



University of New Haven

Nashville Study Away Program

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About the University of New Haven

At the University of New Haven, we are wholly dedicated to the professional future of our students and caringly committed to their achievement.

We provide the people, the programs, and the places that enable our students to prepare for personal success - in their careers and in life.

The University of New Haven is a private, independent, comprehensive University based in southern New England, specializing in quality educational opportunities and preparation of both traditional and returning students for successful careers and self-reliant, productive service in a global society.

Accreditation

The University of New Haven is a comprehensive, nonsectarian, independent institution of higher learning chartered by the General Assembly of the State of Connecticut.

The University of New Haven is accredited by the New England Association of Schools and Colleges (NEASC), Inc., a nongovernmental, nationally recognized organization whose affiliations range from elementary schools to collegiate institutions offering postgraduate instruction.

Accreditation by NEASC indicates that an institution meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer group review process. An accredited school or college is one which has available the necessary resources to achieve its stated mission through appropriate educational programs, is substantially doing so, and gives reasonable evidence that it will continue to do so in the foreseeable future. Institutional integrity is also addressed through accreditation.

Accreditation by NEASC is not partial but applies to the institution as a whole. It is not a guarantee of the quality of every course or program offered or of the competence of individual graduates. Rather, it provides reasonable assurance of the quality of opportunities available to students.

Inquiries regarding accreditation status by the New England Association should be directed to the administrative staff of the institution. Individuals may also contact:

Commission on Institutions of Higher Education
New England Association of Schools and Colleges
209 Burlington Road
Bedford, MA 01730-1433
(781) 271-0022
cihe@neasc.org

Our Mission Statement

The University of New Haven is a student-centered comprehensive university with an emphasis on excellence in liberal arts and professional education. Our mission is to prepare our students to lead purposeful and fulfilling lives in a global society by providing the highest-quality education through experiential, collaborative and discovery-based learning.

Vision

For nearly a century, the University of New Haven has equipped students with the practical skills and critical knowledge necessary for success in an array of professional pursuits. In turn, our graduates have become the business executives, engineers, scientists, teachers and public officials leading and supporting our communities.

As knowledge expands and these pursuits become more complex, a university's approach to education must correspondingly change. A new generation of technologically sophisticated students learn differently and require refashioned forms of teaching. They collaborate, find and share knowledge instantly, and fully immerse themselves in the educational process. They think globally and don't recognize academic silos. They increasingly aim to apply what they learn to their chosen careers, even before graduating, by engaging in internships and research projects. Universities must facilitate this discovery-based learning and prepare students for success in today's rapidly changing economic and technological landscape.

A national leader in experiential education, the University of New Haven is on the vanguard of this revolution. We seek to harness new advances in technology, reshape teaching and learning, and foster an educational environment where students benefit by creating, doing and achieving. We also will build upon our historical academic strengths in science, engineering and business—and, more recently, in security and public safety. We will enhance these programs and discover new ways of creating interdisciplinary connections and promoting strategic partnerships.

Our vision is to become one of the Northeast's premier comprehensive universities offering a technologically advanced, experience-based, outcomes-focused education, one that produces graduates who will use their knowledge and skills to strengthen communities throughout our region, our nation and our world.

The University's Academic Colleges

The University of New Haven has five academic colleges, each with its own faculty. Through its College of Arts and Sciences, College of Business, Henry C. Lee College of Criminal Justice and Forensic Sciences, Lyme Academy College of Fine Arts, and Tagliatela College of Engineering, the University offers over 80 undergraduate and graduate degree programs.

The College of Arts and Sciences

The College of Arts and Sciences offers associate and bachelor's degrees in numerous fields, from traditional to career-focused, all of which prepare graduates for life in a global environment.

Through the Graduate School, the College of Arts and Sciences also offers master's degree programs and graduate certificates. Detailed information on the graduate programs is available in the Graduate School catalog.

University of New Haven Study-Away Internship Program with Blackbird Studios

Program Description

The semester-long study away program at Blackbird Studios proposes to provide the University undergraduate students in its Music Industry and Music and Sound Recording programs an experience based at the Blackbird Studios in Nashville, Tennessee. This full semester experience is designed to present both an enhanced academic and hands-on learning adventure for serious students interested in immersing themselves in the ultimate creative music community, Nashville, Tennessee. Nashville is the center of the American music business and a source for artists, songwriters, producers and engineers across the musical spectrum.

The program will encompass 15 credits of academic courses and internship experiences anchored by the University's partnership with the world famous Blackbird Studios and Academy, considered one of the finest and most comprehensive recording facilities in North America. Students will have the unique opportunity to learn, observe and interact with Blackbird's staff, state of the art facilities and the top line artists, producers and engineers who work at Blackbird. The University students will be surrounded by the industry's best and brightest experts in recording and live sound and will have access to the most contemporary and cutting edge sound technology.

Additionally, participating students will take courses in Music Publishing and Music Business Careers and Entrepreneurship as well as a semester long internship at the various music companies in Nashville, potentially including Sony/ATV Music Publishing, Big Deal Music, Vector Management and Rounder Records to name just a few. All courses and internships will be taught by well-established industry professionals and educators with a deep knowledge of their subject area and supervised by the University Music faculty.

Learning Environment

The University has established a contractual partnership with Blackbird Studios to serve as the Nashville base of operation. Blackbird is the operator of Blackbird Academy, separately approved through THEC. Blackbird will provide the necessary facilities and technical support staff to deliver studio training, classroom instruction, and some internship placements. Additional internships are arranged at other Nashville-area organizations in the music and recording industry.

All Classes will be held at the following address:

Blackbird Studios.
Nashville, TN

The Curriculum

The curriculum for this study away experience is limited to 12 – 15 credits that will apply to the students' programs in Music, Music Industry or Music and Sound Recording.

Courses

All courses to be offered during this study away program are the same as University courses offered on the West Haven campus.

MIND 4451: Special Topics: Music Publishing

Prerequisites: grades of C or higher in MIND 2261. The music industry is made up of two primary rights holders, record companies and music publishers. This seminar style class will focus on the later, the often mysterious and poorly understood stepsister to the more front and center record companies. However, without the creative, administrative, financial strength and participation of music publishers and the various entities connected to the business of songs, there would be no recordings. Ultimately Music Publishing is where the \$\$ is! This class will dissect the business of songwriting and music publishing from its origins right up to the distribution and monetization of digital rights for songs. Areas covered will include the origins of Copyright and Copyright law, Performing Rights Organizations, Mechanical Licensing, Publishing deals and agreements, Synchronization, Digital media, the financial evaluation process of song catalogues, and the role of the creative music publisher. 3 credits

MIND 4452 ST: Entrepreneurship and the Music Industry

Prerequisites: grades of C or higher in MIND 2261. This course will present an overview of current jobs, careers paths and innovative strategies for building and developing music and media related businesses. Topics will include new media, digital platforms, music supervision in film and television, studio management, talent and tour management, record and publishing company structures and synergistic business strategies. This class is taught in a seminar format that will include discussion, lecture and guest speakers from all areas of the music and media arenas. 3 credits

MIND 4461 - Internship in the Music Industry I

Prerequisites: grades of C or higher in MIND 3362. The purpose of this course is to provide the student with advanced on-the-job training via placement as an apprentice/intern in music industry companies such as recording studios, radio stations, music stores, record companies, etc. 3 credits

MIND 4462 - Internship in the Music Industry II

Prerequisites: grades of C or higher in MIND 3362. The purpose of this course is to provide the student with advanced on-the-job training via placement as an apprentice/intern in music industry companies such as recording studios, radio stations, music stores, record companies, etc. 3 credits

