate/academic-programs/graduate-institutional-student-learning-goals/](http://catalog.georgian.edu/graduate/academic-programs/graduate-institutional-student-learning-goals/)

## **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, the Office of Campus Safety 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):

<b>Accessibility Services</b>	<b>732-987-2363</b>
<b>Alumni Relations</b>	<b>732-987-2454</b>
<b>Athletics</b>	<b>732-987-2683</b>
<b>Bookstore and Shop</b>	<b>732-987-2633</b>
<b>Campus Ministry</b>	<b>732-987-2691</b>
<b>Campus Safety</b>	<b>732-987-2611</b>
<b>Career Services</b>	<b>732-987-2602</b>
<b>Counseling Center</b>	<b>732-987-2680</b>
<b>Dean of Students</b>	<b>732-987-2601</b>
<b>EOF—Educational Opportunity Fund Program</b>	<b>732-987-2355</b>
<b>Financial Aid</b>	<b>732-987-2258</b>
<b>GCU at Brookdale (GCU Admissions)</b>	<b>732-987-2700</b>
<b>Global Education Programs</b>	<b>732-987-2346</b>
<b>Graduate Admissions</b>	<b>732-987-2770</b>
<b>Health Center</b>	<b>732-987-2756</b>
<b>ID/Parking Tags/Decals</b>	<b>732-987-2616</b>
<b>IT Help Desk</b>	<b>732-987-2222</b>
<b>Library Services</b>	
Circulation Desk	732-987-2419
Reference Desk	732-987-2422
<b>Mail Services</b>	<b>732-987-2632</b>
<b>Mission Integration</b>	<b>732-987-2303</b>
<b>Provost</b>	<b>732-987-2314</b>
<b>Registrar</b>	<b>732-987-2228</b>
<b>Residence Life</b>	
Director	732-987-2533
Maria Hall	848-238-4697
St. Catherine Hall/Mercy Hall	848-238-0140
St. Joseph Hall	848-238-4763
<b>School of Arts, Sciences, and Education</b>	
Dean	732-987-2671
Administration and Leadership Program	732-987-2656/2313
Art & Visual Studies	732-987-2388
Biochemistry	732-987-2345
Biology	732-987-2345
Chemistry	732-987-2345
Clinical Laboratory Sciences	732-987-2345
Criminal Justice	732-987-2369
Dance	732-987-2170
English	732-987-2103
English as a Second Language Program	732-987-2740
Educational Services (Autism, TSWD)	732-987-2753
History & Politics	732-987-2103
Interdisciplinary Studies	732-987-2723
Mathematics and Computer Science	732-987-2345
Medical Imaging Sciences	732-987-2345
Music	732-987-2388
Philosophy	732-987-2421

Physics .....	732-987-2345
Psychology (Undergraduate & Graduate) .....	732-987-2636
Reading/Literacy Specialization Program .....	732-987-2740
Religious Studies and Theology (Undergraduate & Graduate) .....	732-987-2421
Sociology & Anthropology .....	732-987-2369
Teacher Education .....	732-987-2779
Women's Studies .....	732-987-2369
World Languages .....	732-987-2629
<b>School of Business &amp; Digital Media</b>	
Dean .....	732-987-2724
M.B.A. Director .....	732-987-2731
Business Administration .....	732-987-2725
Communication, Graphic Design & Multimedia .....	732-987-2726
<b>Hackensack Meridian Health School of Nursing &amp; Wellness at Georgian Court)</b>	
<b>Dean .....</b>	<b>732-987-2183</b>
<b>Exercise Science .....</b>	<b>732-987-2475</b>
<b>Health Profession Studies &amp; Health Sciences .....</b>	<b>732-987-2475</b>
Integrative Health (Undergraduate & Graduate) .....	732-987-2663
Nursing .....	732-987-2189
Physical Education .....	732-987-2475
Social Work .....	732-987-2369
<b>Service Learning .....</b>	<b>732-987-2602</b>
<b>Student Activities &amp; Engagement .....</b>	<b>732-987-2331</b>
<b>Student Accounts .....</b>	<b>732-987-2295</b>
<b>Student Success .....</b>	<b>732-987-2363</b>
<b>TRIO–Student Support Services .....</b>	<b>732-987-2610</b>
<b>The Learning Connection .....</b>	<b>732-987-2650</b>

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## **Academic Responsibilities & Policies**

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### **Academic Advising**

#### ***GCU Advising Mission Statement***

In support of the Georgian Court University mission statement and in the spirit of the Mercy core values, Georgian Court University advising is a shared teaching and learning process dedicated to student success. Academic advising engages students in developing a plan to identify and realize their educational, career, and life goals.

#### ***Academic Advising FAQs***

- How do I know who my academic advisor is?
  - Academic advisors are full-time GCU faculty members who work with students to provide guidance during their time at GCU. All students have an academic advisor.
  - Contact the department chair in your discipline/major to find out who your advisor is.
  - If you have not declared a major, you will be assigned a faculty advisor by Dr. Parry, the director of advising (jparry@georgian.edu)
- I met a bunch of people when I applied to GCU. Was one of them my advisor?
  - It's possible you met your advisor, but incoming students often get advised by other people (the department chair or a representative from the department faculty). So, you may be assigned a different faculty member as an advisor.
- Why do I need an academic advisor?
  - Graduation requirements are complicated! Your advisor will help make sure you stay on track for graduation and also help you get the best preparation for your future plans (career or applying for graduate school).
  - Your academic advisor can also help you to develop your career plans.
- How often should I see my academic advisor?
  - At least twice a year: once in the fall semester and once in the spring semester during the advising period.
  - You can also meet any time with your advisor to discuss academic progress or career planning, or if you need help with anything.
  - If you are thinking about changing your major or minor or adding, dropping, or withdrawing from a course, your advisor can help you with the paperwork. Be sure to check the Office of the Registrar's Important Dates page on the GCU website.
- How do I schedule an appointment with my advisor?
  - It's best to have an appointment. Start by sending an e-mail to your advisor to introduce yourself and request an advising appointment.
  - Many professors are harder to find during summer and winter break, which is a good reason to get your advising appointment early! Aim to have your appointment before your registration period starts.
  - If you haven't heard back in a couple of business days, try again—sometimes professors get a lot of e-mails, and they wouldn't want you to get lost in the shuffle!
  - If you need help right away and can't get through to your advisor, call your department during business hours.
  - If none of the above worked (or if you have not declared a major), contact Dr. Komagata, the director of advising, or reach out to the other advising fellows (see below).
- I'm on a billing hold, so I can't register for classes. Should I still go to see my academic advisor?
  - Yes! That way, you will be ready to register as soon as you resolve the hold.
- I have questions about a GCU policy; can my academic advisor help?
  - Yes! Academic advisors can review GCU policies with you.
- I would like to graduate ASAP! Can my academic advisor help me with a graduation plan?
  - Yes! Academic advisors can help you create a graduation plan.
- How should I prepare for my academic advising session?
  - Look up your GPA, and get an updated copy of your progress chart.
  - Be ready to answer these questions: How's your semester going? Do you need any help? Do

- you have plans for after graduation?
- Develop a tentative plan for the next semester's courses.

**Academic Early Warning System**

[catalog.georgian.edu/undergraduate/academic-policies-procedures/academic-early-warning-system/](http://catalog.georgian.edu/undergraduate/academic-policies-procedures/academic-early-warning-system/)

**Academic Honesty & Procedures for Dealing with Academic Dishonesty**

[catalog.georgian.edu/undergraduate/academic-policies-procedures/academic-honesty/](http://catalog.georgian.edu/undergraduate/academic-policies-procedures/academic-honesty/)

**Access to Records (FERPA)**

[catalog.georgian.edu/undergraduate/academic-policies-procedures/access-records/](http://catalog.georgian.edu/undergraduate/academic-policies-procedures/access-records/)

**Add/Drop, Withdrawal & Leave**

**Undergraduate Students:** [catalog.georgian.edu/undergraduate/academic-policies-procedures/add-drop-withdrawal-leave/](http://catalog.georgian.edu/undergraduate/academic-policies-procedures/add-drop-withdrawal-leave/)

**Graduate Students:** [catalog.georgian.edu/graduate/academic-policies-procedures-requirements/add-drop-withdrawal-leave/](http://catalog.georgian.edu/graduate/academic-policies-procedures-requirements/add-drop-withdrawal-leave/)

**Change of Name/Address/Telephone**

Update your addresses, mobile and home phone numbers with the Office of the Registrar via the portal or Self-Service. For a name change, bring original legal documentation 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. Please refer to our web page for a list of acceptable forms of legal documentation.

If the name change happens after a degree is conferred, the student transcript and diploma will remain in the name of the student while they attended.

**Course Final Assessment**

[catalog.georgian.edu/undergraduate/academic-policies-procedures/class-course-information/](http://catalog.georgian.edu/undergraduate/academic-policies-procedures/class-course-information/)

**Request for Transcript**

[catalog.georgian.edu/undergraduate/academic-policies-procedures/grading-grade-appeals-honors-graduation/](http://catalog.georgian.edu/undergraduate/academic-policies-procedures/grading-grade-appeals-honors-graduation/)

**Change in Major/Minor/Concentration**

Students should contact the Office of the Registrar to change their 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.

**GEN101 Pathway to the Bridge (2 credits)**

[catalog.georgian.edu/search/?search=gen101](http://catalog.georgian.edu/search/?search=gen101)

**Grading, Grade Appeals, Honors & Graduation**

**Undergraduate Students:** [catalog.georgian.edu/undergraduate/academic-policies-procedures/grading-grade-appeals-honors-graduation/](http://catalog.georgian.edu/undergraduate/academic-policies-procedures/grading-grade-appeals-honors-graduation/)

**Graduate Students:** [catalog.georgian.edu/graduate/academic-policies-procedures-requirements/grading-grade-appeals-graduation/](http://catalog.georgian.edu/graduate/academic-policies-procedures-requirements/grading-grade-appeals-graduation/)

**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.

**Incomplete Work**

[catalog.georgian.edu/undergraduate/academic-policies-procedures/grading-grade-appeals-honors-graduation/](http://catalog.georgian.edu/undergraduate/academic-policies-procedures/grading-grade-appeals-honors-graduation/)

**Independent Studies**

[catalog.georgian.edu/undergraduate/academic-policies-procedures/independent-studies/](http://catalog.georgian.edu/undergraduate/academic-policies-procedures/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 before the close of the semester add period. The associate provost for academic program development submits this form to the Office of the Registrar if the independent study has been approved.

