



# University of New Haven

## Nashville Study Away Experience

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**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.

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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 Commission for Higher Education (NECHE), Inc., a nongovernmental, nationally recognized organization whose affiliations range from elementary schools to collegiate institutions offering postgraduate instruction.

Accreditation by NECHE 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 NECHE 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 Commission should be directed to the administrative staff of the institution. Individuals may also contact:

### **Commission on Institutions of Higher Education**

#### **New England Commission of Higher Education**

**3 Burlington Woods Drive, Suite 100**

**Burlington, MA 01803-4514**

**781-425-7785(phone) 781-425-1001(fax) [info@neche.org](mailto:info@neche.org)**

The University of New Haven is authorized by the Tennessee Higher Education Commission. This authorization must be renewed each year and is based on an evaluation of minimum standards concerning the quality of education, ethical business practices, and fiscal responsibility.

## **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, Pompea College of Business, Henry C. Lee College of Criminal Justice and Forensic Sciences, School of Health Sciences, 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 Nashville Study Away Experience**

### ***Program Description***

The semester-long study away program at Blackbird Studios provides 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 encompasses 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 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.

Participating students will take courses in Music Publishing, Entrepreneurship and the Music Industry, Music Production, and Advanced Recording, as well as a semester-long internship at one of the various music companies or recording studios in Nashville, including Soundstage Studios, Red Light Management, Concord Music Group, The Country Music Hall of Fame, Blackbird Studio, and more. 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 University of New Haven 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 Studio  
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 offered during this study away program are the University courses offered on the West Haven campus.

#### ***MIND 3364: 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 latter, 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***

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***

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 Industry or Music and Sound Recording Programs.

### ***Procedure***

Juniors or seniors in good standing, with a 3.0 cumulative GPA and a 3.3 GPA in one of the respective Department of Music majors may apply. All prerequisites for the courses offered in Nashville must be completed by the end of preceding semester. Applicant's conduct and academic integrity records will be reviewed.

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 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 Students to the University***

Students transferring from other institutions must have at least a 2.00 grade point average based on a four-point scale.

### ***Transfer of Credit to the University Prior to and After Matriculation***

1. The University will consider for transfer academic credit from:
  - foreign post-secondary institutions recognized by their local Ministry of Education as degree-granting institutions, and whose quality standards can be verified;
  - and regionally accredited American colleges. The regional institutional accreditation bodies in the U.S. are:
    - Middle States Commission on Higher Education (MSCHE)
    - New England Commission of Higher Education (NECHE),
    - Higher Learning Commission (HLC),

- Northwest Commission on Colleges and Universities (NWCCU),
- Southern Association of Colleges and Schools Commission on Colleges (SACSCOC), and
- WASC Senior College and University Commission (SCUC)

Accrediting Commission for Community and Junior Colleges (ACCJC):

- Western Association of Schools and Colleges
2. Credit is accepted for transfer courses that are similar in depth and content to University of New Haven courses or electives or that otherwise relate to degree requirements.
  3. Credit is only granted for courses completed with at least a grade “C-” (1.67 on a 4-point scale) or better (or a “Pass” in a Pass/Fail course, provided the transfer institution documents that “Pass” is equivalent to a C- or better). Grades of “C” (2.00 on a 4-point scale) are required to substitute for courses that serve as prerequisites for other courses and have a “C or better” requirement.
  4. Transfer credit must be from accredited institutions. The number of transfer credits is limited by the University residency requirement.
  5. Credit is not awarded for courses that are remedial in nature and do not qualify as college-level education.
  6. 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.
  7. 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.
  8. The University of New Haven awards credit for 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.
  9. 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.
  10. 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.
  11. Standards-based Measurement of Proficiency (STAMP Test, Avant Assessments) Students scoring 4 in all four skills on the STAMP are granted 6 credits for 1101 and 1102 in the appropriate language course. Students scoring above 4 in all four skills on the STAMP are granted 9 credits for 1101, 1102, and 2201 in the appropriate language

course. Credit is granted for only one language and credit granted per STAMP may not be redundant with Advanced Placement or other credit for the same language course.

### ***Transfer of Courses for Matriculated Undergraduate Students***

Credit is given for a course taken elsewhere only when approval has been issued prior to the start of the course.

A transferred course can satisfy degree requirements; however,

1. the grades received in transferred courses do not contribute to the student's GPA,
2. the course does not remove from the student's transcript the record of any previously taken course and grade, and
3. the contributions of previously taken courses to the student's GPA remain unchanged.