MUSR 3322 - Advanced Recording I

Prerequisite: a grade of C or higher in MUSR 2202, and MUSR 3311. Each student will complete a professional quality recording production or research and development project. Work may consist of internship or Co-op experience in a professional recording studio. Seminar will also include presentations on areas of professional interest such as career opportunities and new development in studio technique and technology. Laboratory fee. 3 credits

MUSR 3332 - Music Production

Prerequisite: a grade of C or higher in MUSR 3311 or permission of the instructor. A team-taught study of the art of record production including hands-on guidance from both a professional producer and engineer. This course will function as an exploration of the dynamic nexus of aesthetics and technology in music recording as personified and actualized by the engineer and producer and its impact on the art form. Laboratory fee. 3 credits

MUSR 4461 - Internship in Music and Sound Recording

Prerequisite: junior standing. The purpose of this course is to provide the student with advanced on-the-job training via placement as an apprentice/intern in music and sound recording and reinforcement companies such as recording studios, film soundstages, radio stations, sound reinforcement firms, and audio manufacturing companies. Minimum 112 hours. This is a repeatable course. 3 credits

Admission

General Requirements

Students must be current, active students with Junior or Senior standing in the Music, Music Industry, or Music and Sound Programs.

Procedure

Juniors or Seniors in good standing, with a 2.75 overall GPA and a 3.00 GPA in one of the respective Department of Music majors may apply. All prerequisites for the courses being offered in Nashville must be completed by the end of preceding semester. Applicant's conduct and academic integrity records will be reviewed.

Students will complete the program application that will be available in the Music department office. A 300 to 500-word essay answering the question, "What are your life and academic goals and how will the Nashville study away program help you achieve them?" is also required.

Applications will be reviewed by a five-member department committee chaired by the Study-Away program director. Selections will be announced prior to the registration period for the term to include the study away opportunity.

Transfer of Credit to the University

Students may transfer to the University after completing academic work at other institutions. Normally, the University accepts credit from regionally accredited colleges on an equivalency basis. The regional institutional accreditation bodies in the U.S. are Middle States Association of Colleges and Schools (MSA), New England Association of Schools and Colleges (NEASC), North Central Association of Colleges and Schools (NCA), Northwest Commission on Colleges and Universities (NWCCU), Southern Association of Colleges and Schools (SACS), and Western Association of Schools and Colleges (WASC).

Students transferring from another institution must have at least a 2.0 grade point average based on a four-point scale. Credit is normally granted for undergraduate courses completed with at

least a grade of C, or its equivalent. Credit is not awarded for pass/fail courses or pass/fail grades. Credit transferred from a two-year institution is generally limited to sixty credits and restricted to freshman- and sophomore-level courses, unless otherwise approved in writing by the dean of the college in which the student seeks to enroll. Credit is accepted only for transfer courses that are equivalent to the University courses or electives; all accepted credit must pertain to the University degree requirements.

Transfer of Courses for Matriculated University Undergraduate Students

With prior approval and in accordance with the constraints described below, matriculated University students may transfer credit for courses taken elsewhere. Transfer credits contribute to graduation requirements but the grades received in transferred courses do not contribute to the student's GPA. Transferred courses may be used to satisfy specific course requirements or may count as electives, at the discretion of the student's department chair.

Prior authorization for transfer of courses must be obtained from the Registrar, from the department housing the student's major and, as necessary, from the department offering the related course at the University. The *Course Transfer Authorization Form* must be obtained online or from the Registrar's office, approved by the department(s), and returned to the Registrar's office *before* the course begins. For the transferred course to count as a free elective, the student's major department chair (or designee) must approve and the Registrar must confirm that the credit limits detailed below are observed. For the transferred course to count as a major or core curriculum requirement, the chair of the department offering the equivalent course at the University must also approve.

Courses acceptable for transfer to the University

A course is acceptable for transfer to the University if:

- The course is from a regionally accredited US institution or from a foreign post-secondary institution recognized by its local Ministry of Education as a degree-granting institution;
- The student received a grade of "C" (2.0 on a 4-point scale) or better (or a "Pass" in a Pass/Fail course, provided the institution's Registrar documents that "Pass" is equivalent to a C or better); *and*
- Either a) The course has been judged by the chair of the University department offering an equivalent course that the transferred course is equivalent, *or* b) Otherwise, the course is deemed by the chair (or designee) of the student's major program to contribute acceptably to the student's program of study.

Equivalency of Transferred Courses to the University Courses

The equivalency of a transferred course to a University course is approved by the Registrar and by the chair of the department offering the equivalent course at the University. The Registrar maintains an updated listing of courses from other institutions for which transfer credit has been approved in the past. This listing will also include courses itemized in articulation agreements that the University observes with other institutions. For matriculated students, the prior approval of the student's department chair (or designee) is required in order to assure that the transfer will contribute properly to the student's degree progress.

Courses in disciplines for which the University has no equivalent may be approved for transfer as elective credit in the student's program. The Registrar and the student's major department chair (or designee) approve these transfers.

Generally, courses transferred from 2-year institutions are equivalent to the University courses at the 100- and 200-level, and may not be equated to 300-level or higher courses offered by the University unless the substitution is approved by the chair of the University department offering the equivalent course based on analysis of course content and its assessment of learning outcomes.

Students are responsible for securing an official transcript upon completion of their course work. Official transcripts must be mailed directly from the other institution to the attention of the Registrar's Office at the University. Credit will not be posted to the student's University transcript until the official transcript from the other institution has been received by the Registrar's Office. Authorizations for transfers will become void if the student withdraws or is dismissed from the University prior to the submission of the transcript.

Limits to the Number of Transferred Courses.

Matriculated University students may accumulate transfer credits while actively enrolled at the University within these limits:

1. The total number of transferred credits may not exceed 24 unless an exception is specifically permitted by the dean (or designee) of the college housing the student's major program; *and*
2. The residency requirements must be observed: at least 30 credits for each associate's or bachelor's degree, including at least 12 credits required by the student's major for an associate's degree, at least 18 credits required by the student's major for a bachelor's degree, or at least half of a certificate program.

Study Abroad Coursework

Grades for courses taken while engaged in University-sponsored Study Abroad programs are pre-approved to be included in the student's GPA. Such courses are not considered to be transfer credits for the purpose of applying the limits above. Courses taken through study abroad that is not arranged through the University auspices are treated as transfer credits.

Replacement of University Courses with Transfer Courses

Courses taken at other institutions and transferred to the University under this policy may not be used to replace or remove an equivalent course taken at the University from the student's record. If retaking a University course is required, students are encouraged to retake the course at the University of New Haven. Evidence of the prior enrollment and grade in the course will remain unchanged on the student's transcript, and the student's GPA will be unaffected by the transferred course used to satisfy the curricular requirement.

Advanced Placement

The University recognizes the program of advanced placement available to talented high school students through the College Entrance Examination Board. Students satisfactorily completing

advanced placement courses in high school and the final examination prepared by the Educational Testing Service (ETS) may be given appropriate college credit if their courses are similar to those offered at the University of New Haven.

ETS advanced placement examinations are graded from 1 to 5. Credit may be allowed when the grade earned is 3, 4, or 5. Students desiring to submit advanced placement courses for college credit should have all results of these courses and tests sent in with their application for admission.

The University of New Haven accepts credit by examination from the College-Level Examination Program (CLEP), subject to academic department chair approval. The passing percentile for CLEP and subject examinations is 50. Credit will be evaluated by the appropriate department chair.