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) and notify the Office of Human Resources that the independent study is complete.

*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. Any exceptions to these conditions require 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) and notify the Office of Human Resources that the independent study is complete.

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

[catalog.georgian.edu/graduate/academic-policies-procedures-requirements/add-drop-withdrawal-leave/](http://catalog.georgian.edu/graduate/academic-policies-procedures-requirements/add-drop-withdrawal-leave/)

**Online Registration**

Students are required to enroll for courses online. Fall and winter registration begins in April; spring and summer registration begins in November. 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.

### **Transfer of Credit, Credit for Prior Learning & Articulation**

**Undergraduate Students:** [catalog.georgian.edu/undergraduate/academic-policies-procedures/transfer-credit-credit-prior-learning-articulation/](http://catalog.georgian.edu/undergraduate/academic-policies-procedures/transfer-credit-credit-prior-learning-articulation/)

[catalog.georgian.edu/undergraduate/academic-policies-procedures/credit-for-prior-learning-testing/](http://catalog.georgian.edu/undergraduate/academic-policies-procedures/credit-for-prior-learning-testing/)

**Graduate Students:** [catalog.georgian.edu/graduate/academic-policies-procedures-requirements/transfer-credit/](http://catalog.georgian.edu/graduate/academic-policies-procedures-requirements/transfer-credit/)

### **Academic Progress, Probation & Dismissal**

**Undergraduate Students:** [catalog.georgian.edu/undergraduate/academic-policies-procedures/academic-progress-probation-dismissal/](http://catalog.georgian.edu/undergraduate/academic-policies-procedures/academic-progress-probation-dismissal/)

**Graduate Students:** [catalog.georgian.edu/graduate/academic-policies-procedures-requirements/academic-probation-dismissal-process/](http://catalog.georgian.edu/graduate/academic-policies-procedures-requirements/academic-probation-dismissal-process/)

### **Repeating a Course**

[catalog.georgian.edu/undergraduate/academic-policies-procedures/grading-grade-appeals-honors-graduation/](http://catalog.georgian.edu/undergraduate/academic-policies-procedures/grading-grade-appeals-honors-graduation/)

### **University-Sponsored Educational Trips**

Faculty members will make arrangements for each trip with their school dean and the dean of students. If the trip is planned for a weekday, the sponsoring faculty member will post the list of participating students in their school dean's 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 Campus Life and the Campus Safety Gatehouse in case of an emergency.

The use of the school van for a university-sponsored educational trip is coordinated through the Office of Campus Life. 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 the Provost.

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 Campus Safety Gatehouse after the person has been verified on the approved driver's list, which is provided to the Office of Campus Safety by the Office of Human Resources. A Mileage and Condition Form will be provided by the Office of Campus Life to be completed and returned to the Office of Campus Life, Casino, Room C7.

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, no use of tobacco, 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**

**Undergraduate Students:** [catalog.georgian.edu/undergraduate/academic-policies-procedures/add-drop-withdrawal-leave/](http://catalog.georgian.edu/undergraduate/academic-policies-procedures/add-drop-withdrawal-leave/)

**Graduate Students:** [catalog.georgian.edu/graduate/academic-policies-procedures-requirements/add-drop-withdrawal-leave/](http://catalog.georgian.edu/graduate/academic-policies-procedures-requirements/add-drop-withdrawal-leave/)

### **Mandatory Leave of Absence**

Georgian Court University is committed to providing a range of support services to meet the medical and mental health needs of students, fostering a supportive campus environment. However, there are circumstances where a student's health needs may exceed the level of care that the University can reasonably provide. In such cases, students are encouraged to consider taking a voluntary leave of absence.

In situations where:

1. A student is unable or unwilling to manage significant self-care responsibilities, or
2. Based on current medical knowledge or the best available objective evidence, there is a substantial risk to the health or safety of the student or others, or
3. A student's behavior severely disrupts the University environment, including the rights and well-being of other members of the community,

and the student chooses not to take a voluntary leave, the Dean of Students has the authority to place the student on a mandatory leave of absence after receiving a recommendation from the Behavioral Awareness Committee that the student be placed on a mandatory leave of absence. The Dean of Students may also establish conditions for the student's continued enrollment if appropriate.

Prior to placing any student with a disability on mandatory leave, the University will conduct an individualized assessment (through Accessibility Services) to determine whether reasonable accommodations can be made that would allow the student to safely continue their participation in the campus community without the need for a leave of absence.

Students have the right to appeal the Dean's decision by submitting a written appeal to the Provost within five business days of the Dean's decision.

*(Note: semesters in which a student is on a Mandatory Leave of Absence are not calculated as part of the six-year time limit for graduate degree completion)*

### **Return from Mandatory Leave of Absence**

Students who have been placed on a mandatory leave of absence may request to return to the University once they have met the conditions outlined in their leave notification. The following steps must be completed before a student can resume enrollment:

1. Fulfillment of Leave Conditions – The student must provide documentation demonstrating they have met the conditions specified at the time of the leave. This may include, but is not limited to:
  - a) A medical or psychological evaluation by a licensed healthcare provider, confirming the student's readiness to return and their ability to safely participate in the campus environment.
  - b) Evidence of completion of any recommended or required treatments, programs, or interventions, such as therapy,
  - c) , or other health-related services.
2. Updated Individualized Assessment – For students with disabilities, Accessibility Services will conduct an updated assessment to determine whether additional or modified accommodations are necessary for a successful return.
3. Re-Entry Meeting – The student must meet with the Dean of Students (or designee) and, if appropriate, other relevant staff (e.g., a representative from Accessibility Services or Counseling



Services) to discuss their readiness to return and establish a re-entry plan. This plan may outline ongoing support services, behavioral expectations, and any conditions for continued enrollment.

4. Review by Behavioral Awareness Committee – The Behavioral Awareness Committee may review the student's request to return and provide a recommendation to the Dean of Students regarding the student's readiness to rejoin the campus community.
5. Decision and Notification – The Dean of Students (or designee) will make the final decision regarding the student's return, taking into account documentation, assessments, and committee recommendations. The student will be notified in writing of the decision, including any conditions of their return.
6. Appeal Process – If the student's request to return is denied, they have the right to appeal the decision in writing to the Provost within five business days of receiving the decision.

## **Student Responsibilities**

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### **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 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.

This policy applies to all student-related violations as long as the complainant(s) and/or the respondent(s) are 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.

### *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 may 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 fundamental fairness. 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 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 Georgian Court 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
- F. To instill the Mercy core values of justice, respect, service, integrity, and compassion in all phases of the disciplinary process

#### Section I. Definitions

- A. **Bullying:** aggressive behavior or intentional harm-doing that is carried out repeatedly and over time in an interpersonal relationship characterized by an imbalance of power
- B. **Complainant:** any member of the university community who submits a formal, written Incident Report to the Office of the Dean of Students (accuser)
- C. **Conduct officer:** professional staff member trained and authorized to conduct student investigations, render findings, and/or chair the Student Conduct Board
- 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 Conduct 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. Report (accused)
- J. **Sanction:** penalty for a violation of the code
- K. **Student:** a person who is registered for and/or who is auditing courses at the university either on a full- or part-time basis
- L. **Disciplinary file:** an incident file created in the name of each student or student organization alleged to have violated the GCU Code of Conduct that follows the student or organization through an informal resolution or formal hearing
- M. **Disciplinary record:** A student is considered to have a disciplinary record when any of the following occurs; the Conduct 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 Conduct Board's or presiding officer's decision.
- N. **Unauthorized:** without the expressed approval of the university president or his designated representative
- O. **University community:** all staff, faculty, administrators, and students who are associated with the university
- P. **University premises:** buildings or grounds owned, leased, operated, controlled, or supervised by the university
- Q. **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 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; including, but not limited to, "BB" guns, paintball guns, knives, swords, handguns, ammunition, and rifles*

*C. Alcohol & Substance Abuse*

Use, possession, or distribution of illegal or controlled drugs, misuse of prescription drugs, and abuse or illegal distribution of alcohol. Illegal drugs and/or drug paraphernalia are forbidden on campus. All drugs and/or drug paraphernalia may be confiscated by campus safety officers and/or Georgian Court University officials and turned over to the Lakewood Police Department.

Georgian Court University has a zero-tolerance policy for illicit drug use. All violators of this policy are subject to possible suspension/expulsion from campus housing and/or other disciplinary action.

1. Alcohol

- a. Purchasing, possessing, or consuming any alcoholic beverage by anyone under the age of 21 on the GCU campus or at any GCU-sponsored event, whether it be on or off-campus.
- b. Consuming alcohol in any public spaces, including common areas, outdoors, hallways, or common areas within the residence halls or any other GCU building, for students of legal age (21+)
- c. Transporting, selling, or distributing alcohol to persons under the age of 21, which is also a criminal offense
- d. Hosting the underage consumption of alcohol in a social space, residence hall room, common area, or off-campus space that is occupied by, under the control of, or reserved for the use of a student or organization.
- e. Excessive use of alcohol resulting in a state of intoxication that endangers oneself or others
- f. Disrupting the campus or off-campus community or engaging in any policy violation while intoxicated
- g. Possession and/or utilization on campus of devices for the rapid, high-risk consumption of alcohol including, but not limited to, funnels, beer pong accessories, beer bongs, luges, etc., regardless of age

2. Drugs/Controlled Substances/Medication

- a. The use, possession, or sale of legal and/or illegal drugs or narcotics by a student, which will subject that individual to disciplinary action and/or legal prosecution under local, state, and federal statutes. The decision rendered will be determined by the circumstances of the student's involvement
- b. Misuse or misappropriation of any prescription or over-the-counter medication
- c. Knowingly being in the presence of the illegal use of any controlled substance (alcohol, drugs, medication, etc.)
- d. Disrupting the campus or off-campus community or engaging in any policy violation while under the influence of a drug, controlled substance, or narcotic.
- e. Although New Jersey state law permits the use of medical marijuana and the use of recreational marijuana for adults 21 and older, the distribution, possession, and usage of marijuana remains prohibited at the GCU main campus; satellite locations;

or any GCU-sponsored event, program, or activity, regardless of the location.

Georgian Court University makes available the facilities of its health and counseling centers for students who may have involved themselves in the misuse of drugs or alcohol and wish to seek aid in altering this pattern of behavior.