To receive prior authorization, a student must:

1. complete the student sections of the Matriculated [Student Transfer Course Approval form](#) and
2. return the form to the Office of the University Registrar at least five weeks prior to the start of the course.

The Office of the University Registrar will notify the student and their advisor of the approval or non-approval of the application.

### ***Conditions for pre-approval of a Matriculated Student Transfer Course***

1. Students must have at least a 2.00 overall GPA
2. A repeated course must comply with the Repetition of Work policy,
3. The number of credits being taken at University of New Haven and in transfer at any one time must be in compliance with
  - the Maximum Summer Load Policy,
  - the Maximum Semester Load Policy, and
  - Academic Probation Policy,
  - The total number of credits transferred while matriculated at the university may not exceed 12, unless approved by a program chair (or designee). Programs may have restrictions on the number of credits and/or which courses may be transferred while matriculated at the University of New Haven.
  - The maximum number of credits transferred from two-year institutions including those transferred upon matriculation may not exceed 68.
  - Individual academic departments may have additional conditions.

### ***Conditions for awarding Matriculated Student Transfer Credit***

1. The student must receive a grade of “C-” (1.67 on a 4-point scale) or better (or a “Pass” in a Pass/Fail course, provided the transfer institution documents that “Pass” is equivalent to a C- or better).
2. Students must secure an official transcript upon completion of their course work. Official transcripts must be mailed directly from the other institution to the attention of the Office of the University Registrar, Bergami Hall, University of New Haven, 300 Boston Post

Road, West Haven, CT 06516. Credit cannot be posted to the student's University of New Haven transcript until the official transcript from the other institution has been received by the Office of the University Registrar. Authorizations for transfers will become void if the student withdraws or is dismissed from the University prior to the submission of the transcript.

### ***Credit by Examination***

A student who 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. Credit by examination does not count towards residency. 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.

### ***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

<https://www.newhaven.edu/student-life/student-affairs/dean-of-students/student-handbook.php>.

### ***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-** 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)**

An incomplete indicates that the student has been given permission by the instructor to complete the required course work (with the same instructor) before the end of the next term. In the absence of the instructor, a student should contact the Department Chair.

In order to request an incomplete, a student may request an incomplete grade if most of the coursework, as determined by the faculty member, has been completed but they cannot complete the remaining work due to extenuating circumstances. The request may only be submitted after the official course withdrawal date has passed and before the last day of classes. Approval is at the discretion of the instructor.

In special circumstances where the student is unavailable to initiate an incomplete request, an instructor may fill out the Incomplete Request Form. In these non-student-initiated circumstances, the request must secure an additional level of approval from the instructor's dean. Such non-student-initiated requests should be pursued with caution due to unintended consequences related to the student's GPA, financial aid eligibility, and other complications.

At the time of the request, the instructor must calculate what the course grade (called the Reversion Grade) will be if the student does not complete any additional work. All incomplete requests must be approved first by the instructor. The department chair or, in cases where the instructor is the department chair, the associate dean will be notified of the incomplete.

Fall and intersession course incompletes must be completed no later than the last day of the following spring term. Spring and summer course incompletes must be completed no later than the last day of the following fall term. In special circumstances, an incomplete may be granted for one year, but must be approved by the academic dean.

If some or all of the work is completed, the instructor will re-calculate the course grade for the student and submit a grade change form. If no additional work is completed within the incomplete period, then the Registrar will assign the Reversion Grade identified on the Incomplete Form.

Students and instructors will be notified via campus email regarding the status of any incompletes at the start of each term.

Any extension of an incomplete must be approved by the academic dean.

## **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.

## ***Grade Point Average***

The academic standing of each student is determined on the basis of the grade point average (GPA) earned each term. Each letter grade is assigned a quality point value, as described in the section "[Course Grading System](#)."

The grade point average is obtained by multiplying the quality point value of each grade by the number of credits assigned to each course as listed in the Catalog, then dividing the sum of the quality points earned by the number of credits attempted in courses for which a grade of A+ through F is awarded. Course grades of AU, DNA, INC, S, U, and W are not calculated in the grade point average since they carry no quality points. A cumulative grade point average is obtained by calculating the grade point average for all courses attempted 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 Center for Student Success as a condition of their academic probation.

