



University of New Haven

Nashville Study Away Experience

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Contact:

University of New Haven

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Inquiries regarding nondiscrimination, affirmative action, equal opportunity, and Title IX may be directed to the University's Equal Opportunity/Affirmative Action officer at 300 Boston Post Road, West Haven, CT 06516; phone 203.932.7265. Persons who have special needs requiring accommodation should notify the University's Campus Access Services Office at Voice/TDD number 203.932.7332.

Contents

About the University of New Haven	5
Accreditation.....	5
Our Mission Statement	5
Vision.....	5
The University’s Academic Colleges	6
The College of Arts and Sciences.....	6
University Of New Haven Study-Away Internship Experience with Blackbird Studios	6
Experience Description.....	6
Learning Environment	7
All Classes will be held at the following address:	7
The Curriculum.....	7
Courses.....	7
Admission	10
General Requirements.....	10
Procedure	10
Transfer of Credit to the University.....	10
Transfer of Courses for Matriculated UNH Undergraduate Students	10
Courses acceptable for transfer to UNH.....	11
Equivalency of Transferred Courses to UNH Courses.....	11
Limits to the Number of Transferred Courses	12
Study Abroad Coursework.....	12
Replacement of UNH Courses with Transfer Courses	12
Advanced Placement.....	12
Credit by Examination	13
External Credit Examinations	13
Academic Policies.....	13
Academic Integrity.....	13
Academic Records	14
Academic Standards.....	15
Course Grading System	15
Incomplete Course Work	15

Quality Point Ratio	16
Student Access to Final Grades	16
Academic Probation.....	16
Academic Dismissal.....	17
Dismissal/Readmission Procedure.....	17
Attendance	17
Make-Up Policy	18
Research Projects and Internships	18
Notice Concerning Transferability of Credits and Credentials Earned at our Institution.....	18
Undergraduate Tuition & Fees 2015-2016	19
Payment of Tuition and Fees	19
Refund Policy Regarding Withdrawing or Dropping from the University.....	19
Refund Policy Regarding Withdrawing or Dropping from Courses	20
Financial Aid.....	20
Financial Aid Refund Policy.....	21
Return of Title IV Funds.....	21
Academic Requirements for the Retention of Financial Aid Eligibility.....	22
Leave of Absence.....	23
Withdrawal from a Class	24
Withdrawal from the University	25
Immunization Requirements.....	25
Career Development Center.....	26
Contact	26
Grievance Procedure.....	26
How to Pursue a Grievance.....	26
Notification of Family Educational Rights and Privacy Act (FERPA)	27
Student Right-to-Know and Campus Security Act.....	28
Student Services.....	29
Campus Card Office	29
Accessibility Resources Center.....	29
Eligibility for Disability Services	30
Housing.....	30

Information Services: How to Obtain Software.....	30
International Services Office	30
Library.....	31
Facilities	33
Consumer Information for Students.....	33
Faculty.....	34
Undergraduate Academic Calendar 2015-2016.....	35
Fall Semester 2015	35
Spring Semester 2016	35
Summer Sessions 2016	36
Board of Governors.....	37
Administration	37
Office of the President	37
Office of the Provost and Senior Vice President for Academic Affairs.....	38

About the University of New Haven

The University of New Haven is a private, top-tier comprehensive institution recognized as a national leader in experiential education. Founded in 1920 on the campus of Yale University in cooperation with Northeastern University, UNH moved to its current West Haven campus in 1960 and opened its Orange, CT campus in January, 2014. The University operates a satellite campus in Tuscany, Italy, and offers programs at several locations throughout Connecticut and in New Mexico.

Accreditation

The University of New Haven is a private, coeducational, non-sectarian, not-for-profit, independent institution of higher learning, chartered by the General Assembly of the State of Connecticut.