Georgian Court University will promote and encourage programs designed to explore the problems of drug and alcohol abuse. Failure to comply with civil laws with respect to stimulants, depressants, narcotics, and other drugs also subjects students to disciplinary action. Georgian Court University reserves the right, in the event of a serious violation or criminal conviction in this matter, to terminate student status at this institution. The use of illicit drugs is associated with many health risks, including hepatitis, HIV, addiction, and impaired ability to function. Alcohol abuse is associated with impaired coordination, decreased mental alertness, and many other health risks. Health risks of illicit drug use and alcohol abuse increase with prolonged use.

*Please note that misconduct while under the influence of alcohol and/or other drugs is viewed as a violation of the alcohol and drug policy and will be disciplined under that policy. Any violations of this policy are subject to disciplinary action, including removal from residence.*

Georgian Court University can notify the parent(s) or legal guardian(s) of any underage student found in violation of this policy.

#### *D. Gambling*

Engaging in or offering gambling or any game of chance for money or any other thing of value; soliciting, selling, or raffling of any item or services of any kind for personal gain without approval of the appropriate university official

#### *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*

Conduct in connection with membership in any campus organization or group which places another person in danger of physical, sexual or mental harm, bodily injury, or deprivation. 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*

Disruption or obstruction of teaching, research, operations, disciplinary proceedings, or other university activities, including its public service functions on or off campus, or of other authorized non-university activities when the conduct occurs on university premises. This may include, but is not limited to

1. the use of cellular phones
2. bringing unregistered persons to class



3. smoking (of any substance in any area where smoking is prohibited)
4. persistently speaking without being called upon
5. refusing to be seated
6. disrupting the class by leaving and entering without authorization, etc.
7. making noise (talking, music, etc.) that is excessively loud

*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 or 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*

This includes, but is 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, and 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, Websites, Files, Hardware, or Software*

This includes, but is 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, 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 substantially disrupt university operations or violates the civil and educational rights of others will be sanctioned.
9. Unauthorized use, possession, duplication, or use of keys or ID card to any university premises, facility, or service

*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/Cyberbullying*

Students are prohibited from engaging in harassment, intimidation, or bullying. A student will be found responsible for harassment, intimidation, or bullying if they engage in conduct, including any gesture, written, verbal, or physical act, or any electronic communication (which includes e-mails, text messages, and Internet postings on websites or other social media), whether it be a single incident or series of incidents, that occurs on the university 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 or her in reasonable fear of physical or emotional harm to their person, or to any member of that person's family or household, or of damage to their property.
5. use of electronic communication or platform to conduct any of the aforementioned behavior

*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, which conduct substantially interferes with work, educational performance, or equal access to the university's resources and opportunities.

*N. Sexual Misconduct*

A student will be found responsible for sexual misconduct if they engage in sex-based harassment that does not meet the standard of sexual harassment as set forth by the U.S. Department of Education in its August 14, 2020, Title IX Regulations for Addressing Sexual Harassment and the Georgian Court University Sexual and Gender-Based Misconduct Policy. Incidents of sexual misconduct will be addressed in accordance with the procedure set forth in the GCU Student Code of Conduct.

*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 conduct officer or conduct hearing
2. Knowingly initiating a complaint without cause
3. Harassment and/or intimidation of any member of a conduct hearing, 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 Conduct 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, the GCU Office of Campus Safety will be asked to intervene. As deemed necessary, this individual may be barred from campus until such time that their enrollment status and/or disciplinary standing changes.

*R. Violation of Any University Policy, Rule, or Regulation Published in Hard Copy or Available Electronically on the University Website*

*S. Unauthorized Use of Electronic or Other Devices to Make and/or Publish an Audio or Video Record of Any Person Without Their Prior Knowledge, or without Their Effective Consent When Such a Recording Is Likely to Cause Injury or Distress*

*T. Actions That Are Inconsistent with the University's Mission as an Institution of Catholic Higher Education in the Mercy Tradition*

*U. Failure to Comply with Directions of University Officials or Law Enforcement Officers Acting in Performance of Their Duties and/or Failure to Identify Oneself to These Persons When Requested to Do So*

*V. 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, websites, and apps.

Social media misconduct includes, but is not limited to

1. Using 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 via social media
  5. Promoting a sanctioned event or initiative in a manner that could negatively impact GCU or any of its departments, programs, clubs, or organizations

#### *W. Traffic Violations*

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.

Students must adhere to the **Parking Decals/Motor Vehicles** section listed in the Student Handbook.

Students are also prohibited from obstructing the free flow of pedestrian or vehicular traffic on university premises or at university-sponsored or supervised functions.

#### *X. Violation of Any Federal, State, or Local Law or Regulation*

Note that charge and/or conviction of any federal, state, or local law is not necessary to establish a violation of this policy within the scope of the university.

#### *Y. COVID-19 Violations*

Georgian Court University no longer requires proof of COVID vaccines for students, however, a completed COVID vaccine series including an updated bivalent booster is **strongly recommended**. All students and their guests may refer to the link below for current GCU COVID-19 policies: <https://georgian.edu/health-services/coronavirus/>.

COVID-19 policies are subject to change based on updated guidance from local, state, and federal authorities.

Students who have tested positive for COVID-19, have symptoms consistent with COVID-19, and/or who have been in direct contact with someone who has tested positive for COVID-19 should not come to campus/leave their dorm room and should contact the Office of Health Services at 732-987-2756 or [healthservices@georgian.edu](mailto:healthservices@georgian.edu). Students may also contact Health Services via secure message using the student health portal by logging into [georgian.stuenthealthportal.com](https://georgian.stuenthealthportal.com) with assigned GCU username and password.

Students who test positive for COVID-19 are responsible for informing all direct contacts of exposure

and must contact faculty regarding absences and to make academic arrangements as needed.

The Office of Health Services will no longer notify faculty or students of classroom exposures.

For any health-related questions, students are encouraged to contact the Office of Health Services.

**Z. Smoking and/or Tobacco Use Violation**

First violation\*- Verbal warning

Second violation\*- \$25 Fine and written warning

Third violation\*- \$50 Fine and written warning

Fourth violation\*- \$150 fine and meeting with Dean of Students

Fifth violation\*- Removal from campus housing

\*Because GCU seeks to facilitate individuals' efforts in becoming nonsmokers, GCU offers resources and referrals for smoking cessation, including enrollment in a free, 8-week smoking cessation program. These resources and referrals will be offered after every violation.

Upon completion of an approved cessation program and attainment of a certificate, GCU will refund the fine.

**Section III. Sanctions**

Violations of any of the aforementioned behaviors shall be referred to the Office of the Dean of Students. Because of their findings, they may initiate any of the following actions. Please note: More than one of the sanctions listed may be imposed for any single violation.

SANCTION	DESCRIPTION
<b>Warning</b>	Notice in writing that continuation or repetition of prohibited conduct may be the cause for additional disciplinary action
<b>Probation I</b>	A written reprimand for violation of a university rule or regulation. Probation I is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to have violated any university rule or regulation during the probationary period. This sanction may impact a student's eligibility for housing selection.
<b>Probation II</b>	A written reprimand for violation of a university rule or regulation. Probation II is for a designated period of time and includes the probability of more severe disciplinary sanctions if the student is found to have violated any university rule or regulation during the probationary period. This sanction will impact a student's eligibility for housing selection and eligibility to participate in other university activities (e.g., leadership positions, SGA, etc.). A student on Probation II is considered to be "not in good social standing" and may also be prevented from engaging in study abroad and internship opportunities.
<b>Restitution</b>	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.



<b>Suspension</b>	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 university. The student shall not participate in any university-sponsored activity and will be barred from university premises. A student can be suspended from housing (housing suspension) or from the university (suspension).
<b>Expulsion</b>	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. A student can be expelled from housing (housing expulsion) or from the university (expulsion).
<b>OTHER SANCTIONS: In the judgment of the university and as appropriate, other sanctions may be imposed instead of, or in addition to, those specified.</b>	
<b>Student Life Assistance Program</b>	Service to the university community through the Office of Campus Life 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 conduct 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.
<b>Assessment, Counseling, Mediation (harassment, not assault) and/or Treatment</b>	Referrals to an appropriate agency for assessment, mediation, counseling, and/or treatment of possible psychological, emotional, or substance abuse problems may be required.
<b>Educational Projects</b>	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.
<b>Repeat/Aggravated Violations</b>	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.
<b>Restorative Justice</b>	Restorative justice practices include voluntary mediation sessions that involve all parties involved. In order to utilize restorative justice as a sanction, the student(s) found responsible for a Code of Conduct violation must admit to the violation and be willing to take ownership and express regret. Restorative justice will not be implemented when addressing sexual and gender-based misconduct.

<b>Fines</b>	Monetary fines can be implemented at the discretion of the Office of Campus Life or the Dean of Students.
<b>Revocation of Admission or Degree</b>	Admission to or a degree awarded from the university may be revoked for fraud, misrepresentation, or other violation of any university rule or regulation in obtaining the degree, or for other serious violations committed by a student prior to the actual start of classes or graduation.
<b>Withholding a Degree</b>	The university may withhold the awarding of a degree otherwise earned until the completion of the process set forth in Student Code of Conduct, including the completion of all sanctions imposed, if any, at its sole discretion.

#### *Section IV. Procedural Standards*

Any Georgian Court University graduate or undergraduate student shall have the right to request a formal hearing or an investigative resolution. The Office of the Dean of Students reserves the right to determine the manner in which a matter is resolved. Any student charged with violation of the Code of Conduct 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. The preponderance of evidence standard, or “more likely than not,” is applied in all student judicial hearings and resolutions.

#### *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’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. Fundamental Fairness**

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 staff of the Offices of Campus Life and/or Campus Safety 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 Student Code of Conduct 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 will decide whether the case warrants an informal resolution, investigative resolution, a formal hearing, or a dismissal of a complaint.

<b>RIGHTS OF THE RESPONDENT</b>	<b>RIGHTS OF THE COMPLAINANT</b>
Right to have an advisor present	Right to have an advisor present
Right to present information on one's behalf	Right to present information on one's behalf
Right to be given a reasonable time to prepare prior to the hearing	Right to be given a reasonable time to prepare prior to the hearing
Right to request a formal hearing or an informal resolution before an impartial official/board	Right to request a formal hearing or an informal resolution before an impartial official/board
Right to remain silent or not respond to charges	Right to withdraw a complaint
Right to request a delay of hearing due to extenuating circumstances	Right to request a delay of hearing due to extenuating circumstances
Right to appeal an adverse decision	Right to appeal an adverse decision

## **C. Informal Resolution**

This option can be utilized in cases where suspension or expulsion are not likely sanctions. The complainant(s) and the respondent(s) are asked to undergo conflict mediation to resolve the issue. There is no appeal of mediation. All parties must be willing participants in order to use an informal resolution. Informal resolution may also include restorative justice practices.