### ***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 began or are scheduled to begin following the date of dismissal, and the student will receive a full tuition refund for those courses. If an appeal is successful, readmission may not be granted retroactively, but will take effect only for a subsequent term as specified in the conditions for readmission presented in the appeal decision letter. 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. Attendance is defined as a number of forms of student participation in a variety of modalities, to include on-ground classes, digital classrooms, academic assignments, exams, study groups, online instructional resources and academic discussions, and course-related academic discussions with faculty members. Federal regulations require evidence of "academic engagement" for online enrollments in the form of documentation of "regular and substantive interaction between the students and faculty." This includes submitted work that demonstrates sufficient "mental effort, active participation and commitment" as to be gradable.

The instructor has the right to dismiss from class any student who has been absent (using attendance definition above) 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.

Students will be removed from any/all classes at the end of the registration period if they have not been attending.

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.



If an instructor is more than 15 minutes late for a class meeting, without providing notification to the students, the students may leave without penalty.

### ***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 2023-2024**

<b>Effective July 1, 2023</b>	
<b>Full Time Day Students</b>	<b>Per Semester</b>
<b>Tuition (12-17 credit hours)</b>	\$22,050
<b>Additional Charge for Credits over 17 (per credit)</b>	\$1,470
<b>General Student Fee*</b>	\$815

*\*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.*

Study-Away Experience fee	\$1,500
Student Health Insurance	Per Year
Health Insurance Fee	\$1,800
*For more information on student health insurance <a href="#">click here</a> .	

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

### ***Payment of Tuition and Fees***

All newly accepted students must submit a nonrefundable, nontransferable commitment deposit of \$500 to reserve their space in the program. This commitment deposit will be credited towards the student’s first semester tuition charges. The deposit is non-refundable and will be forfeited should you not enroll in classes in the term for which you paid the deposit. 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 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, tuition and other institutional charges will be refunded in accordance with the following schedule:

<b>Percent of Refund</b>	<b>Date of Withdrawal</b>
<b>100%</b>	<b>During the 1st week of semester</b>
<b>80%</b>	<b>2nd week of semester</b>
<b>0%</b>	<b>After 2nd week of semester</b>

\*Consult the [Refund Policy](#) on the University’s website for term specific deadline dates. Please note meal room and meal plan charges are prorated as outlined above. Any refund amount is credited to the student’s University account. No refunds are made for courses taken and subsequently waived.

## 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](http://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 postwithdrawal 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 Direct PLUS Loans
4. Federal Pell Grants
5. Iraq & Afghanistan Service 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.

“Successful completion of coursework” 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 x 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***

Undergraduate matriculated students may interrupt continuous enrollment by electing to take a leave of absence from the University for medical or personal reasons. Before taking a leave of absence, students are encouraged to discuss their particular situation with an academic adviser, the dean of their school, an academic skills counselor in the Center for Student Success, or a counselor in the Counseling Center.

A Leave of Absence from the University form must be submitted on or before the first day of classes.

The policies regarding leaves of absence are as follows:

- A Leave of Absence from the University form must be submitted on or before the first day of classes.
- Students must file for a [leave of absence](#) through the Registrar's Office or the Center for Student Success.

- Students who are on University disciplinary probation are not eligible for a leave of absence.
- A student who has been dropped or dismissed from the University for disciplinary or academic reasons 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 intersession or summer terms.
- Normally, leaves are not approved for a period longer than two semesters. Under special extraordinary circumstances, usually medical in nature, a leave of absence may be approved for a maximum of four semesters or two years.
- A student who wishes to return later than the semester originally stated on the leave of absence form must notify the Registrar's Office that they will extend 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 file a Resumption of Studies application. Upon successful approval from the chair of the department (or designee) in which the student's major is housed, the student may register for classes.
- International students must contact the University Immigration Services Office to discuss the necessary actions to their SEVIS records in order to maintain F-1 or J-1 visa status during their leave of absence.

## **Absences due to United States Military Service**

For purposes of this section, service in the uniformed services means service, whether voluntary or involuntary, in the U.S. Armed Forces, including service by a member of the National Guard or Reserve, on active duty for training, or full-time National Guard duty under Federal authority. The University recognizes that students who serve in the U.S. uniformed services may encounter situations in which military obligations force them to withdraw from a course of study, and that this may happen with little advance notice.