The University is fully accredited by the New England Association of Schools and Colleges (NEASC). Accreditation of an institution of higher education by the New England Association indicates that it meets or exceeds criteria for the assessment of institutional quality periodically applied through a peer review process. An accredited college or university is one which has available the necessary resources to achieve its stated purposes 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 the New England Association is not partial but applies to the institution as a whole. As such, it is not a guarantee of every course or program offered, or the competence of individual graduates. Rather, it provides reasonable assurance about the quality of opportunities available to the students who attend the institution.

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 learns differently and requires 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, UNH offers 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 Experience with Blackbird Studios

Experience Description

The semester-long study away experience at Blackbird Studios proposes to provide UNH 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 experience will encompass 15 credits of academic courses and internship experiences anchored by UNH'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. UNH 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 UNH 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 will be arranged at other Nashville-area organizations in the music and recording industry.

All Classes will be held at the following address:

Blackbird Studios.
2806 Azalea Place
Nashville, TN 37204

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 experience are UNH courses offered on the West Haven campus.

MIND 4451: ST: Music Publishing: Songs, Songwriters and Recordings

Prerequisites: grades of C or higher in MIND 2261.

This seminar style class taught, by a professional songwriter, producer and music publisher, will explore the activity and creative business model of the Nashville music publishing community. Students will examine the process of transforming a basic song idea into a Grammy winning recording and valuable copyright. Topics include; the evolution of a hit song, strategic co-writing, pitching songs, talent development, synchronization, the value of the PROs, revenue streams and the real life effect of the digital era on songwriters and copyright owners. 3 Credits

Required for all attending students.

MIND 4452 ST: Entrepreneurship and Careers in the Music Business

Prerequisites: grades of C or higher in MIND 2261.

Career opportunities in the 21st Century music industry are merging corporate ideology with entrepreneurial thinking and energy. This course will dissect traditional jobs and positions in the industry in conjunction with new and emerging industry paradigms. Class work will focus on preparing for and finding the right career opportunities, building entrepreneurial skills, witnessing testimony from industry professionals about their own career journeys and attending sessions in “roving classrooms” in which students will be able to visit with and spend time at Nashville music/media companies for a first-hand look at how various businesses operate. 3 Credits

Required for all attending students.

MIND 4461 - Internship in the Music Industry I

This course is designed for Music Industry majors. The purpose of the internship is to provide the student with real-life, hands-on experience in music industry and related fields by working as an apprentice/intern in music industry companies such as record labels, management, radio stations, music stores, publishing companies, concert promotion, etc. Students will be required to work 15-20 hours a week for the duration of the 12-week semester. During this time students will have the support of onsite faculty and supervisors in Nashville. 3 Credits

Limited to Music Industry Majors

MIND 4462 - Internship in the Music Industry II

This course is designed for Music Industry majors. The purpose of the internship is to provide the student with real-life, hands-on experience in music industry and related fields by working as an apprentice/intern in music industry companies such as record labels, management, radio stations, music stores, publishing companies, concert promotion, etc. Students will be required to work 15-20 hours a week for the duration of the 12-week semester. During this time students will have the support of onsite faculty and supervisors in Nashville. 3 Credits

Limited to Music Industry Majors

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 study of the art of record production. This course will explore the intersection of the roles and relationships between the artist, producer and engineer and will cover the dynamic nexus of aesthetics and technology in music recording. Topics covered include the study of performance recognition and applied critical listening, the subjective skills and physical process of editing, mixing and mastering, label delivery and archiving requirements and the evaluation of creative and recorded material.

3 Credits

Required for all attending students.

MUSR 4452 - ST: Mixing Techniques

Prerequisite: a grade of C or higher in MUSR 3322 or permission of instructor

This course will cover the mixing process and its critical importance in the creation of a completed master recording. Students will have hands-on experience in learning mixing techniques as applied to the analogue mixing console. Discussion and instruction will include the art of mixing on automated consoles with less dependency upon computer aided automation and sonic manipulation. Student groups will be required to complete mixing projects on each of the consoles. For some students these projects will serve as their senior capstone projects.

3 Credits

Limited to Music and Sound Recording Majors only

MUSR 4461 - Internship in Music and Sound Recording

This course is designed for Music and Sound Recording majors.