## **D. Investigative Resolution**

1. The designated conduct officer will conduct investigative resolutions in a timely manner
2. During exam week, winter/ spring recess, or other busy times during the academic year, the conduct process may take longer.
3. The conduct officer will interview all parties involved. (The interviews may be conducted separately.)
4. Should the complainant(s) and/or the respondent(s) receive proper notification of an interview during the investigative resolution process and fail to appear and/or fail to appear on time, without contacting the designated conduct officer and providing reason, the designated conduct officer

will make a determination in the student(s)' absence.

5. The complainant(s) and the respondent(s) shall be given an opportunity to provide an oral statement and, if feasible, meet with one another to discuss the charges in the presence of the designated conduct officer. Cross-examinations may be allowed but in a controlled manner as designated by the conduct officer.
6. All investigative 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 designated conduct officer may request to consult with other witnesses.)
7. The respondent(s) and complainant(s) shall receive a summary confirming the results of the investigative resolution, including any appropriate sanctions.
8. Students have a right to appeal a decision made in an investigative resolution within seven (7) university business days.
9. Appeals must be submitted to the dean of students in writing

#### *E. Formal Hearings*

If a complaint is forwarded to the Conduct Board for adjudication, the following procedures will be in effect:

1. The Conduct Board conducts formal hearings.
  - a. At the beginning of each academic year, the Office of the Dean of Students will train members of the Conduct Board.
  - b. The Conduct Board shall consist of at least one student and members of the GCU faculty/staff.
  - c. For each hearing, there must be at least three (3) members: the presiding officer and two other members.
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 Conduct Board, who assume bias for or against either party, in a particular case, may not serve on the Conduct 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 they see them. Decisions made by the Conduct Board will be based in part by the information introduced at the hearing. The preponderance of evidence standard, or "more likely than not," shall be used for all formal hearings.
6. Should the complainant(s) and/or the respondent(s) 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 provide an oral statement and to present witnesses who will be permitted to give statements relevant to the case in accordance with the presiding officer's conditions.
8. Cross-examinations may be allowed in a controlled manner as designated by the conduct officer.
9. Within seven (7) university business days, the presiding officer 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, Part G).

10. All formal hearings are closed proceedings with attendance limited to individuals directly connected with the case.
11. Both the complainant(s) and the respondent(s) have the right to be assisted by an advisor of their choice. An advisor's sole purpose will be to advise and/or support the complainant(s) or the respondent(s) before and after the hearing. The advisors may not question witnesses and/or otherwise participate in the hearing.
12. The assigned recording secretary will document the proceedings and prepare the minutes of the hearing.

*F. Dismissal of Complaint*

If it is determined that no violation of the Student Code of Conduct occurred, the complaint will be dismissed and all relevant parties notified in writing.

*G. Appeals*

Students may appeal an investigative resolution or formal hearing decision 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 decision made through an investigative resolution or formal hearing must file a written appeal, including the reasons for the appeal, with the dean of students, within five (5) university business days of notice of the sanction 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 to 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 will be provided. If sufficient grounds exist to reopen the case, the dean of students may elect to hear the case in part or in total and is not bound by the finding(s) or sanction(s) of the original hearing body.
5. Once an appeal is granted, the dean of students will notify all appropriate parties in writing and will provide all relevant information regarding the appeal proceedings.
6. The dean of students hears all appeals.
7. Appeals submitted by third parties, including legal representation, will not be considered.

*H. Tips for 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 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 conduct officer or the Conduct 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 Conduct 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. They 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 conduct officer/Conduct 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 conduct officer/Conduct 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 conduct officer/Conduct Board.
6. You may appeal certain sanctions. The appeal process is explained in Section IV, Part G, 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.

*I. 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 conduct 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 (i.e., 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 conduct officer/Conduct Board may ask
5. Conduct Board process: Please review the Code of Conduct, Section IV, Part B. The hearing will be divided into four segments:
  - a. Presentation of 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 Conduct Board: When responding to questions, avoid providing unnecessary information. Short, direct responses are preferred by the Conduct 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 Conduct 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.

*J. Tips for the Witness in a Discipline Proceeding*

1. You have been called as a witness in a disciplinary proceeding before a conduct officer or Conduct 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 conduct officer/Conduct 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 conduct officer/Conduct 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. If you anticipate a scheduling conflict, notify the Office of the Dean of Students. 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.

*K. 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 an 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. They 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.

**Student Records**

Students who wish to inspect and review their disciplinary records may do so by notifying the Office of 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 (Monday through Thursday during the compressed summer schedule), and a member of the university staff will be present throughout. Special arrangements will be made for evening students.

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.

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

## University Policies

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### **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 Campus Safety page of the GCU website at [georgian.edu](http://georgian.edu) and upon request from the Office of Campus Safety. 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 Charles Tighe, director of campus safety, in the Gatekeeper's Lodge at the Seventh Street Gate entrance. Additional copies are located at the provost's office in Jeffries Hall; the Office of Admissions in Mercedes Hall; and the Office of Human Resources at Kingscote. Campus statistics and timely reports of any threatening crimes that have occurred will be posted at the Campus Safety Gatehouse, in appropriate campus locations, and on the GCU website.

The university will have timely reports to the community via 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 Campus Safety page of the GCU website at [georgian.edu](http://georgian.edu).

### **Campus Smoking and Tobacco Use Policy**

100 % Smoke/Nicotine/Tobacco Free Campus

As of August 22, 2022, the Lakewood Campus of Georgian Court University became smoke-free and tobacco-free. A smoke-free campus prohibits smoking in all indoor and outdoor areas. A tobacco-free campus prohibits the use of smokeless tobacco products in all indoor and outdoor areas. Georgian Court University is committed to offering the best possible environment where all, faculty, staff, and students, can flourish. Georgian Court University seeks to foster good health and well-being for all members of its university community. Tobacco use is the number one cause of preventative disease and death in the United States. The Surgeon General has concluded that there is no risk-free level of exposure to secondhand tobacco smoke. The United States Environmental Protection Agency (EPA) has found secondhand tobacco smoke to be a risk to public health and has classified secondhand smoke as a Group A carcinogen, the most dangerous class of carcinogen. To mitigate these negative health effects, Georgian Court University has become a smoke/tobacco-free institution.

Regulations: Georgian Court University's policy includes but is not limited to the use of the following:

E-cigarettes, cigarettes, vapor products, vaporizers (including Juul), dry herbs, e-liquids, cloves, bidis, kreteks, smokeless, spit (and spitless) snuff, dip, chew, pipes, cigars, cigarillos, waterpipes (including hookah), and dissolvable tobacco. This includes residence halls, buildings, offices, recreation areas, sports complex, parking lots, and any property or vehicles owned, leased or rented by the university. These regulations apply to all students, employees, contractors, vendors and visitors when present on campus.

Communication: The policy is clearly published throughout the university campus, inside and out. The signage distinctly indicates the campus expectations for a smoke-free and tobacco-free environment.

**Student Compliance:**

- First violation\*- Verbal warning
- Second violation\*- \$25 Fine and written warning Third violation\*- \$50 Fine and written warning
- Fourth violation\*- \$150 Fine and meeting with Dean of Students
- Fifth violation\*- Removal from campus housing

\*Because GCU seeks to facilitate individuals' efforts in becoming nonsmokers, GCU offers resources and referrals for smoking cessation, including enrollment in a free, 8-week smoking cessation program. These resources and referrals will be offered after every violation.

Upon completion of an approved cessation program and attainment of a certificate, GCU will refund the fine.

**Staff/Faculty Compliance:**

- First violation\*-Verbal warning
- Second violation\*-Written warning
- Third violation\*- Further disciplinary action up to and including termination of employment.

**Support to Foster Smoking and Tobacco Usage Cessation:**

For individuals interested in quitting smoking or smokeless tobacco use, free cessation services are provided at numerous Quit Centers. In addition to the Quit Centers, NJ residents can call the NJ Quitline at 1-866-657-8677 to speak with a trained Quit Coach. It is critical to GCU that all individuals receive the support they need to begin and/or maintain a smoke-free and tobacco-free life, on, and off campus.

Health Services and Human Resources are available to support the campus community as it transitions to a 100% smoke-free and tobacco-free campus. Students may contact Health Services for assistance, support and referrals by e-mailing: [healthservices@georgian.edu](mailto:healthservices@georgian.edu). Staff and faculty may contact Human Resources for assistance, support and referrals by e- mailing: [gcuhr@georgian.edu](mailto:gcuhr@georgian.edu).

**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 campus safety 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 campus safety 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-safety](http://georgian.edu/campus-safety) on the university's Office of Campus Safety 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 732-987-2616**

Each student is required to have a photo identification card (student ID), the cost of which is included in the comprehensive fee. This card will be issued at the beginning of the semester. 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 Campus Safety. Student ID cards are obtained by an online request. The link to request an ID card is on the [Office of Campus Safety webpage](#). You can request a replacement ID at any time, but you will be charged a

\$25.00 fee to your student account. Resident cards will be delivered to residence life staff and distributed. Commuter cards will be mailed to the address requested.

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 732-987-2240**

All cars must be registered to receive a parking permit, which must always be visible when parked in any university parking lot. All students are billed a fee for a parking permit each semester. If a student does not have a car on campus, the student must waive parking no later than one month after the first day of classes. Register for a permit or waive parking online through Self-Service. The Parking Registration Form is found under the Finances tab. Parking hangtags will be mailed to commuting students. Resident students can pick up their hangtag from the Office of Student Accounts, which must always be visible when parked in any university parking lot. The deadline to request a parking permit is one month after the first day of classes. 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 prior to 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 always be locked.

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. Parking is prohibited and will be ticketed. All motor vehicle violations, including parking in a fire zone, traveling the wrong way on a one-way street, illegal parking, and handicapped parking without the proper tags will result in a ticketed fine that will be applied to your student account. All fines are to be paid through Self-Service.

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 Campus Safety Gatehouse (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 ticket and a fine. 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, seven days a week. The Office of Campus Safety is in the Gatekeeper's Lodge and is open Monday through Friday from 8:00 AM to 4:00 PM.

### **Voluntary & Confidential Crime Reporting**

Georgian Court University's policy on voluntary crime reporting is to contact the Office of Campus Safety at extension 2611 or 732-987-2611. Reports can also be made directly at the Campus Safety Gatehouse 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 Safety 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 Office of Campus Safety.

Depending upon the circumstances of the crime being reported, a campus safety 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 Campus Safety 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.