## **Absences due to U.S. Military Service Leave**

A Military Service Leave is a University-approved withdrawal from a course or program that is necessitated by service, whether voluntary or involuntary, in the United States Armed Forces, including service by a member of the National Guard or Reserve, on active duty. The University will act in accordance with federal law and regulations regarding readmission for service members, [34 CFR § 668.18](#)

A copy of military orders should be presented to the Registrar as soon as they are available. Students should consult with their advisor for coordination with instructors to determine the best course of action based on the length of absence and percentage of the term completed. The Registrar will work with the students and faculty to administer the appropriate resolutions.

The resolutions may include:

- An alternate method to complete coursework, including online engagement if available, is appropriate for students who, wish to complete the course and before the current term has ended.
- An incomplete (INC-M) is appropriate for students who are enrolled, have completed the majority of a course, wish to complete the course and are deployed to active duty military service before the current term has ended.
- If the student elects to receive an “INC-M” (Incomplete), the regulation regarding conversion of an “INC” to an “F” grade will not be implemented.
- Upon return to campus and completion of course assignments, the instructor will submit the appropriate grade to the Registrar’s Office.
- Upon notification to the Registrar’s Office that the student will not be returning to campus, the INC-M will remain on the transcript or may convert to a “W” if determined to be appropriate after consultation with the faculty advisor and the Registrar.

A Leave of Absence is appropriate for students who are deployed to active duty military service, but do not need to begin duty during a current term; for example, if duty will begin during a future term before classes begin.

Students should complete an appropriate Withdrawal or Leave of Absence form and include a copy of the applicable military orders to qualify for the considerations detailed in this policy.

## **Readmission to the University**

A student who has taken a military service leave from the University and wishes to re-enroll must notify the University’s Registrar’s office of the intention to return to resume the student’s program of study.

The University will act in accordance with federal law and regulations regarding readmission for service members, [34 CFR § 668.18](#). Students who have [questions](#) or need assistance in returning to campus may contact the Coordinator for Transfer and Veteran Success in the Center for Student Success.

## ***Withdrawal from a Class***

Full-time or part-time, graduate or undergraduate, students may withdraw from a 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. The deadline for students to withdraw from 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, University Immigration Services 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 the Center for Student Success (CSS) to discuss the withdrawal and make a preliminary evaluation of readmission possibilities. Once the decision in consultation with CSS 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.
- A student who has been dropped or dismissed from the University for disciplinary or academic reasons is not eligible for a withdrawal until properly reinstated.
- Resumption of studies will require approval of the chair of the department (or designee) in which the student's major is housed.
- Students resuming studies at the University after a withdrawal may continue with their original degree requirements or may be required to transition to the academic requirements in effect at the time of resumption. This choice may depend on changes that have occurred at the Connecticut Office of Higher Education, accrediting agencies, or where applicable laws have changed. Some courses that were taken at the University longer than five years prior to the resumption date may need to be approved by the chair of the department (or designee) in which the student's major is housed.
- International students should be aware that withdrawal from the University will affect their F-1 or J-1 visa status, and must contact the University Immigration Services Office to discuss their options.

### **Immunization/Medical 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 to withhold registration each semester for non-compliance. Proper immunization information must be on file in the Health Services Center.**

## **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](mailto: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

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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 Commission of Higher Education**

3 Burlington Woods Drive, Suite 100

Burlington, MA 01803-4514

781-425-7785 (phone)

781-425-1001 (fax)

**Connecticut Office of Higher Education**

61 Woodland Street  
Hartford, CT 06105-2326  
800.842.0229

[www.ctohe.org/studentcomplaints.shtml](http://www.ctohe.org/studentcomplaints.shtml)

**Nashville Study Away Program**

Any person claiming damage or loss as a result of any act or practice by this institution that may be a violation of the Title 49, Chapter 7, Part 20 or Rule Chapter 1540-01-02 may file a complaint with the Tennessee Higher Education Commission, Division of Postsecondary State Authorization.

Tennessee Higher Education Commission  
Division of Postsecondary Authorization  
312 Rosa L. Parks Avenue, 9th Floor  
Nashville, TN 37243-1102  
615.741.5293  
[THEC.DPSA-Application@tn.gov](mailto:THEC.DPSA-Application@tn.gov)

**University Programs administered outside of Connecticut** may also contact:

[www.sheeo.org/stateauth/complaint%20Process%20links.pdf](http://www.sheeo.org/stateauth/complaint%20Process%20links.pdf)

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

A student's permanent academic record includes official grades and transcripts. Other academic records include, but are not limited to: admission application, transcripts from high schools or other institutions, exam scores, supporting documentation, and correspondence from other offices. Relevant documents are scanned to the student's record in Banner and destroyed when they no longer have immediate administrative use.