The purpose of the internship is to provide the student with real-life hands-on experience in studio recording and live sound and related fields by working as an apprentice/intern in studios, live venues, sound editing facilities etc. Students will be required to work 15-20 hours a week for the duration of the 12-week semester. During this time students will have the support of onsite faculty and supervisors in Nashville. 3 Credits

Limited to Music and Sound Recording Majors

Admission

General Requirements

Students must be current, matriculated 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 experience 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 experience help you achieve them?" is also required.

Applications will be reviewed by a five member department committee chaired by the Study-Away experience 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 UNH courses or electives; all accepted credit must pertain to UNH degree requirements.

Transfer of Courses for Matriculated UNH Undergraduate Students

With prior approval and in accordance with the constraints described below, matriculated UNH 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 UNH. 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 UNH must also approve.

Courses acceptable for transfer to UNH

A course is acceptable for transfer to UNH 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 UNH 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 experience to contribute acceptably to the student's experience of study.

Equivalency of Transferred Courses to UNH Courses

The equivalency of a transferred course to a UNH course is approved by the Registrar and by the chair of the department offering the equivalent course at UNH. 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 UNH 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 UNH 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 UNH courses at the 100- and 200-level, and may not be equated to 300-level or higher courses offered by UNH unless the substitution is approved by the chair of the UNH 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 UNH. Credit will not be posted to the student's UNH 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 UNH students may accumulate transfer credits while actively enrolled at UNH 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 UNH-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 UNH auspices are treated as transfer credits.

Replacement of UNH Courses with Transfer Courses

Courses taken at other institutions and transferred to UNH under this policy may not be used to replace or remove an equivalent course taken at UNH from the student's record. If retaking a UNH 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 experience 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 Experience (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 UNH 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 GPA 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 UNH 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 UNH. This learning must appropriately parallel the curriculum of the University in order to be awarded UNH credit.

Sources of external credit that may be evaluated currently include the following:

- College-Level Examination Experience (CLEP)
- Proficiency Examination Experience (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 is an academic community based on the principles of honesty, trust, fairness, respect, and responsibility. Academic integrity is a core University value which ensures respect for the academic reputation of the University, its students, faculty and staff, and the degrees it confers.

The University expects that all students will learn in an environment where they work independently in the pursuit of knowledge, conduct themselves in an honest and ethical manner and respect the intellectual work of others. Each member of the University community has a responsibility to be familiar with the definitions contained in, and adhere to, the [Academic Integrity Policy](#).

Violations of the Academic Integrity Policy include, but are not limited to, the following examples: cheating, collaboration/collusion, plagiarism, fabrication, and facilitating academic dishonesty. This Policy provides details concerning proscribed behavior as well as the procedures and sanctions that are triggered in the event of infractions.

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	Poor performance: D+	1.30 quality points
A	4.00 quality points	D	1.00 quality points
A-	3.70 quality points	D-	0.70 quality points
Good performance: B+	3.30 quality points	Failure: F	Zero quality points
B	3.00 quality points	Withdrawal from course: W	Zero quality points
B-	2.70 quality points	Incomplete: INC	Zero quality points
Passing performance: C+	2.30 quality points	(See information below regarding incomplete courses.)	
C	2.00 quality points		
C-	1.70 quality points		

Incomplete Course Work

Incomplete. A grade of INC is given only in special circumstances and indicates that the student has been given permission by the instructor to complete the course (with the same instructor) after the end of the term. Some required course work remains to be completed to gain academic credit for the course. An INC 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 course requirements. To remove the INC grade, the student must complete all required course work as stipulated by the instructor - typically within 60 days, but not longer than 12 months following the last day of the term in which the INC was recorded.

The following procedures apply to the resolution on INC grades:

1. An INC grade not resolved by 12 months following the end of the term in which the INC was recorded, or by the time of graduation if less than 12 months, will automatically change to an F.
2. The maximum allowable time to resolve an INC grade may be shorter than year, as determined by policies established by individual colleges, departments, or instructors.