## Places

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### Department of Athletics

Phone: 732-987-2683

[catalog.georgian.edu/undergraduate/campus-life-services-support/athletic-recreation-program/](http://catalog.georgian.edu/undergraduate/campus-life-services-support/athletic-recreation-program/)

The Department of Athletics is in the **Wellness Center**.

### Counseling Center

Phone: 732-987-2680

[georgian.edu/counseling-center/](http://georgian.edu/counseling-center/)

[catalog.georgian.edu/undergraduate/campus-life-services-support/counseling-center/](http://catalog.georgian.edu/undergraduate/campus-life-services-support/counseling-center/)

The Counseling Center is on the **second floor of the Casino**.

#### *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 BOTH the Director of the Counseling Center and the Director of Campus Life. The student must provide evidence of compliance with treatment recommendations and be willing to be able to show that they have 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 Campus Life will develop a Behavioral Contract outlining student's responsibilities to ensure their safe return to residence. This contract may 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 Campus 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)*

- Resident students must meet with the Director of Campus 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 Campus Life and must be brought to the Emergency Psychiatric Screening at time of screening.
- The student and the Director of Campus Life will develop a Behavioral Contract outlining student's responsibilities to ensure their 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 Campus 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.

#### *Transportation for Mental Health Evaluations*

In situations where a student requires transportation to a hospital or other healthcare facility for a mental health evaluation, the university will coordinate with authorized personnel to facilitate safe transportation. Please note that Campus Safety and University personnel are not responsible for providing this transportation.

The university is not responsible for any costs incurred as a result of transportation or medical services. Students and their families are advised to ensure they have adequate health insurance or financial arrangements to cover such expenses.

#### **Dining at Georgian Court University**

Phone: 732-987-2730

**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, pasta bar, sushi 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 breakfast from 7:30 to 10:45 AM, lunch from 11:00 AM to 4:00 PM, and dinner from 4:00 to 7:00 PM, and Saturday and Sunday from 10:00 AM to 4:00 PM for brunch and from 4:00 to 6:30 PM for dinner. The grill and deli remain open from 7:30 AM to 8:00 PM. The **Café at GCU** is our à la carte food court that offers another dining destination 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 Café. Simply trade a meal swipe for a prefixed completed meal offered at any of the stations in the Café. Simply trade a meal swipe for a prefixed completed meal offered at any of the stations in the Café. A meal exchange consists of a complete meal containing one entrée, one side, and one beverage. The Café is open Monday through Friday from 11:00 AM to 11:00 PM. Meal exchange is available for lunch and late night. Dinner meal swipes can only be used in Raymond Hall.

Aramark 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)**

Phone: 732-987-2355

[georgian.edu/educational-opportunity-fund/](http://georgian.edu/educational-opportunity-fund/)

**Undergraduate Students:** [catalog.georgian.edu/undergraduate/financial-information/types-financial-aid/nj-state-grant/](http://catalog.georgian.edu/undergraduate/financial-information/types-financial-aid/nj-state-grant/)

**Graduate Students:** [catalog.georgian.edu/graduate/financial-information/types-financial-aid/nj-state-grant/](http://catalog.georgian.edu/graduate/financial-information/types-financial-aid/nj-state-grant/)

The EOF office is on the second floor of the Casino and is open Monday through Friday from 8:30 AM to 5:00 PM.

### **GCU Cares**

Phone: 732.987.2376

[georgian.edu/gcu-cares/](http://georgian.edu/gcu-cares/)

### **Health Services**

Phone: 732-987-2756

[georgian.edu/health-services/](http://georgian.edu/health-services/)

[catalog.georgian.edu/undergraduate/campus-life-services-support/health-services/](http://catalog.georgian.edu/undergraduate/campus-life-services-support/health-services/)

The Health Center is in the **Casino, second floor**.

### *Transportation for Mental Health Evaluations*

In situations where a student requires transportation to a hospital or other healthcare facility, the university will coordinate with authorized personnel to facilitate safe transportation. Please note that Campus Safety and University personnel are not responsible for providing this transportation.

The university is not responsible for any costs incurred as a result of transportation or medical services. Students and their families are advised to ensure they have adequate health insurance or financial arrangements to cover such expenses.

### **Information Technology**

Phone: 732-987-2222

Located in the lower level of the **Sister Mary Joseph Cunningham Library**, the Office of Information Technology provides central computing and network resources, academic-specific software applications, residential internet, A/V, and Help Desk support. Selected classrooms on campus are equipped with an interactive display for multimedia presentations. Printers and scanners are also available for student use in select lab facilities.

The Sister Mary Joseph Cunningham Library computer labs, located in the lower level, 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. Wireless internet access is widely available across campus, both inside and outside in designated areas. Each of the residence halls has a small number of computers that are always available for student use at all hours. Each residence hall room is wired to the campus network, and all residence halls have wireless access available throughout. All students have access to the Internet by using the campus network. URL links on the GCU website provide direct access to e-mail, Blackboard, student information, and university announcements. All students are issued a network user ID with password and an @georgian.edu e-mail address upon their entrance into the university. When first utilizing this assigned account on login.georgian.edu, the initial network password assigned must be changed immediately upon receipt. The password should be changed regularly and kept private as per the password policy guidelines. Student passwords expire every 180 days. Passwords should never be shared, and no one has the right to ask another for their password. If anyone asks you for your password, students must report the incident immediately to the IT Help Desk by emailing [helpdesk@georgian.edu](mailto:helpdesk@georgian.edu) or calling 732-987-2222. Additionally, a multi-factor option must be configured as a security measure for the account which IT provides through push notifications through either an Okta authenticator app (iPhone or Android device required), SMS text message codes, or

phone calls.

The GCU e-mail account provided to each student will be the official address 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. GCU reserves the right to send official communications to students via e-mail expecting that those communications will be read on a regular basis.

The GCU 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 as the official e-mail address for any student at any time.

A student who chooses to have e-mail electronically redirected from her/his/other GCU e-mail account to an alternate e-mail account does so at her/his/other own risk. GCU will not be responsible for any issues that may arise due to the redirecting. This 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 the Office of Campus Safety so that appropriate action may be taken.

### **Library Services—Sister Mary Joseph Cunningham Library**

Phone: 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)
- Multimedia Studio (equipped with Mac Workstations, Green Screen, and Recording equipment)
- library presentation prep room (equipped with IMACs and Wi-Fi projector)
- group study areas; and
- comfortable seating locations, including a leisure reading area.

Our website—[georgian.edu/library](http://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, except for 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.*

### **Lost & Found**

Phone: 732-987-2611

The official Lost and Found is in the **Campus Safety Gatehouse at the Main Entrance**. All lost and found items should be turned over to the Office of Campus Safety 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**

Phone: 732-987-2632

Mail Services is on the **lower level of St. Joseph Hall** and is open from 7:00 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.

### **Math Lounge**

Phone: 732-987-2386

[catalog.georgian.edu/undergraduate/campus-life-services-support/math-lounge/](http://catalog.georgian.edu/undergraduate/campus-life-services-support/math-lounge/)

The Math Lounge is the mathematics-specific tutoring center for all students with varying needs. We offer professional and peer tutoring for levels starting from the Skills Development level to the highest level of mathematics at GCU. The lounge is equipped with three professional tutors and varying amounts of peer tutors with multiple math course tutoring abilities along with some science and computer science experience. Along with our normal course tutoring, we also offer assistance for many of the standardized tests that our students will encounter, including the teacher certification PRAXIS tests. Each tutor is required to meet certain standards for employment to be eligible to tutor for sessions as minimal as 20 minutes ranging to a maximum of one hour. The Math Lounge also has updated mathematical technology to assist in the learning experience including computer software, graphing calculators, and visual assist boards ideal for group learning. Texts from the various levels of mathematics are also available at the lounge for reference along with other items for supplemental learning of various mathematical concepts. Students who utilize the Math Lounge can make appointments or come by as a walk-in. For scheduling the tutor of your choice (you can see the tutors' credentials), a student can go to <http://www.georgian.edu/math-lounge/>. The Math Lounge is located in the lower level of the GCU library, and is the mathematics-specific tutoring center for all students with varying needs. We offer professional and peer tutoring for levels starting from the Skills Development level to the highest level of mathematics at GCU.

For further information, please contact [rdevlin@georgian.edu](mailto:rdevlin@georgian.edu). Phone: 732-987-2386.

### **Military & Veterans Services & Outreach**

Phone: 732-987-2462

[georgian.edu/military-and-veterans-services/](http://georgian.edu/military-and-veterans-services/)

[catalog.georgian.edu/undergraduate/campus-life-services-support/military-vets/](http://catalog.georgian.edu/undergraduate/campus-life-services-support/military-vets/)

### Office of Alumni Relations

Phone: 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. 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 in **Kingscote** and is a division of the Office of Institutional Advancement.

### Office of Campus Ministry

Phone: 732-987-2691

[catalog.georgian.edu/undergraduate/campus-life-services-support/campus-ministry/](http://catalog.georgian.edu/undergraduate/campus-life-services-support/campus-ministry/)

Campus Ministry is a unit of the Office of Mission and Ministry. It is located at the entrance of Mercy Hall and connected to the Dorothy Marron University Community Chapel. The office strives to serve the diverse spiritual needs of the entire campus community, offering opportunities for prayer, reflection and spiritual growth. Reflecting our Mercy heritage, our staff also provides opportunities for volunteer service and justice advocacy. Julian's Cupboard, GCU's student food pantry can also be accessed here.

### Office of Campus Safety

Phone: 732-987-2611

The security and safety of the persons and property at Georgian Court University is the responsibility of the Office of Campus Safety, which is staffed by 11 full-time officers and 3 part-time officers. The Office of Campus Safety is in the **Gatekeeper's Lodge at the Seventh Street Gate**, with officers posted in the **Campus Safety Gatehouse at the Main Entrance at Ninth Street and Private Way**. Campus safety 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 Office of Campus Safety performs vehicle and foot patrols on campus 24 hours a day, seven days a week, year round. Golf cart 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 Campus Safety from any campus phone at extension 2611 or 732-987-2611.