The University of New Haven awards credit, normally for scores of 4 or greater, on International Baccalaureate (IB) exams. To receive credit, students must request that the testing service forward official test results directly to the University of New Haven. IB credit is subject to evaluation by the appropriate department chair.

A-Level examination credit awarded through the Cambridge International Examinations (CIE) are awarded in many subject areas. A-Level credit is awarded only upon matriculation. While credit is subject to evaluation by the department chair, the university website may be consulted for those exams that are pre-approved for academic credit. Credits are awarded in transfer for exams scored C or better, based on the transcript provided to the Undergraduate Admissions Office by the Cambridge Board.

Credit by Examination

A student who has at least a 2.0 cumulative G.P.A. and has independent knowledge of the content of an undergraduate course offered by the University may, with the approval of the appropriate department chair and dean, take a special crediting examination in lieu of taking the course.

Students are reminded that they must earn at least thirty credits through regular University course work if they are to meet the residency requirements for graduation. Credits by examination do not count toward the residency requirement or calculation of GPA.

Students may not take crediting examinations during the first term in which they are enrolled.

External Credit Examinations

Learning acquired through various traditional and non-traditional approaches can be measured and validated by objective procedures acceptable to the faculty of University of New Haven. This learning must appropriately parallel the curriculum of the University in order to be awarded credit. Sources of external credit that may be evaluated currently include the following

- College-Level Examination Program (CLEP)
- Proficiency Examination Program (ACT PEP)
- Dantes Subject Standardized Tests (DSST)
- Modern Language Association Foreign Language Proficiency Tests (MLA)

- Military Service School Courses

Enrollees on active duty in the U.S. Armed Forces should arrange for DD Form 295 to be completed and forwarded from the duty station. Veterans of any period of active service should provide the University with a copy of DD Form 214 or other notice of separation for each period of service. This may assist in identifying possible sources of academic credit.

Academic Policies

Academic Integrity

The University of New Haven expects its students to maintain the highest standards of academic conduct. Academic dishonesty is not tolerated at the university. To know what it is expected of them, students are responsible for reading and understanding the statement regarding academic honesty in the Student Handbook or on the University website at www.newhaven.edu/studenthandbook..

Academic Records

For each student, academic records are maintained and housed in the University Registrar's Office. Records include the application for admission and supporting documents such as test scores, transcripts of from prior institutions, letters of recommendation, course schedules, petitions filed by the student, and any other documents or correspondence pertaining to the student's academic work. The Registrar is responsible for controlling access to and disclosure of students' educational records. Students desiring to inspect or review their records should address a written, dated request to the Registrar. Information regarding confidentiality, privacy, and right of access to student records can be obtained from the Registrar.

Academic Standards

Course Grading System

The University uses the following grading system:

Superior performance:

A+ 4.00 quality points

A 4.00 quality points

A- 3.70 quality points

Good performance:

B+ 3.30 quality points

B 3.00 quality points

B- 2.70 quality points

Passing performance:

C+ 2.30 quality points

C 2.00 quality points

C- 1.70 quality points

Poor performance:

D+ 1.30 quality points

D 1.00 quality points

D- 0.70 quality points

Failure:

F Zero quality points

Withdrawal from a course:

W Zero quality points

Incomplete:

(See information below regarding incomplete courses.)

INC Zero quality points

Incomplete Course Work

Incomplete (INC)

A grade of Incomplete (INC) is given only in special circumstances and indicates that the student has been given permission by the instructor to complete required course work (with the same instructor) after the end of the term. In the absence of the instructor a student should contact the Department Chair.

An Incomplete shall not be automatic but shall be based upon an evaluation of the student's work completed up to that point and an assessment of the student's ability to complete remaining course requirements.

To remove the INC grade, the student must complete all required course work in timely fashion as stipulated by the instructor but no later than the end of the following term. Fall and intersession course incompletes must be completed no later than the last day of the spring term. Spring and summer course incompletes must be completed no later than the last day of the fall term.

If the course work is not submitted within the allotted time, the INC grade will be changed to an F shortly after the deadline by the Office of the University Registrar. Students will be notified via campus email at least two weeks prior to the change of grade process.

Incomplete Plus (INC+)

The incomplete change policy (INC) does not include grades of INC+ assigned to Internships, Practicums, Thesis, or Research Projects. These grades will be left incomplete plus grades (INC+) for up to one year unless an extension is filed beyond that time period.

Internships are limited to a maximum extension of one year. The internship grade will be changed to an F after the deadline.

Quality Point Ratio

The academic standing of each student is determined on the basis of the quality point ratio (QPR) earned each term. Each letter grade is assigned a quality point value, as listed in the catalog at [Academic Status and Progress](#).

To obtain the QPR, multiply the quality point value of each grade by the number of credits assigned to each course; then divide the sum of the quality points earned by the number of credits attempted (in courses for which a grade of A+ through D- or F is awarded). A cumulative QPR is obtained by calculating the QPR for all courses taken at the University of New Haven.

Student Access to Final Grades

Final grades in each subject are available online soon after the close of each term, provided that financial obligations have been met and no other holds are in place.

Academic Probation

Students are placed on academic probation when they fail to maintain a minimum cumulative grade point average in accordance with the following satisfactory progress scale:

Cumulative grade point average of 1.75 for 3 to 27 GPA credits attempted;

Cumulative grade point average of 1.85 for 28 to 57 GPA credits attempted;

Cumulative grade point average of 2.0 for 58 or more GPA credits attempted.

Academic probation of transfer students is determined in accordance with the same graduated, minimum cumulative grade point average scale as for non-transfer students, as detailed above. In determining a transfer student's academic standing, the student's total semester hours completed - those transferred from other institutions plus those attempted at the University of New Haven - are applied to the minimum cumulative grade point average scale.

Students who are on academic probation are limited to a course load not to exceed four courses (13 credits). The University may void a registration by a probationary student for more than four courses. Any course above the four-course limit taken by a student at another institution during a period of academic probation is not accepted for credit by the University. Because the university is dedicated to helping students be successful, probationary students are required to work with assigned academic skills counselors in the Office of Academic Services as a condition of their academic probation.

The counting of the number of academic probations for any student shall not change as the result of an academic dismissal. A student shall be dismissed automatically as a result of the third or, if readmitted, any subsequent probation.

Academic probation(s) are recorded on the student's transcript.

Academic Dismissal

Students are dismissed from the University (1) upon qualification for a third probation, (2) upon qualification for any subsequent probation after readmission from an academic dismissal, or (3) when the student's grade point average for any individual semester is less than 1.0 and the student's cumulative grade point average does not indicate satisfactory progress as described in the Satisfactory Progress section. If the cumulative grade point average indicates Satisfactory Progress as described in the satisfactory progress section, an academic warning is issued instead of an academic dismissal.

First-semester freshmen earning a grade point average of less than 1.0 for the first semester are not dismissed, but are automatically placed on academic probation.

Academic dismissals are recorded on the student's transcript.

Dismissal/Readmission Procedure

Notification of academic dismissal is made by the Registrar to the student's university email address in accordance with university policy as published in the Student Handbook regarding official notifications via university email accounts. This notification specifies the time span and criteria for appeal.

Upon written submission by the student, an appeal will be heard by the Academic Standing and Readmissions Committee (ASRC). If the appeal has merit and is granted, the student will be so notified by the chair of the Committee. The Committee may require special arrangements or conditions to allow the student to continue. Satisfaction of such conditions is an obligation of the student.

If there is no appeal or if an appeal is denied, the student will be removed from any courses for which he or she is registered that have not yet begun. The student may continue in any intersession or summer course that began before the date of the dismissal, but may not begin any courses after the dismissal is effective.