Similarly, shorter time limits may apply to special populations including, but not limited to, international students, athletes, and those receiving certain types of financial aid.

3. The faculty member must document the terms of the INC grade with details concerning the remaining coursework, deadlines for its submission, and criteria for its appraisal. Such documentation is subject to college, department, and instructor policies, and should be available to experience coordinators or department chairs.

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 described in the section [“Course Grading System.”](#)

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 UNH 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 via certified letter and UNH email address. This letter 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 experience 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 to UNH 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 (for full-time students) or to the College of Lifelong & eLearning (for part-time students).

Attendance

It is the responsibility of the student to attend all classes and to take examinations as scheduled. Faculty have the right to require a standard of attendance, even if it conflicts with professional and job-related responsibilities of students. Students whose jobs require that they be absent from

class must realize that it is their responsibility to determine whether such absence is permitted by the instructor, and to meet the requirements for making up missed classes if the instructor allows such time to be made up.

In the case of religious observance, students seeking an accommodation should consult with their instructor. The university's policy regarding observance of religious holidays can be found in the student handbook.

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 experience 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 in advance 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 University of New Haven is a special purpose institution. That purpose 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. This purpose does not include preparing students for further college study. Students should be aware that transfer of credit is always the responsibility of the receiving institution. Whether or not credits transfer is solely up to the receiving institution. Any student interested in transferring credit hours should check with the receiving institution directly to determine to what extent, if any, credit hours can be transferred.

Undergraduate Tuition & Fees 2015-2016

Effective July 1, 2015	
Full Time Day Students	Per Semester
Tuition (12-17 credit hours)	\$17,165
Additional Charge for Credits over 17 (per credit)	\$1,145
General Student Fee*	\$660
<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
Estimated cost for books and supplies (per course)	\$150
Student Health Insurance	Per Year
Health Insurance Fee	\$1,315
*For more information on student health insurance click here .	

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

Payment of Tuition and Fees

The tuition and fees for a given term are due to be paid in full by the end of the first week of classes in that particular term.

Refund Policy Regarding Withdrawing or Dropping from the University

Tuition and fees may be refunded in full when student withdrawals, drops out, is expelled from the University, or otherwise fails begin classes before the start of the term. If an internship is not available at the time at the student enrolls in the one semester Study-Away Experience, UNH agrees to refund the student's tuition and fees. If a student chooses to drop or withdraw from the University, the following schedule applies:

Percent of Refund by Date of Withdrawal from the University

100% before semester begins (minus \$100.00 Administrative fee)

75% 2nd week of semester (minus \$100.00 Administrative fee)

25% 4th week of semester (minus \$100.00 Administrative fee)

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

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 by Date of Withdrawal from a Course

100% before course begins
75% 2nd week of semester
25% 4th 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 March 1 for the fall semester and December 1 for the spring semester. Returning students must submit application materials no later than March 1. All students are encouraged to apply for aid as early as possible to ensure full consideration for available funds.

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).

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) Unsubsidized Stafford Loans
- 2) Subsidized Stafford Loans
- 3) Federal Perkins Loans

- 4) Federal 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 the 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

Submitting a properly signed Drop form to the Registrar's Office before the last day to drop as published in the academic calendar removes the student's name from the class roster and removes the enrollment from the student's transcript. After the last day to drop a course, student names remain on class rosters and on transcripts, even if a student decides to stop attending a class. In this case, the student should request a final grade of W (Withdrawal) from the instructor of the course by the withdrawal deadline as published in the academic calendar. Because full-time students are assessed full-time tuition based upon a credit range, dropping a course does not qualify full-time students for cancellation of tuition or fees. Because part-time students are assessed tuition on a per-credit basis, the tuition refund policy is applied when a course is dropped.

Withdrawal from the University

Undergraduate students desiring to withdraw from the University must complete a Withdrawal form (available online, in the Office of Academic Services, and in the Registrar's Office), submit it to the Office of Academic Services or the Registrar's Office, and notify each of their instructors. It is the student's obligation to complete this formal procedure. Failure to do so leaves the student liable for all of the current semester's tuition and fees and may result in grades of F being assigned in courses.