There are blue-lighted outdoor emergency phones on the campus:

1. Jeffries Hall, back door, left side
2. Lot D between St. Joseph Hall/Maria Hall, right side of loading dock area
3. Lot D on sidewalk leading to St. Catherine Hall
4. Maria Hall, rear of building near Japanese Garden sidewalk
5. St. Catherine Hall, on sidewalk in front of building
6. Medical Arts Building on front sidewalk
7. Hamilton Hall, Lot I, rear of building near ramp
8. Gatekeeper's Lodge/Office of Campus Safety sidewalk
9. Mercy Hall, left side of front door
10. St. Joseph Hall, right side of front door
11. Maria Hall, left side of front door
12. St. Catherine Hall, right side of front door
13. Lot G, sidewalk to Farley Center
14. Mercedes Hall sidewalk, between Plaza East and Raymond Hall Complex

15. Wellness Center, rear of building right side of door opposite rear of the Library
16. Wellness Center, rear of building right side of garage door.

There are also 106 emergency phones that contact Campus Safety in several buildings and in all campus elevators.

The university also has 5 closed-circuit TV (CCTV) cameras on campus, which are monitored and recorded by the Office of Campus Safety.

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**

Phone: 732-987-2602

[georgian.edu/academics/career-services/](http://georgian.edu/academics/career-services/)  
[catalog.georgian.edu/undergraduate/campus-life-services-support/career-services/](http://catalog.georgian.edu/undergraduate/campus-life-services-support/career-services/)

The Office of Career Services is in the **Sister Mary Joseph Cunningham Library**.

### **Office of Global Education Programs**

Phone: 732-987-2346

[georgian.edu/study-abroad/](http://georgian.edu/study-abroad/)  
[catalog.georgian.edu/undergraduate/campus-life-services-support/global-education-programs/](http://catalog.georgian.edu/undergraduate/campus-life-services-support/global-education-programs/)

### **Office of Mission & Ministry**

Phone: 732-987-2600/2303

The Office of Mission and Ministry includes Mission Integration (Kingscote 204) and Campus Ministry (Mercy Hall). The office strives to incorporate our Catholic and Mercy Identity/mission throughout the academic community of Georgian Court University. This work is guided by our Mercy core values and the critical concerns set forth by the Sisters of Mercy. Our work is motivated by a Catholic vision of human flourishing that is both personal and communal; involving mind, body and spirit.

Through all of this, we hope to encourage and equip community members to be engaged citizens with integrity, intellectual surety, and a powerful sense of purpose. In addition, we offer spiritual resources to the whole community that welcome, enrich, heal and energize.

Students, faculty, staff, administrators, and trustees are also invited to attend engage with Mission and Ministry as collaborators in the lively and impactful mission of the university through orientation sessions, mission initiatives, the annual Critical Concerns Week and more.

### **Student Food Pantry**

Phone: 732-987-2691

[catalog.georgian.edu/undergraduate/campus-life-services-support/julianscupboard/](http://catalog.georgian.edu/undergraduate/campus-life-services-support/julianscupboard/)

Located within Mercy Hall, Julian's Cupboard is GCU's student food pantry and is available for free to ALL GCU students. The pantry stocks a wide variety of healthy foods and toiletries and has additional resources for students needing assistance.



## **Office of Student Activities & Engagement**

Phone: 732-987-2277

Located in the upper level of the Gavan Lounge, the Office of Student Activities and Engagement 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 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 Campus Life oversees the Student Government Association (SGA) and other student clubs/organizations, as well as aids and assists in the development of new student groups. The student activities staff oversees 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 more than 35 clubs and organizations available for students to join.

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 encompasses cocurricular 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.

Involvement in our leadership program will introduce leadership development theories, encourage on-campus involvement and engagement, and develop important professional and life skills. Through collaboration with faculty and staff, the Office of Student Activities and Engagement will provide a holistic approach to ethical leadership here at GCU.

## **TRIO–Student Support Services**

Phone: 732-987-2610

[georgian.edu/trio-sss/](http://georgian.edu/trio-sss/)  
[catalog.georgian.edu/undergraduate/campus-life-services-support/trio-student-support-services/](http://catalog.georgian.edu/undergraduate/campus-life-services-support/trio-student-support-services/)

The TRIO–SSS office is on the **second floor of the Casino**—use the side door across from the library, turn right, and go up the stairs.

## **Office of Student Success**

Phone: 732-987-2363

[georgian.edu/academics/student-success/](http://georgian.edu/academics/student-success/)

Student Success is located in Jeffries Hall, Rm. 101. It provides a variety of services and programs that assist undergraduate students in succeeding and retaining at the college level. These include meeting with students to enhance academic skills, supporting advisors in the advising process, early alert response, probation meetings, Chart the Course, GCU Cares, and PACT (Performance Assistance through Coaching and Tutoring) Accessibility Services, and The Learning Connection (TLC). Peer Tutoring and Math Lounge are also part of Student Success.

### *Accessibility Services*

Phone: 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.

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).

**Reasonable Accommodations** - When a student registers with Accessibility Services, accommodations and academic adjustments are determined by the Director of Student Success and Academic Support, who serves as the Accessibility officer at GCU. All requested accommodations and/or academic adjustments must be determined to be appropriate to the student's documented needs.

### **Procedure for Requesting Accommodations**

[catalog.georgian.edu/undergraduate/campus-life-services-support/access-svces/](http://catalog.georgian.edu/undergraduate/campus-life-services-support/access-svces/)

Testing Accommodations 732-987-2363

[catalog.georgian.edu/undergraduate/campus-life-services-support/access-svces/](http://catalog.georgian.edu/undergraduate/campus-life-services-support/access-svces/)

*The Learning Connection Program (TLC)* 732-987-2363

[catalog.georgian.edu/undergraduate/campus-life-services-support/the-learning-connection/](http://catalog.georgian.edu/undergraduate/campus-life-services-support/the-learning-connection/)

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

[catalog.georgian.edu/undergraduate/campus-life-services-support/pact/](http://catalog.georgian.edu/undergraduate/campus-life-services-support/pact/)

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

[catalog.georgian.edu/undergraduate/campus-life-services-support/peer-tutoring-si/](http://catalog.georgian.edu/undergraduate/campus-life-services-support/peer-tutoring-si/)

*Math Lounge* 732-987-2386

[catalog.georgian.edu/undergraduate/campus-life-services-support/math-lounge/](http://catalog.georgian.edu/undergraduate/campus-life-services-support/math-lounge/)

### **Office of the Dean of Students**

Phone: 732-987-2601

[catalog.georgian.edu/undergraduate/campus-life-services-support/dean-students/](http://catalog.georgian.edu/undergraduate/campus-life-services-support/dean-students/)

The Office of the Dean of Students is in the **Casino on the first floor by the elevator.**

### **Office of the Division of Academic & Student Affairs**

Phone: 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 deans, faculty and student affairs staff.

The university is composed of three schools, each headed by a Dean: the School of Arts, Sciences & Education, the Hackensack Meridian *Health* School of Nursing and Wellness, and the School of Business and Digital Media. The Dean of the School of Business & Digital Media also is the Dean of Digital Learning, home of Instructional Technology and Design. All school Deans report directly to the Provost.

In addition to the three academic Deans, the Provost is assisted by the Associate Provost for Academic Program Development; the Associate Provost for Student Services and Support, and the Athletics Director. Reporting to the Associate Provost for Student Services and Support are the Dean of Students; and the directors of the Educational Opportunity Fund (EOF), TRIO/Student Support Services, the Office of Global Education Programs; Student Success; Health and Counseling Services; the Office of Diversity, Equity and Inclusion; and the Office of Career Services. Library Services, the

Registrar, and Institutional Research report to the associate provost for academic program development.

The Office of the Division of Academic and Student Affairs is in **Jeffries Hall, Room 106**.

### **Office of the Registrar**

Phone: 732-987-2228

For all academic policies and procedures, please reference the Academic Catalog.

The Office of the Registrar handles student records, course registration and alteration, and graduation requirements. Visit the registrar's web page at [georgian.edu/registrar](http://georgian.edu/registrar) to learn more about the services and functions of the Office of the Registrar, which is in the Scully Registration and Finance Center.

### **Office of Financial Aid**

Phone: 732-987-2258

#### *Financial Aid Policies and Procedures*

The Office of Financial Aid is in the Scully Registration and Finance Center 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, Monday through Friday. 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 academic year. The application process can be completed online at [studentaid.gov](http://studentaid.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](http://studentaid.gov). Applications are processed upon receipt of a Student Aid Report (SAR) with an official Expected Family Contribution (EFC). 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. 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 GPA that is higher than the GPA requirement for federal satisfactory academic progress. Please consult the acceptance letter you received from the Office of Admissions for the GPA scholarship/award renewal requirement.

*Satisfactory Academic Progress Policy, Financial Aid Suspension Notification, & Appeals Process*

**Undergraduate Students:**

[catalog.georgian.edu/undergraduate/financial-information/adjustment-financial-aid/sap-appeal/](http://catalog.georgian.edu/undergraduate/financial-information/adjustment-financial-aid/sap-appeal/)

**Graduate Students:** [catalog.georgian.edu/graduate/financial-information/adjustment-financial-aid/sap-appeal/](http://catalog.georgian.edu/graduate/financial-information/adjustment-financial-aid/sap-appeal/)

*Remedial Coursework & Financial Aid*

[catalog.georgian.edu/undergraduate/financial-information/adjustment-financial-aid/remedial-course-fin-aid/](http://catalog.georgian.edu/undergraduate/financial-information/adjustment-financial-aid/remedial-course-fin-aid/)

*Maximum Time Frame for Program Completion*

**Undergraduate Students:** [catalog.georgian.edu/undergraduate/financial-information/adjustment-financial-aid/max-time-frame/](http://catalog.georgian.edu/undergraduate/financial-information/adjustment-financial-aid/max-time-frame/)

**Graduate Students:** [catalog.georgian.edu/graduate/financial-information/satisfactory-academic-progress-policy/](http://catalog.georgian.edu/graduate/financial-information/satisfactory-academic-progress-policy/) [catalog.georgian.edu/graduate/financial-information/adjustment-financial-aid/sap-appeal/](http://catalog.georgian.edu/graduate/financial-information/adjustment-financial-aid/sap-appeal/)

*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: [studentaid.gov](http://studentaid.gov). 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 and/or TEACH Grant have 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 complete 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 [studentaid.gov](http://studentaid.gov) to complete your Stafford Loan exit counseling.

If work-study is part of the financial aid award, the student will receive information from the Office of Career Services 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 bimonthly 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 enrollment status changes; 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 cannot receive a combination of gift aid that exceeds their direct costs. Gift aid includes Georgian Court University Merit, GCU need-based and incentive grants, Endowed, Athletic, Dance, and/or Honors Scholarships, federal, and/or NJ state grants, and any outside scholarships. Direct costs are charges billed to your student account exclusive of late fees that may be applied to your bill after the semester due date.

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.