Notations of readmission by successful appeal and/or denial of appeal appear on the student's transcript.

Readmission is not automatic. The Committee reviews each application and makes a decision on acceptance, rejection, or conditional acceptance of students. A student who is readmitted may be prohibited from continuing with the academic program in which he or she was enrolled at the time of dismissal as a condition of readmission.

Upon successful readmission, a student may enroll in the normal manner as a continuing student and does not need to submit a new application unless he or she does not return in the semester immediately following the date of readmission. Students who decide not to return until a later date must submit a new application and pay another application fee to the Undergraduate Admissions Office.

Attendance

Students are expected to attend regularly and promptly all their classes, appointments, and exercises. The instructor has the right to dismiss from class any student who has been absent

more than two weeks (pro-rated for terms different from that of the semester). A dismissed student will receive a withdrawal (W) from the course if they are still eligible for a withdrawal per the university “Withdrawal from a Course” policy, or a failure (F) if not.

A student who is not officially registered in the course is not permitted to attend classes or take part in any other course activities.

Students absent from any class meeting are responsible for making up missed assignments and examinations at the discretion of the instructor..

Make-Up Policy

Make-up examinations are a privilege extended to students at the discretion of the instructor, who may grant consent for make-up examinations to those students who miss an exam as a result of a medical problem, personal emergency, or previously announced absence. On the other hand, instructors may choose to adopt a “no make-up” policy. Students should refer to the instructor’s make-up policy in the course syllabus and, if no mention is made therein, should inquire directly of the instructor.

If an instructor does choose to offer a make-up examination, a University proctor may be used or the instructor may choose to administer the examination without the use of a proctor. If a University proctor is used, the student must pay a make-up examination fee for regular examinations and final examinations. If the instructor administers the make-up examination, the make-up examination fee is charged at the instructor’s discretion. In either case, the make-up examination fee will be paid by the student through the Bursar’s Office.

Research Projects and Internships

Students must have the written approval of the advisor, department chair, and program coordinator prior to enrolling for research projects or internships. Approval forms are available from the University website.

Additionally, some programs require an internship or practicum under the supervision of a faculty advisor.-Written approval for these is also required, using forms available from the website. An-internship/practicum must be approved by the student’s advisor and/or program coordinator as well as the coordinator or chair of the department offering the course.

Notice Concerning Transferability of Credits and Credentials Earned at our Institution

The transferability of credits you earn at the University of New Haven is at the complete discretion of an institution to which you may seek to transfer. For this reason you should make certain that your attendance at this institution will meet your educational goals. This may include contacting an institution to which you may seek to transfer after attending the University of New Haven to determine if your credits and/or degree will transfer.

Undergraduate Tuition & Fees 2017-2018

Effective July 1, 2017	
Full Time Day Students	Per Semester
Tuition (12-17 credit hours)	\$18,365
Additional Charge for Credits over 17 (per credit)	\$1,225
General Student Fee*	\$700
<i>*The general fee provides a partial contribution supporting essential infrastructure, facilities and institutional services necessary to promote student learning. This fee covers access to infirmary and counseling services and it supports student government and club activities. In addition, this fee supports technology infrastructure initiatives including, but not limited to, networks, electronic information resources, computer laboratories and smart technology classrooms. This fee also covers facility enhancements and other administrative services such as providing academic transcripts. The general fee is charged for each semester in which a student enrolls.</i>	
Study-Away Experience fee	\$1,500
Student Health Insurance	Per Year
Health Insurance Fee	\$1,350
*For more information on student health insurance click here .	

Students with an outstanding balance may not register or receive University services including academic transcripts.

Refund Policy Regarding Withdrawing or Dropping from Courses

Tuition may be refunded in full when a class is closed, full, canceled or when the university rejects the enrollment application. If a student chooses to drop or withdraw from a course, the following schedule applies:

Percent of Refund Date of Withdrawal

100% before course begins

80% 1st week of semester

60% 2nd week of semester

40% 3rd week of semester

20% 5th week of semester

Note: Please see Financial Aid Refund Policy below regarding the Return of Title IV Funds calculation.

Financial Aid

The University of New Haven offers a comprehensive financial aid program, with students receiving assistance in the form of grants, scholarships, loans, and part-time employment. Funds are available from federal and state governments, private sponsors, and University resources.

More than 85 percent of the University's full-time undergraduate students receive some form of financial assistance.

Most financial aid awards are based on an individual applicant's demonstration of need. Some funds are available on a merit basis for students who have exceptional academic records or athletic ability. Need-based awards are available only to U.S. citizens or eligible non-citizens.

Financial aid award decisions are made after careful consideration of a student's application for assistance. Eligibility for financial aid is based on financial need. Need is determined by subtracting the Expected Family Contribution (EFC), as determined by the federal "needs analysis" formula using the financial information provided on the Free Application for Federal Student Aid (FAFSA), from the Cost of Attendance. In calculating need, the Financial Aid Office attempts to consider all aspects of a student's financial circumstances and attempts to meet the need of aid applicants through a "package" of assistance, generally including a combination of grants, loans, and employment.

Students interested in applying for financial aid are encouraged to do so as early as possible. New students must apply by January 1 for the fall semester and December 1 for the spring semester. Returning students must submit application materials no later than January 1. All students are encouraged to apply for aid as early as possible to ensure full consideration for available funds. Financial aid applications must be completed three weeks prior to the last day of the term or academic year for which you are seeking aid in order to ensure enough time is available for processing and disbursing of funds. Completing your application too late may result in the inability to process any financial aid for the academic term or year.

Applications completed after the deadline will be considered on a rolling basis depending upon the availability of funds.

The following application materials must be completed and submitted by each financial aid applicant:

- **Free Application for Federal Student Aid (FAFSA).** The FAFSA is required to be considered for financial aid from federal, state, and institutional student financial aid programs. Students should list the University of New Haven on the form as one of the colleges authorized to receive this information. The UNH Title IV School Code is 001397. Students should apply online at www.fafsa.ed.gov.
- **Verification.** Federal regulations require that our office verify the accuracy of the information provided on the FAFSA by an applicant for federal financial aid. This process is called verification. Students selected for Verification must provide a Verification Worksheet that will be made available to students on the online financial aid system. In addition, students' families who choose to not use or who are not able to use the IRS Data Retrieval process to complete or correct their FAFSA MUST provide a copy of the student and parent IRS TAX RETURN TRANSCRIPT, if a federal tax return was filed with the IRS. A TAX RETURN TRANSCRIPT is available from the IRS (copies of tax returns are NOT acceptable). Students are asked to provide the verification Information as soon as possible. Delays in receipt of the verification documentation almost always delays the processing and disbursing of your financial aid. As a result, late fees and holds may be placed on your account so it's important that you pay close attention to the information you receive from our office.

Other forms and documents may be requested from applicants as their aid applications are reviewed. Upon completion of the review of an application, the Financial Aid Office will notify an applicant of his or her eligibility for financial aid.

Financial Aid Refund Policy

When students are entitled to a refund as a result of withdrawal from courses, refunds of charges and financial aid will be based on the institutional refund policy, as described in the academic policies section of the Undergraduate Catalog, and on the Return of Title IV Funds calculation, as required by Section 484B of the Higher Education Act. Federal regulations require that any unearned Title IV aid be returned to the program(s) that provided the funds.

Return of Title IV Funds

A withdrawal requires that the University calculate the amount of unearned aid a student has received. The University must determine the student's official withdrawal date as documented in the Registrar's Office. The withdrawal date is used to determine the percentage of the payment period completed and, therefore, the amount of aid a student earned. Students who have completed more than 60 percent of the term are not subject to the federal calculation.