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

1. **The right to inspect and review 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 amendment of 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 their right to a hearing regarding the request for amendment. Additional information regarding hearing procedures will be provided to the student when 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 their tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill their 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 Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue SW, 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***

The Campus Card is a credit-card-sized, color-photo identification that offers a number of services to the university community. It is the official university library card and residential meal plan card. It is also used for security access identification, printing in the computer labs, and other services. Money can be placed in a Charger Cash account and accessed via the Card at the Bookstore, at all dining service locations, the Post Office, and numerous off campus locations. New students must obtain a Campus Card, which is required in order to register for a parking permit. Campus Card photos are taken at the Campus Card Office, located inside the Campus Bookstore on the Main Campus. Campus Card office hours are posted at the beginning of each term; however, because the office is staffed by graduate and undergraduate students the schedule may occasionally change on short notice.

Resident freshmen are not permitted to have vehicles on campus, or to park on city streets in the neighborhoods adjacent to campus. Resident freshmen who need to request an exception to the permission to have a vehicle on campus due to a disability, inclusive of chronic medical conditions, should contact the Accessibility Resources Center at [AccessibilityResCtr@newhaven.edu](mailto:AccessibilityResCtr@newhaven.edu) to request Parking Exception Forms.

In the interest of maintaining good relations with our neighbors, it is important that resident students limit parking to the designated on-campus parking areas. Resident student parking on city streets in the neighborhoods adjacent to campus is prohibited by the University. Vehicles in violation are subject to University sanctions, and city sanctions.

The University of New Haven is not responsible for damage to, or theft from, personal vehicles parked on University property.

New students may obtain a parking permit for their cars or motorcycles at the University of New Haven Police Department located in the lower level of the Campus Bookstore building. All cars must display a University of New Haven parking permit; vehicles parked in violation may be ticketed or towed. Detailed information on parking regulations, violations, and reporting of accidents is contained in the *Student Handbook*.

Qualified individuals may register for a parking permit by logging on to [www.newhaven.edu/parking](http://www.newhaven.edu/parking).

### ***Accessibility Resources Center (ARC)***

The Accessibility Resources Center provides comprehensive services and supports that serve to promote educational equity and ensure that students with disabilities, chronic health related disorders or military service-related conditions are able to participate in the programs, services, and opportunities available at the University. 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 experiencing conditions related to

active duty who may be returning to or attending college for the first time may also benefit from utilizing the services of ARC.

Students with a qualifying disabling condition who wish to utilize academic accommodations should self-identify by submitting a Student Information Form and appropriate 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. Documentation must include a diagnosis and impact of functional limitations on a major life activity.

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

The Accessibility Resources Center can be reached by phone (203) 932-7332 or by email at [ARC@newhaven.edu](mailto:ARC@newhaven.edu).

The ADA/Section504 Compliance Officer can be reached by phone at (203) 932-7238.

## **Housing**

Student housing is not provided in Nashville 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.

## **University Immigration Services**

The Office of University Immigration Services (UIS) provides document services and visa advising to the University's diverse international student and scholar population which comprises enrolled undergraduate and graduate students, graduated international students for up to three years of OPT and STEM OPT, J-1 exchange students, and J-1 visiting scholars. UIS services the visa and immigration needs of these F-1 and J-1 students and scholars as well as other non-immigrant visa-holders who seek advice.

UIS maintains institutional compliance with the various federal agencies related to F-1 certification and J-1 program designation while supporting individual international students and scholars in their compliance with federal regulations with regard to visa acquisition, employment authorization, maintaining visa status, and the various SEVIS record actions required during their visa life cycle.

UIS serves as a resource for faculty and staff when advising students at the intersection of academic life and visa status, and/or with the impact of federal regulations related to online study and full-time enrollment for international students.

## ***Library***

The Marvin K. Peterson Library supports the learning and research needs of all University of New Haven Students.

The library building provides students with a variety of learning spaces including a quiet study floor, collaborative group space, and study rooms as well as access to both Mac and PC computers and printers. The library stacks have both reference and circulating book collections which support the university curriculum.