Georgian Court University reserves the right to replace institutional aid including merit scholarships in whole or part with other institutional funds.

#### *Student Financial Aid Responsibilities*

[catalog.georgian.edu/undergraduate/financial-information/financial-aid-information/student-fin-right-respons/](http://catalog.georgian.edu/undergraduate/financial-information/financial-aid-information/student-fin-right-respons/)

[catalog.georgian.edu/undergraduate/financial-information/student-financial-aid-responsibilities/](http://catalog.georgian.edu/undergraduate/financial-information/student-financial-aid-responsibilities/)

#### *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**

Phone: 732-987-2240

The Office of Student Accounts, located in the Scully Registration and Finance Center, handles student billing/statements, refunds, book vouchers, parking registration, and IRS 1098-T Forms.

Our billing process is entirely electronic. Please review your account charges and credits in real-time on Self-Service. You can view your bill (static statement) on Self-Service or CashNet®. You will receive an email at your GCU address when your eBill is available on CashNet®. An eBill will be uploaded to Self-Service at the same time it is uploaded to CashNet®. Please note: A statement is a snapshot of your account at that moment. Changes to your account will not reflect on your statement until another one is generated. We recommend that you view your account balance in real-time on Self-Service as those changes are immediately updated.

Failure to receive an e-Bill does not release you from making your tuition payment by the deadline. View details of charges/credits on Self-Service regularly to stay up to date on changes on your financial account.

Anticipated balances (charges minus anticipated aid) are due 3 weeks prior to the first day of class unless you are covered by financial aid, enrolled in the payment plan through Nelnet®, or you have contacted the Office of Student Accounts to discuss payment options. If you register for courses after the payment

due date, your payment is due upon registration.

We accept check and money order payments in our office or via mail. We do not accept credit/debit card payments in our office. All checks returned from the bank due to insufficient funds will be charged \$60. We accept International Wire Transfers through Firewire®. To originate tuition payments from a bank in your home country, go to [flywire.com](http://flywire.com).

We offer a payment plan through Nelnet®; visit [mycollegepaymentplan.com/georgian](http://mycollegepaymentplan.com/georgian). The cost to participate in a payment plan is \$57 per semester. The enrollment fee and deposit (first payment) are due upon registration.

#### *Billing Hold Policy*

Billing holds are placed on accounts if the balance is not paid in full, covered by financial aid, or enrolled in a payment plan through Nelnet®. A billing hold will prevent a student from accessing final grades, transcripts, and diplomas; registering for additional courses or future semesters; and participating in Commencement. Holds will **NOT** be released unless the balance is paid in full or proof of a final payment method is received and verified by the Office of Student Accounts.

Students enrolled in the Nelnet® payment plan will only be exempt from a billing hold if their account shows no delinquent payments for the current year. If you are graduating in that semester, your account will be placed on hold until all payments are received from Nelnet® and your GCU account is paid in full.

#### *Third-Party Payment Policy*

Students who receive employer tuition assistance must submit a letter on company letterhead confirming their eligibility as well as the company's payment policy by the payment due date of every semester. If you do not provide the required documentation prior to the payment due date each semester, you will be required to pay GCU and seek tuition reimbursement from your company, agency, or employer. The only portion of the bill deferred through tuition assistance is the amount due from the company, agency, or employer. Any fees or partial payments that are the students' responsibility must be paid by the payment due date unless you are covered by financial aid or enrolled in our payment plan through Nelnet®; otherwise, you must contact the Office of Student Accounts to discuss payment options.

Students who receive employer tuition reimbursement must pay their balance in full or be enrolled in our payment plan by the payment due date. Your employer will pay their share of your tuition directly to you. Once your account is paid in full, E- mail [studentaccounts@georgian.edu](mailto:studentaccounts@georgian.edu) to request an invoice with a breakdown of costs to submit for reimbursement.

#### *Withdrawals*

Students who withdraw from the university during the add/drop period of any semester will not be financially responsible for tuition and fees charged for that semester.

Students who withdraw from courses, take a leave of absence, or officially withdraw from the university after the drop/add period of any semester may be financially responsible for all or part of the tuition and fees charged for that semester.

The official date of withdrawal is the date on which the notification is received by the Office of the Registrar.

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

Students who are academically dismissed from the university forfeit any grants, graduate assistantships, or scholarship aid that may be in effect at the time. This does not release students from the responsibility for these charges.



More detailed information on the refund/withdraw policy is included in the university catalogs at [catalog.georgian.edu](http://catalog.georgian.edu).

#### *Book Voucher*

Request a book voucher to use excess financial aid money to buy books/supplies. There is no need to wait for your aid to be disbursed and refunded. E-mail [studentaccounts@georgian.edu](mailto:studentaccounts@georgian.edu) with the amount of the voucher. The University Bookstore will be electronically notified within one to two hours, and your voucher will be available at checkout.

#### *Refunds*

Refunds are processed after the end of the drop/add period. For credit balances due to the student, the funds will be returned in the form of a check or e-Refund. Checks will be made payable to the student unless a Parent Plus Loan indicates the refund is to go to the borrower, and the check will be mailed to the student's home address on file.

Sign up for e-Refunds on CashNet®. Receive your refund faster and safer! If you do not have a U.S. bank account, we will mail your refund check. Be aware that mailed checks can take two weeks to reach your address and that your address must be current. To receive your e-Refund, you must enroll prior to your financial aid disbursement.

**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 university cannot disclose any information pertaining to a student's billing or registration information with anyone other than the student, even if the parent is paying the bill, unless the student completes the [Student Disclosure Form](#) giving GCU permission to share this information.

#### **Julia & Patrick Gavan Student Lounge**

The Gavan Student Lounge, located **next to the library and the Café at GCU**, is available for recreation during the day and evening hours.

#### **University Bookstore**

Phone: 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, accessories, and gifts. 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, Apple Pay, 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](http://bkstr.com/georgiancourtstore)—the online resource for course materials, clothing, accessories, 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.

## **University Marketing & Communications**

Phone: 732-987-2232

University Marketing and Communications are managed through our partners at Princeton Strategic Communications (PSC) and in partnership with the Office of Institutional Advancement. PSC 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 e-mail [marketing@georgian.edu](mailto:marketing@georgian.edu).

## **Vending Services**

Phone: 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 in the Scully Registration and Finance Center, Lower Level, Room 6.**

## **Writing Center**

Phone: 732-987-2362

[georgian.edu/writing-center/](http://georgian.edu/writing-center/)  
[catalog.georgian.edu/undergraduate/campus-life-services-support/writing-center/](http://catalog.georgian.edu/undergraduate/campus-life-services-support/writing-center/)

The Writing Center is on the **first floor of the Sister Mary Joseph Cunningham Library.**

## **Campus Life**

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### **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 Campus 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**

[catalog.georgian.edu/undergraduate/campus-life-services-support/student-activities-organizations/](http://catalog.georgian.edu/undergraduate/campus-life-services-support/student-activities-organizations/)

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, and the GCU website master calendar ([georgian.edu](http://georgian.edu)). 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 always be accompanied and supervised by an adult.

### **Comprehensive Fee**

Each semester, all full-time matriculating students enrolled in the university pay a comprehensive fee, which covers use of the library, computer labs (when available), Student Success, and Wellness Center; an ID card; social functions (intellectual, spiritual, and cultural); career services and workshops; and reduced rates for university-sponsored trips.

### **Health Insurance**

Georgian Court University does not offer a student health insurance plan. *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 health insurance exchanges continue to allow all families and Individuals to compare coverages and related costs among a variety of insurance companies. The Patient Protection and Affordability Care Act (PPACA) also requires employer plans to continue to provide dependent coverage to their employee's dependents until the age of 26. Medicaid eligibility has been expanded in many states including New Jersey.

Students need to determine if they are eligible for dependent coverage under the health insurance plan and/or access health insurance exchanges in their state. Students are encouraged to visit [healthcare.gov](http://healthcare.gov) to learn about health insurance options. However, the debate over the future of PPACA and U.S. health care reform continues. Therefore, it is advisable to contact the Office of Health Services if you have any questions regarding health insurance at 732-987-2756.

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.

### **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 Café at GCU. Arrangements for semester meal tickets can be made with Dining Services in **Raymond Hall**.

### **Campus Bulletin Board Policy**

In order to maintain a clean, organized campus environment, the Campus Life Office and Provost Office are implementing a new **Campus Bulletin Board Policy**. This policy designates specific bulletin boards around campus for posting flyers, posters, and announcements related to events, clubs, or information intended for the Georgian Court University (GCU) community.

*Designated Bulletin Boards* - Designated campus bulletin boards feature blue paper, gold push pins, and a sample copy of this policy. These boards are the only authorized locations for posting flyers or posters across campus.

*Prohibited Posting Areas* - Posting flyers or posters on walls, bathroom doors, entry/exit doors, glass windows, water drinking stations, office doors, or any areas other than the designated bulletin boards is prohibited. Any unauthorized postings will be removed immediately.

*Approval and Stamping Requirements* - Effective Wednesday, 8/28/24, all flyers or posters must be stamped with an expiration date prior to posting. Flyers and posters will remain on the designated bulletin boards for 30 days or until the event is over, whichever comes first. For approval and stamping, please visit one of the following offices:

- Alicia Rosamilia – Provost Office, Jeffries Hall #106
- Pat Jacukiewicz – Campus Life Office, Casino Building
- Elizabeth Estell – Campus Life

#### *Posting Guidelines*

1. Each flyer or poster to be displayed must be individually stamped. For instance, if posting five flyers, each must have its own stamp. This applies regardless of quantity.
2. Flyers or posters without the required stamp on designated bulletin boards will be removed.

*Department Bulletin Boards* - This policy does not apply to department-specific bulletin boards, such as those for Math, Physics, Chemistry, Biology, Career Services, or Ministry. Departments may manage their own boards independently. However, any departmental postings on campus-wide blue bulletin boards must be stamped for approval.