The University must then calculate earned aid by multiplying the total aid disbursed or which could have been disbursed (excluding Federal Work Study) by the percentage of the payment period the student completed.

If less aid has been disbursed than a student has earned, then a post-withdrawal disbursement must be made. The University will notify the student or parent in writing within 30 days of the withdrawal date that a post-withdrawal disbursement is available. The student/parent must respond within 14 days of notification in order to receive the funds. The student/ parent may accept all or part of the post-withdrawal disbursement.

If more aid was disbursed than earned, then the University, the student, or both must return all unearned aid in a specific order:

- 1) Federal Direct Unsubsidized Student Loans
- 2) Federal Direct Subsidized Student Loans
- 3) Federal Perkins Loans
- 4) Federal Direct PLUS Loans
- 5) Federal Pell Grants
- 6) Federal SEOG
- 7) Other Title IV assistance for which return of funds is required

Students are responsible for repaying all unearned aid a school is not required to return, as well as any balance created on their Bursar account by the application of the Title IV return of funds formula. The University will notify the student in writing within 30 days of determining an overpayment. Students must repay as follows:

Loans: repayment according to terms of the loan

Grants: repayment is 50 percent of unearned grant

Students who owe Title IV grant repayments have 45 days to repay in full, arrange to repay the University, and arrange to repay the U.S. Department of Education.

Students who fail to take action to repay will be reported to the Department of Education and National Student Loan Data System (NSLDS) immediately after the 45-day period has elapsed.

Additional information is available from the Financial Aid Office.

Academic Requirements for the Retention of Financial Aid Eligibility

In accordance with federal regulations all financial aid recipients are required to make satisfactory academic progress (SAP) towards their degree and be in good academic standing in order to remain eligible to receive financial aid. In other words, you must achieve a certain number of credits over a period of time, called “pace”, and a certain cumulative GPA each year. At the end of the spring term, we will check your academic transcript to make sure that you have achieved the required pace/cumulative GPA and are not on academic probation. If you do not make satisfactory academic progress then you will not be eligible to receive financial aid for the next school year until you are in good standing. All financial aid including federal student loans, federal parent loans, grants, scholarships, and work study are subject to meeting the minimum SAP standards set by the university.

Students receiving financial aid as full-time undergraduates must successfully complete a minimum of 24 credits during the academic year in order to maintain satisfactory progress; full-time students who attend for only one semester during the academic year must complete a minimum of 12 credits. Satisfactory academic progress for part-time students is defined as successful completion of all the credits for which financial aid was awarded.

“Successful completion” is defined as the receipt of a passing letter grade (A+ to D-), and does not include the receipt of an F (Failure), INC (Incomplete), DNA (Did Not Attend), or W (Withdrawal). The requirements for good academic standing are described in the Academic Regulations section of the Catalog.

Undergraduate students are also required to maintain a minimum cumulative quality ratio in accordance with the following scale:

Quality point ratio of 1.75 for 3-27 credit hours attempted

Quality point ratio of 1.85 for 28-57 credit hours attempted

Quality point ratio of 2.00 for 58 or more credit hours attempted

In addition to achieving pace and a specific Cumulative GPA, financial aid eligibility is limited to accumulated attempted credit hours totaling no more than 150% of the published credit hours required to receive an undergraduate degree. This is your maximum timeframe for receiving financial aid. At all times throughout the students’ enrollment, federal regulations require schools to ensure that students are successfully completing 67% of the credits they are attempting to stay on track for graduating on time. For example, a program that requires 120 credit hours $\times 1.5 = 180$ maximum allowable credit hours attempted for financial aid eligibility. Every term that you are enrolled in school will be counted, even the terms when you do not receive financial aid.

Transfer credits accepted by the University from other institutions will count as both hours attempted and hours completed towards the maximum credit hour limit.

A student's academic progress is reviewed at the end of each spring term. The Financial Aid Office will mail a letter to each student who fails to maintain the minimum academic progress standards detailing their deficiencies and the steps for reinstating their financial aid eligibility. Students who have lost their financial aid eligibility have the opportunity to appeal for reinstatement.

A student can appeal their academic ineligibility in order to be granted financial aid despite academic deficiencies. The student must write a detailed letter explaining the extenuating circumstances (death, divorce, illness, etc) that hindered them from making satisfactory progress. The letter must come complete with documentation of the extenuating circumstances (death certificates, doctor's note, etc.), and explain what has changed that will allow the student to make satisfactory academic progress at the next evaluation period.

A financial aid appeals committee made up of various members of the University community, including academic and administrative personnel, will meet to review the appeal letters. Decisions to reinstate eligibility or deny and appeal are made in a fair and equitable manner based on the information the student provided in the letter, the supporting documentation, and a review of the academic record. If the financial aid appeals committee approves the appeal then the student will be awarded their financial aid package for one term following the appeal and would be considered on "Financial Aid probation". After completion of that term, the student must meet the Satisfactory Academic Progress requirements to be eligible for aid for future terms. If the appeals committee upholds the loss of financial aid then the student will need to make payment arrangements with the bursar's office.

Leave of Absence

Students may interrupt continuous enrollment by electing to take a leave of absence from the University for medical or personal reasons without severing their connection with the University of New Haven. Before taking a leave of absence, students are encouraged to discuss their particular situation with their program coordinator, academic advisor, or the dean of their college. The policies regarding leaves of absence are as follows:

- Non-international students must file for a leave of absence through the Registrar's Office; international students must initiate the leave of absence through the International Student Services Office.
- Students who are on University disciplinary probation are not eligible for a leave of absence.
- A student who has been academically dismissed from the University is not eligible for a leave of absence until properly reinstated.
- A student who has withdrawn as a degree candidate is not eligible for a leave of absence. If a student withdraws while on leave of absence, the leave is invalidated.
- Leaves of absence are not required or granted for summer terms.

- Normally, leaves are not approved for a period longer than two terms. Under extraordinary circumstances a leave of absence may be approved for a maximum of two years.
- A student who wishes to return later than originally stated on the leave of absence form must apply through the Registrar's Office for an extension of the leave of absence, not to exceed the maximum period as outlined above.
- Taking a leave of absence may affect a student's financial aid. Students receiving financial aid are encouraged to contact the Financial Aid Office before taking a leave of absence.
- A student who fulfills the conditions of an approved leave of absence may return to the University and register for classes without applying for readmission; such students may preregister for the semester in which they plan to return.
- A student who does not apply for an extension or who exceeds the maximum period but wishes to return to the University must be formally readmitted by Graduate Admissions Office. Upon successful readmission, the student may register for classes for the first term of their return through the Registrar's Office.
- For leaves of absence submitted during the first week of the term, the student's transcript will contain no record of courses attempted or grades received during that term.
- Students who initiate a leave of absence will continue on the same academic worksheet upon their return to the University. However, students who fail to return after the designated leave of absence period will be considered withdrawn students.

Withdrawal from a Class

The self-service add/drop period will open one month prior to the start of the term and close at the end of the first week of classes.

During the second week of classes, further adjustment requires the approval of the chair of the department offering the course. Waitlists will remain accessible to students until one week prior to the opening of the term.

Full-time or part-time, graduate or undergraduate, students may withdraw from a full term course prior to the end of the tenth week of classes. If a course meets less than the 15 week term, the student may withdraw from the course prior to the two thirds mark of the course. The student should verify the date for withdrawal from courses meeting less than 15 weeks with the Office of the University Registrar (Bergami Hall). The deadline for students to withdraw from full term courses will be published in the academic calendar.