Formal withdrawal must be completed during the first four weeks of the semester in order to obtain any cancellation of tuition and fees according to the tuition refund policy. Formal withdrawal after the drop/add period will be recorded on the student's transcript as grades of W for that term. Formal withdrawal completed after the twelfth week but before the end of the semester may result in receipt of grades such as INC, W, or F submitted by the instructor for courses in which the student is registered at the time of the declaration of the withdrawal.

Because of the serious ramifications of formal withdrawal from the University, students contemplating this action should discuss the matter with their academic adviser, an academic skills counselor in the Office of Academic Services, or a counselor in the Counseling Center as soon as problems are perceived.

If a student wishes to return to the University after having withdrawn and at least one semester has elapsed, or if the student has failed to register, thereby reverting to an inactive status, the student must reapply to the University through the Undergraduate Admissions Office (full-time students) or University College (part-time students). The degree requirements in place at the time of readmission will apply.

Immunization Requirements

All students entering the University must comply with state laws regarding required immunizations. In addition, students enrolling at UNH 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 University must complete the Immunization and Health Examination Report and mail it to:

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

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

Career Development Center

The UNH Career Development Center provides the full circle of services 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.

Contact

Phone: 203.479.4858

Email: 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 UNH, and its policies apply to all instructors at UNH. 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 UNH 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 General Grievance 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

Tennessee Higher Education Commission

404 James Robertson Parkway, Suite 1900

Nashville, TN 37243

615.741.3605

<https://www.tn.gov/thec/>

Connecticut Office of Higher Education

61 Woodland Street

Hartford, CT 06105-2326

800.842.0229

www.ctohe.org/studentcomplaints.shtml

UNH 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. UNH 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 UNH Police Department, is available on the UNH website and in printed form at the UNH 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 UNH Campus Card. The card includes the following features: picture ID, 16 digit ISO number, proximity chip, and access to online and in-house UNH 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 students, as well as faculty and staff, are issued throughout the year as needed.

Accessibility Resources Center

The University is committed to providing equal access for individuals with disabilities to all of the programs and services it offers. This commitment is consistent with legal requirements of both Section 504 of the Rehabilitation Act of 1973 and the Americans with Disabilities Act (ADA) of 1990 as amended, and it embodies the University's determination to ensure the inclusion of all members in its community.

The Accessibility Resources Center office (ARC) provides comprehensive services and support that serve to promote educational equity and ensure that students are able to participate in the opportunities available at the University of New Haven.

To sustain this objective, students are expected to utilize the resources of the Accessibility Resources Center office as well as other campus resources to the degree they determine necessary. Although a significant degree of independence is expected of students, Accessibility Resources Center is available to assist students should the need arise.

Referrals and inquiries concerning any matters relating to students with disabilities, accessible facilities and/or reasonable accommodations should be directed to this office.

The Director of Campus Access Services and the Assistant Director can be reached by phone at 203.932.7332 or by email at AccessibilityResCtr@newhaven.edu.

The ADA/Section504 Compliance Officer is Rebecca Johnson and can be reached by phone at 203.932.7238.

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.

Information Services: How to Obtain Software

Each student is entitled to an educational-license copy of Microsoft Office, which may be obtained in either the Campus Card Office. Additional software titles and anti-virus software are also available, at \$15 per title, payable through the Bursar's Office. The Adobe Creative and Web Standard bundles are also available for a significantly higher fee.

International Services Office

The presence of international students helps to make the University truly a global village. Our campus community is rich in cultures, ethnicities, languages, nationalities, politics, religions, and traditions. To encourage multicultural awareness through interaction with international students, the International Services Office (ISO) provides assistance to the international student population. The staff assists students with immigration matters and provides liaison with sponsoring agencies and foreign governments. The ISO provides information on travel to and

from the United States and advises students on academic, social, and cultural adjustment. For more information, visit <http://www.newhaven.edu/iso>.