#### **Solicitation 732-987-2311**

Solicitation, sales, and sales promotions are strictly forbidden unless authorized by the dean of students in the **Casino, Room 206**. 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 and Gender-Based Misconduct 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 Residence Life and Student Engagement

Concerns related to security issues, e.g., lost and found, ID cards, parking, violations, threats (personal or non-personal), property damage, thefts, etc.:

1. Campus Safety Gatehouse
2. Director of Campus Safety
3. Director of Human Resources

Concerns related to residence life:

1. Resident Assistants
2. Graduate Assistant
3. Coordinators of Residence Life and Student Engagement
4. Assistant Director of Student Life
5. Director of Campus Life
6. Dean of Students

Concerns about other students or community members or just the need to talk to someone:

1. Counseling Center (in the Casino)
2. Case manager (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 Campus Life

#### *For Complaints about GCU*

Attempts to resolve complaints should always occur first using processes internal to GCU (above). For complaints about GCU that cannot be resolved by following the processes described above, or for which those processes are not appropriate, contact:

1. State of New Jersey, Office of Secretary of Higher Education, P.O. Box 542, Trenton, NJ 08625-0542 or visit [state.nj.us/highereducation/OSHEComplaintInstructions.shtml](http://state.nj.us/highereducation/OSHEComplaintInstructions.shtml).
2. GCU's institutional accreditor, the Middle States Commission on Higher Education, 1007 North Orange St, 4<sup>th</sup> Floor, MB #166, Wilmington, DE 19801. Call 267-284-5011 or visit [msche.org](http://msche.org).
3. For students taking GCU distance education courses in states other than New Jersey: After first attempting to resolve a complaint through GCU's internal processes, non-California students should file their complaints with the SARA State Portal Entity for New Jersey: Eric Taylor, Esq., Director, Office of Licensure, New Jersey Office of the Secretary of Higher Education, P.O. Box 542, Trenton, NJ 08625; 609-984-3738; [eric.taylor@oshe.nj.gov](mailto:eric.taylor@oshe.nj.gov). Because California is not a member of SARA, California students should contact the Bureau for Private Postsecondary Education at [bppe.ca.gov/enforcement/complaint.shtml](http://bppe.ca.gov/enforcement/complaint.shtml), or [oag.ca.gov/contact/consumer-complaint-against-business-or-company](http://oag.ca.gov/contact/consumer-complaint-against-business-or-company). (Additional resource: [Click here](#) for a list of contacts for filing complaints for all states).

All academic and student life professionals work together to support students as they encounter challenges and advocate for themselves.

#### **Student Government Association**

The Student Government Association (SGA) office is on the **first floor of the Casino near the elevator**.

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 to better integrate and meet the needs of both residents and commuters. Activities of registered clubs and organizations are supported by the activities fee and administered by the SGA.

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 2.5 or higher at the time they run for office and must maintain a minimum 2.5 GPA throughout their tenure.

#### *Executive Board*

The Student Government Association Executive Board is composed of the president, vice president, treasurer and secretary. 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. The SGA president may be called upon to offer the address on behalf of students at the 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 Campus Life, 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)
- GCU Technology Committee - One student appointed by the SGA Executive Board officers (one-year term)
- Technology-Assisted Communication Committee - One student appointed by the SGA Executive Board officers (one-year term)
- 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 - One student appointed by the SGA
- 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 and Digital Media 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
- Nursing and Wellness Curriculum Committee - A student majoring in a discipline in the Hackensack Meridian Health School of Nursing and Wellness at Georgian Court

- Board of Trustees Committees - Academic & Student Affairs - President of SGA and One resident (one-year term)
- Advancement and Public Affairs - One junior (one-year term) and One senior (one-year term)
- Mission Committee - One junior (one-year term) and 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, secretary, and treasurer.

### **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.

#### *Forming a New Student Group*

Anyone interested in creating a new student group should contact the coordinator of student activities or any member of the SGA Executive Board.

#### *Registration of Student Clubs and Organizations: Policy and Procedures*

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 coordinator of student activities on the first floor of the Casino.
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. four potential club members, 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 coordinator 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 Office of Campus Life. Activities should be scheduled as early as possible at the beginning of each semester. To obtain the approval of the Office of Campus Life 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 Campus Life and the coordinator of student activities and must post notices in appropriate areas. The approval of the coordinator 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 Office of Campus Life and the coordinator of student activities have 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**

#### *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.

WILD is designed to be a self-paced process that may take three to six semesters to complete. The Senior Series program will be available to members WILD during their senior year. This is a six-workshop program that focuses on career readiness and professional development. Brochures and applications for the WILD program are available in the Office of Student Activities and Engagement on the **upper level of the Gavan Student Lounge** and/or in the Office of Campus Life in the **Casino**.

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 Campus Life on the first floor of the Casino, near the elevator.

### **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.

### **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, and the inclusion of solar panels and energy conserving window coatings on the campus wherever practical.

Recycling is mandatory in New Jersey and receptacles for recycling paper, glass, and aluminum cans are provided in all buildings. 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:

- Become a member of GCU sustainability-oriented clubs.
- 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.
- Do not 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.

### **Use of University Facilities**

Student organizations may request space for their events through the Office of Student Activities in the Office of Campus Life on the first floor of the Casino, near the elevator. The approval of the coordinator of student activities and engagement 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 coordinator 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.

### **Student Van Service**

The GCU student van service is provided at no charge for Georgian Court University resident students only. This service runs various days throughout the week during the fall and spring 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-served 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 Campus Safety.
- 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 audio devices (cell phones, tablets, 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 their 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.

## **Residence Life**

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### **Mission**

Rooted in the Mercy core values of respect, integrity, justice, compassion and service, the Office of Residence Life cultivates a safe, inclusive, academically rigorous and engaged on-campus community where students feel important, challenged and supported as they pursue their academic and personal goals.

### **Residence Hall Facilities**

Each resident is provided with an XL-twin bed, dresser, closet space, desk, desk chair, and Wi-Fi connection. Window treatments are also provided. Residents provide their own personal items, such as bedding and toiletries.

### *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.). Residents are responsible for garbage removal from their own rooms, while the housekeeping staff removes garbage from the building. Residents maintain the cleanliness of individual rooms, suites, and private bathrooms.

### *Kitchens*

Each residence hall (except Mercy 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. Mercy Hall residents do not have access to a stove, but do have access to a refrigerator, microwave, and sink. 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. The washers and dryers are operated on an app system. Residents will be provided with information to download the app onto their chosen device where they can add money to their account, activate machines, and track the remaining time left on their laundry. The laundry 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 are provided in most social lounge areas. Computer access is available in the residence halls.

### *Technology*

Residence hall rooms have wireless Internet access and the ability to request an in-room telephone line. Residence hall rooms do not come with cable – streaming cable is available on the televisions in select lounges in the residence halls. Computers with Internet access and printers are available in computer labs on the second floor of each hall.

## **Residence Life**

Residency is available to all full-time matriculating (registered for at least 12 credits for undergraduate students or 9 credits for graduate students), subject to availability. A student wishing to live on campus and take less than the required full time *credits* must meet with the dean of students or their 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.

With the understanding that learning occurs beyond the classroom, the Office of Residence Life creates opportunities for students to apply their academic knowledge in real-world scenarios. Emphasis is placed on problem-solving, collegiality, vigorous discourse, celebrating and exploring diversity, and learning how to learn. Residence life staff and residents work together to foster an inclusive, accepting community in which students are responsible for themselves and each other. Residence life staff work together with all residents to promote a safe, comfortable living environment in which students respect one another and the facilities where they live.

### *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.

Under the supervision of the dean of students, the director of residence life oversees the residence life program, manages the budget, sets the curriculum for student learning goals, and adjudicates disciplinary issues that rise beyond the purview of hall directors.

The assistant director is 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 assistant director is a professional, live-in student life staff member. The assistant director works closely with the residents and resident assistants while also facilitating the placement of students in their individual residence rooms.

The Office of Residence Life is in **St. Catherine Hall, Room 108**.

Hall directors are graduate student staff assigned to each building. Hall directors go through an extensive training process to ensure they are properly equipped to provide safe and inclusive communities, as well as confront any challenges residents may face in their halls.

### *Resident Assistants*

Resident assistants (RAs) are students who have completed an extensive selection and training process. They are selected for their concern for others, responsibility, and 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 108.

#### *Resident Policies and Procedures*

The basic rule of conduct, as in all communities, is respect for others. 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 and the complete Code of Conduct may be found in the Student Handbook.

#### *Room Selection and Room Changes*

Room selection for returning students takes place in the spring semester, and more information on this process will be presented to all students interested in living on campus at that time. For more information, contact the Office of Residence Life at 732-987-2533 or [reslife@georgian.edu](mailto:reslife@georgian.edu).

### **Housing Accommodations**

This process outlines how to request housing accommodations for students with disabilities at Georgian Court University, ensuring that accommodations are provided in compliance with the Americans with Disabilities Act (ADA).

#### **1. Eligibility and Registration**

- Who is eligible? - Students with disabilities who require specific housing accommodations to ensure equal access to the housing program.
- How to begin the process? - All students applying for housing accommodation must first register with Accessibility Services in the Office of Student Success.
  - Contact Luana Fahr, Accessibility Officer, at [success@georgian.edu](mailto:success@georgian.edu) or call 732.987.2646 to start the registration process.

#### **2. Form Submission and Deadlines**

- Complete the Housing Accommodation Request Form for Students with Disabilities.
  - Documents required - Complete Part I (Student Information) and sign the Consent for Release of Information
  - Student to provide Part II to the appropriate medical service provider.
- Submission deadlines - For current students: March 10<sup>th</sup>. For new incoming students: May 1<sup>st</sup>.
- Submission method - Students must submit Part I directly to Accessibility Services.
- Providers must submit Part II directly to [success@georgian.edu](mailto:success@georgian.edu) or fax to 732.987.2014. Forms submitted by students will not be accepted.

#### **3. Review Process**

- Requests are reviewed by the Housing Review Committee on an ongoing basis in consultation with Residence Life (RL).
- Requests will be reviewed on a weekly basis until the deadline. After May 1<sup>st</sup>, the requests will be reviewed once a month until August when it will resume to a weekly basis until school begins.
- Housing placements are prioritized based on:
  - The student's disability diagnosis.
  - The impact of the disability on their living situation.
  - The availability of housing options on campus.
  - Preferences are considered when possible, but placement is not guaranteed, especially for late requests.
  - Late requests are accommodated based on availability.

#### **4. Evaluation of Requests**

- Accommodations are only available to students actively undergoing treatment for a disability.
- The committee assesses the medical documentation provided by the student's medical provider to evaluate:

- The type and severity of the disability.
  - Functional limitations caused by the disability.
  - Necessity of the requested accommodations.
5. Approval and Notification
- Students will be notified of the committee's decision regarding their accommodation request.
  - Accommodations approved by the committee will be communicated to Residence Life for implementation.
6. Appeals and Follow-Up
- If the requested accommodation is not available, RL will work with the student to meet as many documented needs as possible.
  - Students who are unsatisfied with the outcome can appeal the decision to the Dean of Students within seven (7) days of the decision or reapply based on changing circumstances.

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.