During the first two thirds of a class, any student may withdraw and receive a final grade of W on their academic transcript by:

1. Considering the academic consequences: consulting with his or her academic advisor or program coordinator is recommended.
2. Considering the financial, billing, and US immigration implications: consulting with the Financial Aid Office, Bursar's Office and, if applicable, the International Office is recommended.

3. Completing the “Course Withdrawal Form”.
4. Having the form signed as required.
5. Submitting the form to the Office of the University Registrar by the published deadline date.

Withdrawal from the University

An undergraduate student who wants to withdraw from the University should consult with a representative from Centers for Academic Success and Advising (CASA) to discuss the withdrawal and make a preliminary evaluation of readmission possibilities. Graduate students should consult with the Program Coordinator before making the decision to withdraw. Once the decision in consultation with CASA (undergraduate) or the Program Coordinator (graduate) is made, the student should complete the official University Withdrawal form and submit it to the Office of the University Registrar. Students who are withdrawing are advised that:

- Students who withdraw are subject to prorated tuition and fee charges based on the last date of attendance in classes and according to the established withdrawal policy (see academic calendar for withdrawal deadlines and refund percentages if applicable) of the Bursar’s Office.
- Students who withdraw from the University and have their tuition prorated according to the established withdrawal policy will be graded with a “W” for each registered course.
- Students must withdraw from the University prior to the Final Examination period.
- Readmission at a later date is not automatic. An application for readmission must be made to the Undergraduate Admissions Office or to the Graduate Admissions Office depending on student level.

Students readmitted to the University after a withdrawal are held to the academic requirements in effect in the catalog at the time of readmission. Courses that were taken at the University longer than five years prior to the readmission date may not apply to a current degree program. You are advised to speak to the Academic Department as to the validity of those course credits.

Immunization Requirements

All students entering the University must comply with state laws regarding required immunizations. In addition, students enrolling at the University for full-time study must also file a completed Health Examination Report with the Health Services Office. Medical forms and information can be obtained online. Students accepted to the Graduate School must complete the Immunization and Health Examination Report and mail it to:

University Health Services Office
300 Boston Post Road,
West Haven, CT 06516

Measles, Mumps and Rubella & Varicella Requirements

To **All Students** (full-time undergraduate, part-time undergraduate day and evening, full and part-time graduate) you must provide documentation of:

- Two valid measles vaccinations.
 - The first must have been given after 1/1/69, and that date must be after your first birthday.
 - The second must have been given after 1/1/80.
- Two valid mumps vaccinations.
- One rubella vaccine must have been given after your first birthday.

If you have documentation of two valid MMR's that will fulfill the measles, mumps and rubella requirement.

- Varicella (Chicken Pox) history is also required.
 - This can be documented by having a history of the disease with proof of date or
 - Two doses of the varicella vaccines for immunity.

Blood tests (showing immunity) from a laboratory will also be accepted for measles, mumps, rubella, and varicella.

It is the policy of the University, in cases of noncompliance, to withhold registration at the beginning of each term.

Career Development Center

The Career Development Center (CDC) provides advising, resources, guidance, and services to assist graduate and undergraduate students with their career development needs. The CDC works with students from all academic programs to guide their career development and experiential learning activities including the assessment of career skills and interests, the exploration of career and major options, preparation and assistance in locating internships and experience-based opportunities, and all related career management needs such as resumes, cover letters, interview training and practice, job search assistance, and guidance on graduate school options.

The CDC manages employer relations outreach and development to connect students with employers and alumni for on-campus recruiting, career fairs, and job and internship opportunities. Additionally, the CDC partners with academic programs to provide internship assistance, in-class career programming, and connections to employers and alumni.

Students may engage with the CDC in person and online through Charger Career Link, with a friendly and professional staff available to assist with any questions or needs centered on building a path for post-graduate success. Walk ins and appointments available by contacting us at:

Career Development Center

Bartels Student Activity Center (in the residential quad)

203.479.4858; careerdevelopmentcenter@newhaven.edu

Grievance Procedure

The procedure for investigating formal grievances against faculty members is governed by the General Grievance Committee, empowered by the Faculty Constitution. This committee is accessible to all students at the University, and its policies apply to all instructors at the University. Its jurisdiction extends to all grievances involving faculty except for allegations of racial/ sexual harassment (a separate committee addresses those issues) and cases handled by the student discipline system.

A student who wishes to initiate a grievance against an instructor can obtain a copy of the complete statement of the Committee's Policies and Procedures, as well as the form required to document the grievance, from the offices of the Dean of Students, the Faculty Senate, the Provost, the Grievance Committee Chair, or on the University website. There is a limit of one year between the time the grievous event happens and the time the student must first contact the Grievance Committee.

How to Pursue a Grievance

Student grievances against an instructor demand a sincere effort towards resolution, from both the student and the instructor, before they reach the committee. The student should first speak with the instructor regarding the complaint. If the issue is not resolved, consult with the chair of the department which employs the instructor. Normally, complaints can be resolved at this level. If the issue is not resolved, consult with the dean of the school which employs the instructor and then the Office of the Provost. The form used to initiate a grievance against a faculty member provides space for each of these individuals to document what was accomplished at each of those levels. This important information allows the committee to fully understand the student's complaint and to decide how to resolve the complaint effectively.

Interacting with the Grievance Committee

In those instances where the instructor's superiors cannot resolve the complaint, the grievance is forwarded to the Grievance Committee. The committee follows a formal procedure for gathering evidence and scheduling hearings as necessary. Both the instructor and the student have special rights and obligations during this process, so it is important to obtain a copy of the statement of Policies and Procedures. All of the committee's actions are kept confidential. The conclusions of the committee are binding and are reported to the Provost for implementation.

Grievances against Administrative Departments

The University of New Haven has established grievance procedures for students who have a concern or complaint regarding administrative issues. Individual offices and non-academic programs have developed grievance procedures for their respective office or program. Please refer to the individual department grievance procedures.

In the event that students are not satisfied with the outcome of a fully exhausted institutional grievance procedure the following organizations may be contacted for assistance:

New England Associations of Schools and Colleges, Commission on Institutions of Higher Education

3 Burlington Woods Drive, Suite 100

Burlington, MA 01803-4514

781.425.7700

http://cihe.neasc.org/standards_policies/commission_policies

Connecticut Office of Higher Education

61 Woodland Street

Hartford, CT 06105-2326

800.842.0229

www.ctohe.org/studentcomplaints.shtml

University Programs administered outside of Connecticut may also contact:

www.sheeo.org/stateauth/complaint%20Process%20links.pdf

Notification of Family Educational Rights and Privacy Act (FERPA)

The Family Education Rights and Privacy Act (FERPA) affords students certain rights with respect to their education records, as follows:

1. **The right to inspect and review the student's education records within 45 days of the day the University receives a request for access.** Students should submit to the Registrar, dean, head of academic department, or other appropriate official written requests that identify the record(s) they wish to inspect. The University official will make arrangements for access and notify the student of the time and place where the records may be inspected. If the records are not maintained by the University official to whom the request was submitted, that official shall advise the student of the correct official to whom the request should be addressed.
2. **The right to request the amendment of the student's education records that the student believes are inaccurate or misleading.** Students may ask the University to amend a record that they believe is inaccurate or misleading. They should write the University official responsible for the record, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the University decides not to amend the record as requested by the student, the University will notify the student of the decision and advise the student of his or her right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided to the student when he or she is notified of the right to a hearing.
3. **The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.** One exception that permits disclosure without consent is a disclosure to school officials with legitimate educational interests. A school official is a person employed by the University in an administrative, supervisory, academic, research,

or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted (such as an attorney, auditor, or collection agent); a person serving on the Board of Governors; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

4. **The right to file a complaint with the U.S. Department of Education concerning alleged failures by the University of New Haven to comply with the requirements of FERPA.** The name and address of the office that administers FERPA are as follows: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue S.W., Washington, D.C. 20202-4605

Student Right-to-Know and Campus Security Act

In accordance with Connecticut's Public Act 90-259 concerning campus safety and the 1990 federal law, PL101-542: The Student Right-to-Know and Campus Security Act, all colleges and universities receiving state and federal financial assistance are required to maintain specific information related to campus crime statistics and security measures, annually provide such information to current students and employees, and make the data available to prospective students and their families and to prospective employees upon request.