Library

The Marvin K. Peterson Library provides robust online resources and library services for UNH students, faculty and staff 24 hours a day/7 days a week wherever they might be located. The Marvin K. Peterson Library has served UNH students and faculty in distance learning programs for over 20 years and has well-developed networks and resources to assist in research and library services. The web page [Library Services for Distance Learners](#) describes the resources and services and indicates how additional help can be obtained to ensure full library support.

The Marvin K. Peterson Library holds over 300,000 volumes any of which can be requested by distance learning students and faculty to be sent to their place of residence or work by express mail for research and study purposes. These resources are discoverable through the [library's online catalog](#). Library staff will also scan or photocopy chapters from physical books or government documents which the Library has in its collection or scan copies of journal articles. These can be sent to students or faculty as requested as a PDF through email, printed out then faxed, or printed out and mailed. In addition, the Marvin K. Peterson Library is a partial U.S. Government Documents Depository Library with the following holdings: 140,752 paper pieces and 189,197 microfiche pieces which are available to our students and faculty. The vast majority of U.S. Government Documents are now published electronically and available through the [Library's online catalog](#) as a PDF or with a link to its web address.

Faculty also make available ancillary research and study materials for their students through E-reserves in the Library folder in Blackboard, our course management system. Instructions on how faculty can accomplish this are available in the [How Do I Place Electronic Material on Course Reserve](#) faculty guide, which also includes information regarding copyright and fair use.

Professional librarians partner with faculty through the "Embedded Librarian Program." The ability to find, evaluate, and use information effectively are vital skills that students need to master in order to be academically successful at UNH and later, to make informed decisions throughout their lives. UNH Information Literacy Librarians believe that these skills are best learned and retained when taught in conjunction with specific class research assignments where they can be immediately applied. If there is a research assignment, librarians encourage faculty to partner with them in our "Embedded Librarian Program." This program integrates information literacy and library instruction directly into course content where the skills can be applied immediately using the course Blackboard site. The duration can be for the entire semester or for a short period of time in conjunction with a specific assignment.

The process starts with an initial phone call or email to a librarian prior to the start of the course. This is essential in order for the librarian to get a complete understanding of the research requirement to be completed. This enables the librarian to determine the information literacy concepts that apply and to select the most appropriate information resources. Then librarians can:

- Embed customized research guides (called LibGuides) into the Blackboard site for the course. Each guide is developed for a specific class' research needs.

- Develop Tegrity videos or PowerPoint tutorials explaining research concepts and resources.
- Monitor a Discussion Board in the class Blackboard site to enable students to ask the librarian specific questions about research relating to the class.

The Library provides access to a 24/7 Text Messaging [Ask a Librarian Service](#), which has professional librarians available to assist in answering reference questions or formulating search strategies to use when searching in our various commercial databases or online collections. In addition, students and faculty can email UNH librarians questions or call in questions using the toll free UNH telephone number at 1-800-DIAL-UNH. These services are advertised on our [Ask a Librarian web page](#).

The professional librarians have prepared many library guides on a broad range of topics and course specific materials to assist students in learning effective research techniques. These are all available online at <http://libguides.newhaven.edu/welcome> . These guides provide students with information on resources available to conduct research in a particular subject area, how to prepare a bibliography in a particular format, how to use mobile device resources, or how to find case law. Most of them include short videos on various topics germane to conducting an effective search to locate research materials to prepare papers or study materials.

The UNH Library subscribes to a number to full-text databases, as well as bibliographic databases, to support the research needs and requirements of our faculty and students. The UNH Library's website provides [a subject database list](#) to assist students in locating relevant databases to search. [An annotated database list](#) and an alphabetical list of databases are also available to assist users in identifying the best databases to utilize in conducting their research. Strong online collections of e-Books, e-Journals, and e-Documents are available to UNH students and faculty 24/7. Their UNH Network e-mail account serves as their credential to access these online collections. Online services provide a significant extension for access to materials supporting the program.