Professional reference librarians provide student support in a variety of formats. Students can schedule one-on-one research consultations, held in person or via zoom with a subject specific liaison librarian. Consultations can be scheduled through Navigate, by emailing [libraryhelp@newhaven.edu](mailto:libraryhelp@newhaven.edu) or by contacting the subject specific library liaison. The library's information literacy program provides in-class instruction in using the library's resources.

The library's homepage, [www.newhaven.edu/library](http://www.newhaven.edu/library), supplies information including the library's operating hours, a description of library services and a link to the university library catalog which allows searching of library holdings. The Ask a Librarian page lists the many ways students can get help from library staff. The library provides 24/7 access to electronic databases, full-text e-journal holdings, e-books and other digital collections. The library is a U.S. Government Depository library and selects and adds documents that support many university programs.

Library Guides as well as instructional support resource materials are prepared by professional librarians and are posted at <http://libguides.newhaven.edu/welcome>. Students can learn more about using library resources by reviewing the guides, many of which include short video clips to help with learning.

## ***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](mailto: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 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 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](#).

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 refund policy (this was posted above)

### **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](#)**

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

## **Nashville Faculty**

**Bryan Clark, adjunct instructor** email: [BCClark@newhaven.edu](mailto:BCClark@newhaven.edu)

**Steve Fishell, adjunct instructor** email: [SFishell@newhaven.edu](mailto:SFishell@newhaven.edu)

**Shea Fowler, adjunct instructor** email: [SFowler@newhaven.edu](mailto:SFowler@newhaven.edu)

**Mike Poole, adjunct instructor** email: [MPoole@newhaven.edu](mailto:MPoole@newhaven.edu)

**Michele Rhoades, program coordinator** email: [MIRhoades@newhaven.edu](mailto:MIRhoades@newhaven.edu)

## Main Campus Faculty

[Music and Sound Recording Faculty](#)

[Music Industry Faculty](#)

## FALL 2023-2024 Undergraduate Academic Calendar

### Fall 2023

<b>End Term - Summer 2023</b>	<b>Friday, August 13</b>
<b>Fall 2023</b>	
First-year & Transfer move-in	Wednesday, August 23
Registration; Returning student move-in	Thursday, August 24 and Friday, August 25
Term start	Monday, August 28
Classes begin	Monday, August 28
Labor Day (no classes)	Monday, September 4
Add/Drop deadline	Tuesday, September 5
Pass/Fail Grade Election deadline	Tuesday, September 5
Midterm grades due	Tuesday, October 17
Fall break (no classes)	Sunday, October 22 —Tuesday, October 24
Course Withdrawal deadline	Tuesday, October 31
Thanksgiving break (no classes)	Wednesday, November 22 – Sunday, November 26
Residence Halls Close	Tuesday, November 21 @ 10pm- Sunday, November, 26 @12pm
Reading Days (no classes)	Tuesday, December 12—Wednesday, December 13
Exams	Thursday, December 14 —Wednesday, December 20
End term	Wednesday, December 20
Residence Halls Close	Wednesday, Dec 20 @ 10pm
Grades due	Sunday, December 24
Administrative Graduation	January 15, 2024
<b>Interession/Winter 2023-24</b>	
Term Start	Thursday, December 21
Add/Drop deadline	Thursday, December 28
Pass/Fail Grade Election deadline	Thursday, December 28
Christmas Day (no classes)	Monday, December 25
New Year's Day (no classes)	Monday, January 1
Course Withdrawal deadline	Tuesday, January 2
End term	Sunday, January 14
Grades Due	Thursday, January 18
<b>Spring 2024</b>	
New Students move-in	Thursday, January 11