Safety on the University campus is a natural source of concern for parents, students, and University employees. Education — the business of the University of New Haven — can take place only in an environment in which each student and employee feels safe and secure. The University recognizes this and employs a number of security measures including its own sworn police department to protect the members of this community.

The Student Right-to-Know and Campus Security Act (Clery Act) is a federal law that requires all colleges and universities to disclose annually information about crime on and around their campuses. The Campus Crime Report includes statistics for the three most recently completed calendar years.

The full report for the University of New Haven, prepared by the University Police Department, is available on the University website and in printed form at the University Police Department. This report also includes information on University policies concerning sexual assaults, alcohol, drugs, weapons, and residence hall security, fire safety and missing person reports.

Student Services

Campus Card Office

All students, faculty, and staff are issued a University Campus Card. The card includes the following features: picture ID, 16 digit ISO number, proximity chip, and access to online and in-house University library services. Your card is issued at no charge; however, the lost card replacement cost is \$10. Upon leaving the University the card must be returned.

Students can submit their initial photo online, provided it meets specific requirements. Cards are issued at the beginning of the Fall semester for those students. Other incoming graduate students, as well as faculty and staff, are issued throughout the year as needed.

Accessibility Resources Center

Accessibility Resources Center works to ensure access to all university offerings to enable full participation for all students. The office is responsible for and committed to providing services and support that promote educational equity for students with disabilities, significant chronic-health conditions, and also students who are veterans returning from military duty to the university community. Any student who formerly held an IEP or 504 Plan should consider working with ARC and utilizing the many resources available to help students independently maneuver academic requirements. Veterans who may be returning to or attending college for the first time after a tour of duty may also benefit from utilizing the services of ARC.

Referrals and inquiries concerning campus accessibility and/or accommodations for students with disabilities, significant chronic-health conditions, or returning veterans should be directed to this office. The office also processes student grievances, whether informal or formal, regarding allegations of discrimination based on disability.

The Accessibility Resources Center office is located in the rear of Sheffield Hall, and can be reached by phone at (203) 932-7332.

Eligibility for Disability Services

Once a student with a qualifying disability has matriculated to the University of New Haven, if the student wishes to use reasonable accommodations and/or services, the student must initiate a request for reasonable accommodations by self-identifying to the Campus Access Services office. Students should submit an intake form and will be required to provide documentation attesting to the presence of a disability as defined by Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act of 1990 as amended by the Americans with Disabilities Act Amendment Act of 2008.

Under these laws, a person has a disability if he/she:

- Has a physical or mental impairment that substantially limits one or more of the major life activities of such individual. Major life activities include, but are not limited to, caring for oneself, performing manual tasks, seeing, hearing, eating, sleeping, walking, standing, lifting, bending, speaking, breathing, learning, reading, concentrating, thinking, communicating, and working. Major life activities also include the operation of a major bodily function, including but not limited to, functions of the immune system, normal cell growth, digestive, bowel, bladder, neurological, brain, respiratory, circulatory, endocrine, and reproductive functions.

The diagnosis of a disabling condition does not automatically qualify an individual for accommodations. The degree to which a condition imposes a functional limitation on the student's ability to perform a major life activity or the operation of a major life function is a

significant determining factor in establishing the need for accommodations from the Campus Access Services office.

Housing

Student housing is not provided and the University assumes no responsibility to find or assist the student in finding housing. Information of rental of apartments is available from local newspapers and appropriate websites.

International Services Office

Each year the University of New Haven admits students from many nations. These students, representing more than fifty different countries, bring an international dimension to the campus.

The International Services Office provides for the special needs and concerns of international students. The staff assists students with U.S. Citizenship and Immigration Services regulations; provides information on travel to and from the United States; and advises students on academic, social, and cultural adjustment. The Office also serves as a liaison between international students and the University community.

A wide range of programs has been developed, including publication of an international newsletter, special orientation events, information seminars, and an international festival. For more information, call 203.932.7475 or email iso@newhaven.edu.

Library

The Marvin K. Peterson Library, named in honor of a former University president and dedicated in 1974, includes three floors designed to provide students with a variety of learning spaces to suit their preferences whether it be for quiet study, collaborative group space, an Information Commons, Library Café, group-study rooms, stacks, or reference and assistance areas. 79 desktop computers, 6 iMacs, and some laptops are provided for research purposes. Networked printers and scanners are available. Wireless networking is accessible in all areas of the library. Students and faculty can plug in their laptop computers to connect to the campus network at more than 100 ports available throughout the library. Materials are stored in a variety of formats including online, print, audio, video, microform, CD-ROM or DVD.

The library's home page is available at <http://www.newhaven.edu/academics/library/>. It serves as a gateway to information, such as the Library's operating hours and a variety of library services and includes the library's online catalog, which allows for both basic and advanced searching of library holdings. Our Ask a Librarian page offers students a variety of ways to obtain information or get help. Electronic access to databases, full-text e-journal holdings, full-text e-books and other digital collections is accessible through links on the library's website. A reserve collection including print materials, DVDs, CDs and e-reserves supports courses taught at the university.

To borrow library materials, current students and faculty must present a valid university ID card. Books already borrowed can be renewed online. Interlibrary Loan forms for current students and faculty are available online or at the Library's Information Desk. To expedite service the library uses electronic means to transmit articles and information between itself and other libraries across the country whenever possible.

University students who obtain a borrowing card from their hometown Connecticut public library may borrow from other public libraries statewide. Students who are not Connecticut residents can get a library card from the West Haven Public Library. Just show your university ID and the current semester's course list and a temporary West Haven Public Library card will be issued to you until the end the current semester.

Faculty and students in their offices or residence halls or at home have access to a variety of commercial online databases from the library's home page. The university subscribes to online electronic databases in a variety of subjects. Resources, including full-text books, journals and newspapers, are accessed in online databases, including ABI/INFORM, Academic Search Premier, Access World News from NewsBank, Criminal Justice Abstracts with Full Text, CountryWatch, CQ Researcher, CCH Online, GeoRef, JSTOR, IEEE Computer Society Digital Library, Education Complete, Engineering Village 2, PsycARTICLES, ProQuest Computing, Psychology and Behavioral Sciences Collection, Campus Research powered by WestLaw, Hoover's Online, Science Direct, Reference USA, Country Watch, Literary Reference Center, MathSciNet, Mergent Online, SocINDEX with Full Text, Teacher Reference Center, ValueLine, SciFinder and Grant Forward.

The university library's physical collection includes more than 220,278 print volumes, 399,037 pieces of microfiche, 12,105 volumes of microfilm, and 136,152 U.S. government paper documents. Electronic access to more than 39,395 full-text journal and newspaper titles and 31,519 e-books is provided.

The library is a U.S. Government Documents Depository Library, and selects approximately one-third of the U.S. government yearly output to support UNH programs. Most of these documents are available in full-text online through the library's online catalog.