Students and faculty have access to 40,749 unique full-text e-Journal titles in a wide range of subject areas. Specific e-Journal titles can be searched at <http://ee4px6je7d.search.serialssolutions.com/>. Faculty and students who wish to locate journals available in a particular subject area can do so by searching categories such as Business & Economics, Earth & Environmental Sciences, Engineering & Applied Sciences, Physical Sciences & Mathematics, or Social Sciences to name a few.

UNH students and faculty have online access to 25,707 e-Books either through e-Book collections or individual titles listed on this web page at <http://www.newhaven.edu/library/141948/>. Links to the full text e-Books are generally included in the library's online catalog. E-Documents can be found by searching the library's online catalog at <http://library.newhaven.edu/cgi-bin/Pwebrecon.cgi?DB=local&PAGE=First>

Books, journal articles, government documents and other research materials not available at the UNH library will be obtained either through our interlibrary loan service, a commercial document delivery service, or directly through the publisher. The Library uses the OCLC database to access and obtain interlibrary loan materials from other libraries for members of the UNH community. Direct purchase through publishers and document delivery services are also

utilized to expedite service to UNH students and faculty whenever necessary for research purposes.

The Library hosts a lecture series during the academic year featuring UNH faculty who discuss their latest research pursuits and findings, a paper presented at a conference, a summer project, or perhaps a special topic which they are interested in sharing with the University Community. Many of these lectures are videotaped and posted to the Library's website so as to be available to students and faculty wherever they are located. Follow this link for access <http://www.newhaven.edu/library/Speakers/>.

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 UNH distributes financial aid among 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 UNH's [accreditation and the current reaccreditation information](#)

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

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

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

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

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

Information regarding [UNH's crime notifications](#)

[Cleary Disclosure Information](#)

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

Faculty



Roger Arnold, MMusTech

Lecturer

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B.A., Music and Sound Recording, University of New Haven, West Haven, CT

Phone: 203-931-2927

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Susan Dodes, MA
Practitioner in Residence
M.A., American Studies, Magna Cum Laude, Columbia University,
NY
B.A., American Studies, Cum Laude, Brandeis University, MA
Email: SDodes@newhaven.edu

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

Undergraduate Academic Calendar 2015-2016

Fall Semester 2015

August	Tuition and residence charges due Residence halls open for new students Fall Convocation Residence halls open for returning students Classes begin	Monday, Aug. 3 Thursday, Aug. 27 Sunday, Aug. 30 Saturday-Sunday Aug 29 - 30 Monday, August 31
September	Labor Day - no classes ADD/DROP deadline	Monday, Sept. 7 Monday, Sept 14
October	No classes, Fall Break Midterm grades due Last day to Withdraw from a class	Monday-Tuesday, Oct. 25 - 27 Wednesday, Oct 11 Friday, Oct 30
November	Last day to petition for May graduation Thanksgiving Break - no classes	Sunday, Nov. 15 Wednesday-Sunday, Nov. 25 - 30
December	Last day of Undergraduate classes Reading day Exams begin Residence halls close	Monday, Dec 14 Tuesday, Dec 15 Wednesday, Dec. 16 Wednesday, Dec. 23
January	Commencement, 2 p.m.	Saturday, Jan. 16

Spring Semester 2016

January	Tuition and residence charges due	Monday, Jan. 4
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	Residence halls open	Sunday, Jan. 17
	Orientation/Registration	Monday, Jan. 18
	Classes begin	Tuesday, Jan. 19
February	ADD/DROP deadline	Tuesday, Feb. 2
March	Midterm grades due	Saturday, March 12
	Residence halls close	Sunday, March 13
	Spring Recess - no classes	Sunday-Sunday, March 13 - 20
	Classes resume	Monday, March 21
	Last day to withdraw from a class	Tuesday, March 29
April	Last day to petition for August graduation	Friday, April 15
May	Classes end	Monday, May 2
	Reading days	Thursday, May 3 & 4
	Exams	Friday, May 5 - May 11
	Last day of the semester	Wednesday, May 11
	Residence halls close	Thursday, May 12
	Commencement, 10:00 a.m.	Sunday, May 15
Summer Sessions 2016		
May	First Summer Session classes begin	Monday, May 16
	Drop/Add deadline	Tuesday, May 23
	Memorial Day - no classes	Monday, May 30
June	Last day to petition for January graduation	Wednesday, June 15
	First Summer Session Ends	Monday, June 27
July	Second Summer Session classes begin	Tuesday, July 5
	Drop/Add deadline	Tuesday, July 12
August	Second Summer Session ends	Monday, Aug 15
	Awarding of Degrees	Friday Aug 19