Orientation/Registration	Friday, January 12
Returning Students move-in	Friday, January 12
Martin Luther King Day (no classes)	Monday, January 15
Term start	Tuesday, January 16
Classes begin	Tuesday, January 16
Add/Drop deadline	Tuesday, January 23
Pass/Fail Grade Election deadline	Tuesday, January 23
Midterm grades due	Tuesday, March 5
Spring break (no classes)	Saturday, March 9— Sunday, March 17
Course Withdrawal deadline	Tuesday, March 19
Reading Day (no classes)	Tuesday, April 30
Final Exams	Wednesday, May 1—Tuesday May 7
End term	Tuesday, May 7
Residence Halls close	Tuesday, May 7
Commencement	TBD
Grades due	Saturday, May 11
Administrative Graduation	May 15, 2024
<b>Summer 2024</b>	
Term start	Wednesday, May 8
Classes begin	Monday, May 13
Add/Drop deadline	Monday, May 20
Pass/Fail Grade Election deadline	Monday, May 20
Memorial Day	Saturday, May 25 – Monday, May 27
Midterm Grades due	Monday, July 1
Course Withdrawal deadline	Monday, July 15
Juneteenth holiday (no classes)	Wednesday, June 19th
July 4 Break (no classes)	Thursday, July 4—Sunday, July 7
Reading Day	Tuesday, August 6
Exams	Wednesday, August 7—Tuesday, August 13
End term	Wednesday, August 13
Grades due	Saturday, August 17
Administrative Graduation	August 18, 2024
<b>Start Term Fall 2024</b>	<b>Monday, August 26</b>

**Undergraduate and Graduate—  
Accelerated Terms—7-week terms**

<b>Fall Mini Term 1, 2023</b>	
Registration	
Term start	Monday, August 28
Classes begin	Monday, August 28
Labor Day (no classes)	Monday, September 4

Add/Drop deadline	Tuesday, September 5
Pass/Fail Grade Election deadline	Tuesday, September 5
Mid-term Grades due	Tuesday, September 26
Course Withdrawal deadline	Tuesday, October 3
Exams	Occur last week of classes
End term	Monday, October 16
Grades due	Friday, October 20
<b>Fall Mini Term 2, 2023</b>	
Term start	Tuesday, October 17
Classes begin	Tuesday, October 17
Add/Drop deadline	Tuesday, October 24
Pass/Fail Grade Election deadline	Tuesday, October 24
Midterm Grades due	Tuesday, November 14
Course Withdrawal deadline	Tuesday, November 28
Fall Break (no classes)	Sunday, October 22—Tuesday October 24
Thanksgiving break (no classes)	Wednesday, November 22 – Sunday, November 26
Exams	Occur last week of classes
Last day of Classes	Monday, December 11
End term	Tuesday, December 20
Grades due	Saturday, December 24
<b>Spring Mini Term 1, 2024</b>	
Orientation/Registration	Friday, January 12
Martin Luther King Day (no classes)	Monday, January 15
Term start	Tuesday, January 16
Classes begin	Tuesday, January 16
Add/Drop deadline	Tuesday, January 23
Pass/Fail Grade Election deadline	Tuesday, January 23
Midterm grades	Tuesday, January 30
Course Withdrawal deadline	Tuesday, February 13
Exams	Occur last week of classes
End term	Monday, March 4
Grades due	Friday, March 8
<b>Spring Mini Term 2, 2024</b>	
Term start	Tuesday, March 5
Classes begin	Tuesday, March 5
Spring Break (no classes)	Saturday, March 9— Sunday, March 17
Add/Drop deadline	Tuesday, March 12
Pass/Fail Grade Election deadline	Tuesday, March 12
Midterm Grades due	Tuesday, March 26
Course Withdrawal deadline	Tuesday, April 9
Exams	Occur last week of classes

End MT2	Monday, April 29
End Spring term	Tuesday, May 7
Commencement	TBD
Grades due	Saturday, May 11
<b>Summer Mini Term 1, 2024</b>	
Term start	Wednesday, May 8
Classes begin	Wednesday May 8
Add/Drop deadline	Wednesday, May 15
Pass/Fail Grade Election deadline	Wednesday, May 15
Memorial Day break (no classes)	Saturday, May 25 – Monday, May 27
Midterm Grades due	Wednesday, May 29
Course Withdrawal deadline	Wednesday, June 12
Exams	Occur in last week of class
Juneteenth Holiday (no classes)	Wednesday, June 19
End term	Tuesday, June 25
Grades due	Saturday, June 29
<b>Summer Mini Term 2 2024</b>	
Term start	Wednesday, June 26
Classes begin	Wednesday, June 26
July 4 Break (no classes)	Thursday, July 4—Sunday, July 7
Add/Drop deadline	Wednesday, July 3
Pass/Fail Grade Election deadline	Wednesday, July 3
Midterm Grades due	Wednesday, July 17
Course Withdrawal deadline	Wednesday, July 31
Exams	Occur last week of class
End term	Tuesday, August 13
Grades due	Saturday, August 17
August Administrative Graduation	August 18, 2024
<b>Start Term Fall 2024</b>	<b>Monday, August 26</b>