Students are assisted by professional reference librarians. One-on-one consultations are available to locate information for research papers and projects. Students can schedule a research consultation appointment by using the online form or calling 203-932-7189. Freshmen receive instruction in how to use a modern academic library. Subject-specific library orientations are available for students. Library Guides, prepared by professional librarians, as well as instructional support resource materials are posted at <http://libguides.newhaven.edu/welcome>. Students can learn more about utilizing resources by reviewing the guides many of which include short video clips to assist in learning. Online library tutorials are available to assist students in learning effective research techniques. Library Guides help facilitate access to information resources for effective research. Topics include forensic science, psychology, national security resources, criminal justice, dental hygiene, biology, business information, how-to-find Connecticut law, literary criticism, a style sheet for research papers, and an introductory research guide.

Digital Commons @ New Haven, a service of the Peterson Library, showcases the work by university scholars. It is the University's institutional repository of intellectual assets of faculty and students. The Marvin K. Peterson Library has digitized and made available online a number of materials from the University Archives. The Library regularly receives requests for information and photographs about the University's history, buildings, events, and people from students, faculty, staff, and alumni. These digitization projects allow a wider group of researchers to investigate and enjoy many of these treasures. Digitized photographs from the University Archives are online for viewing and downloading

<http://www.flickr.com/photos/unhctlibrary/>. New photographs are being added every week, so check back often. Digitized text such as The Chariot (Yearbooks,) Elm City Review, The Noiseless Spider, Insight, University of New Haven Alumni Magazine, Bulletins, Undergraduate Catalogs, Graduate Catalogs, and New Haven Junior College Catalogs are available at <http://www.archive.org/details/universityofnewhaven>.

Facilities

Campus Police – [Clery Disclosure Information](#).

Consumer Information for Students

The information provided below is for students. Federal law requires a financial aid office to disclose the following information to families. If you should have any questions about the following information, you may contact a staff member in the Office of Financial Aid, 203-932-7315 or financialaid@newhaven.edu.

Information regarding the [Family Educational Rights & Privacy Act \(FERPA\)](#)

Financial Aid Information:

Information regarding [University Costs](#)

Information regarding [Financial Aid Cost of Attendance](#)

Description of [Financial Aid programs](#) (need based and non-need based)

[Terms and conditions under which students receive federal loans](#)

Information regarding [need based & non need based state, local, school programs and private aid](#)

Information regarding the [Financial Aid application process](#)

Information regarding [how Financial Aid eligibility is determined](#)

Information regarding how the University distributes financial aid among work study students may be found at: [Terms and conditions of Employment](#) that is part of the Financial Aid package

Information regarding the [terms of, schedules for and the necessity of loan repayment](#)

Before borrowing from a federal student loan program, students must complete Loan Entrance Counseling so the student is informed of their rights and responsibilities in being a student loan borrower. Loan Entrance Counseling for Federal Direct student loans must be completed at the [federal student loans website](#).

Loan counseling for the federal Perkins loan must be completed. Contact the Financial Aid Office for more information.

Loan Exit Counseling is a requirement for any student, who borrowed a federal Direct or Stafford student loan or federal Perkins loan that graduates, is no longer enrolled, or drops below a half-time status. Loan Exit Counseling for Direct loans or federal Stafford loans must be completed at the [National Student Loan Data System website](#). The University of New Haven is the lender for the Perkins Loan. Repayment information will be forwarded to students from our loan servicer, Campus Partners. Students who have borrowed the Perkins Loan while attending

the university will be contacted by Linda Heil in the Bursar's Office to complete their Loan Exit Counseling in person.

Criteria for [Satisfactory Academic Progress and how to re-establish eligibility for financial aid](#)

Statement of the requirements for [return of Federal Student Aid funds when a student withdraws](#) from the university

Information regarding the [university Refund Policy](#)

Academic Programs & Student Attainment Information:

Information regarding the University's [accreditation and the current reaccreditation information](#)

Information regarding the [special facilities and services available to disabled students](#) at the University

University's Facilities, Services, & Campus Policies Information:

Information regarding [campus security statistics](#) & [campus security policies](#)

Information regarding the University's [emergency response & evacuation procedures](#) to reach students & staff

Information regarding [the University's fire safety report](#)

Information regarding [the University's crime notifications](#)

[Cleary Disclosure Information](#)

the University's policy regarding [vaccinations required for full-time students](#)

Faculty



Roger Arnold, MMusTech

Lecturer

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[Main Campus Music and Sound Recording Faculty](#)

Undergraduate Academic Calendar 2017-2018

Fall 2017 Term

First-Year Students Move-In for students in LLC	Wednesday, August 23
Term Start	Thursday, August 24
First-Year Students Move-In for students not in LLC	Thursday, August 24
Returning Student Move-In	Friday, August 25
Registration	Friday, August 25
Classes Start	Monday, August 28
Labor Day (No Classes)	Monday, September 4
Open Drop/Add Deadline	Tuesday, September 5
Midterm Grades Due	Tuesday, October 17
Fall Break	Sunday-Tuesday, October 22-24
Course Withdrawal Deadline	Friday, November 3
Graduation Application Deadline for May Graduates	Friday, November 17
Thanksgiving Break	Wednesday, Nov 22 - Sunday, Nov 26
Winter Commencement Ceremony	Sunday, December 10
Reading Days (No Classes)	Tuesday-Wednesday, Dec 12-13
Exams	Thursday, Dec 14 - Wednesday, Dec 20
End Term	Wednesday, December 20
Residence Halls Close	Thursday, December 21 at 10 a.m.

Grades Due **Tuesday, December 26**

Administrative Graduation **Monday, January 15**

Spring 2018 Term

Martin Luther King Day (No Classes) **Monday, January 15**

New Students Move-In **Monday, January 15**

Orientation/Registration **Tuesday, January 16**

Returning Students Move-In **Tuesday, January 16**

Term Start **Wednesday, January 17**

Classes Begin **Wednesday, January 17**

Open Drop/Add Deadline **Wednesday, January 24**

Midterm Grades Due **Wednesday, March 7**

Spring Break **Sunday, March 11- Sunday March 18**

Course Withdrawal Deadline **Wednesday, March 28**

Graduation Application Deadline for August Graduates **Friday, April 13**

Reading Day (No Classes) **Wednesday, May 2**

Exams **Thursday, May 3 - Friday, May 11**

Residence Halls Close **Thursday, May 10 at 10 a.m.**

End Term **Friday, May 11**

Spring Commencement (Oakdale Theater, Wallingford, CT) **Saturday, May 12**

Grades Due **Tuesday, May 15**

Graduation Application Deadline for January Graduates	Friday, June 15
August Administrative Graduation	Saturday, August 18

Summer I: Saturday, May 12 -Saturday, June 30, 2018

Term Start	Saturday, May 12
Classes Begin	Saturday, May 12
Drop/Add Deadline	Wednesday, May 16
Memorial Day Break	Saturday, May 26-Monday, May 28
Midterm Grades Due	Tuesday, June 5
Course Withdrawal Deadline	Tuesday, June 12
Graduation Application Deadline for January Graduates	Friday, June 15
Exams	Thursday, June 21-Monday, June 25
End Term	Monday, June 25
Grades Due	Friday, June 29

Summer II: Thursday, July 5 - Saturday, August 18, 2018

Term Start	Thursday, July 5
Classes Begin	Thursday, July 5
Drop/Add Deadline	Monday, July 9
Midterm Grades Due	Thursday, July 26
Course Withdrawal Deadline	Tuesday, July 31
Exams	Friday, August 10-Wednesday, August 15

End Term

Thursday, August 16

August Administrative Graduation

Saturday, August 18

Grades Due

Monday, August 20