Board of Governors

Bartels, Philip H., Chair of the Board, Attorney, Shipman & Goodwin, LLP
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Barneby, Mary J., Executive Director, UBS Private Wealth Management
Biermacher, Kenneth W., Director, Kane Russell Coleman & Logan, PC, Dallas, TX
Brekke, Gail L., Retired/Former Director of Distribution and Special Projects, LIN Television
Chukwu, K. Oni, Chief Financial Officer, Triple Point Technology, Inc.
DellaCamera, Jr., Ralph F., Managing Member and Chief Investment Officer, DellaCamera Capital Partners, New York, NY
Ennico, Dolores J., Corporate V.P. Human Resources, Olin Corporation, Stamford, CT
Fedele, Michael, Founder & CEO, The Pinnacle Group, Stamford, CT
Falconi, John J., Retired/Former Vice President, GE, and Chief Financial Officer, GE Technology Infrastructure
Gatti, Rosa M., ESPN Senior Vice President, Communications Counsel and Corporate Outreach
Hazell, Jeffery P., President, Boston Lobster Feast Restaurants; and Bar Harbor Lobster Co., Inc., Orlando, FL
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Margiano, Raymond J., CEO and Founder, Foot Solutions, Marietta, GA
Myatt, Kevin A., Senior V.P., Human Resources, Yale-New Haven Hospital, New Haven, CT
Peterson, David J., CEO, 4 Media Online, Deerfield Beach, FL
Polanco, Victor M., CFO/Managing Director, True Partners Consulting, Chicago, IL
Quiello, Michael J., Vice President, Corporate Safety, United Airlines, Inc., Chicago, IL
Schaub, Ernest F., Retired/Former President and CEO, EnPro Industries, Inc., Charlotte, NC
Schieffelin Walker, Allison, Chairman, CEO, President, The Lighting Quotient, West Haven, CT
Scillia, Anthony P., CPA, Partner in Charge-New England Region, Marcum LLP, New Haven, CT
Thurston, Samuel, Retired Senior Vice President, Giant Food
Watts, Douglas DW., Retired/Former CFO, Breed Technologies, Inc., Lakeland, FL

Administration

Office of the President

Kaplan, Steven H., B.A., M.A., Ph.D., President
Koziatek, Caroline, B.S., M.B.A., Vice President for Human Resources, Title XI Coordinator & Diversity Officer
Fazekas, Jennifer, B.S., M.B.A., President's Office Coordinator
Miller Evelyn R., University Editor
Drozd, Meredith M., Assistant to the President & Chairman of the BOG, Assistant Secretary to the BOG
Tagliatela, Gayle S., A.S., B.S., M.B.A., Chief of Staff and Secretary of the University
Zamparo, Jill, B.S., M.S., Executive Director of University Special Events

Office of the Provost and Senior Vice President for Academic Affairs

May, Daniel, B.S., Ph.D., Provost and Senior Vice President for Academic Affairs

Sanderson, Janice P., Assistant to the Associate Provost

Side, Stuart, Ph.D., Associate Provost for Strategic Initiatives and Program Execution

Simerson, Gordon R., B.A., M.A., Ph.D., Associate Provost for Undergraduate Studies,
Accreditation, and Assessment

Tancreti, Janet, Provost Office Coordinator

Turner, Susan B., B.G.S., M.P.H., Director of Institutional Research