In accordance with the bylaws outlined by the American University Undergraduate Senate, the Center for Advocacy and Student Equity [CASE] has created a policy book that outlines the codes of conduct and procedures that CASE is required to adhere to. CASE’s purpose and responsibility as mandated by the Undergraduate Senate Constitution will be clearly summarized within this policy book. This policy book aims to summarize the high standards that CASE will abide by in order to effectively and efficiently advocate for students and their rights at American University. CASE must consistently maintain confidentiality, promote necessary policy changes and serve as dedicated advocates for students in order to achieve its purpose.

# ARTICLE I. PURPOSE

The Center for Advocacy and Student Equity is established to serve as trained advocates and policy experts for student’s rights and student’s issues on American University’s campus. CASE exists to stand as a liaison between students and the administration regarding the development of University policy that directly affects students. Additionally, CASE will directly advocate, advise and provide consultation to students in a variety of conduct and adjudication processes.

# ARTICLE II. ESTABLISHMENT:

## Section 1. Establishment per the Bylaws

There shall be a department organized under the President called the Center for Advocacy and

Student Equity. The mission of CASE shall be to assist individual students through

matters concerning the policies of American University.

## Section 2. Director

The head of CASE shall be a director appointed by the President and confirmed by the

Undergraduate Senate. It is within the Directors create additional positions on staff, should that be necessary.

## Section 3. Departments

CASE will be comprised of six separate departments with equal but differing functions and training. Those departments will be referred to as Conduct, Academic Affairs, Title IX, ROTC, Financial Aid, Communications, and any other issue affecting students at the current time.

## Section 4. Staff

Staff size is dependent upon the previous year’s caseload and ongoing policy / advocacy work on behalf of student’s rights. The incoming Director will propose a staff size to the incoming President.

# ARTICLE III. CODES OF CONDUCT & ETHICAL STANDARDS:

## Section 1. Confidentiality

All staff members are required to sign and return a Non-Disclosure Agreement to the Director for recording keeping. This will ensure all cases and confidential materials provided by students or the University are handled with discretion.

## Section 2. University Procedure

All staff members are required to participate in a training sessions for their assigned department or any department they may assist with cases in upon hiring. Training sessions will be conducted by administration officials for each designated department. Training Sessions shall be completed within four weeks of each individual hire.

## Section Conflicts of Interest

Should any advocate have a previous relationship with a client, they may should recuse themselves from handling said case. Similarly, should any client have a previous relationship with any advocate, they may request an alternate advocate to handle their case. All conflicts of interest are to be reported to the Director.

# ARTICLE IV. DEPARTMENT JURISDICTIONS:

## Section 1. Conduct Department

### Subsection i.

Within the Center for Advocacy and Student Equity (CASE), there shall be established a Conduct Department under the direction of the Chief Advocate of Conduct, which shall be appointed by the Director of CASE.

### Subsection ii.

The Conduct Department shall be the organ of CASE which assists students throughout cases related to the American University conduct code, except those involving the Title IX sexual assault reporting and adjudication process. In this capacity, the Conduct Department will communicate with the office of the Dean of Students and other relevant American University offices.

## Section 2. Academic Affairs Department

### Subsection i.

Within CASE, there shall be established an Academic Affair Department (AAD) under the direction of the Chief Advocate of Academic Affairs, which shall be appointed by the Director of CASE.

### Subsection ii.

The AAD shall be the organ of CASE which assists students involved in Academic Integrity Cases, issues relating to academic grievances, 504 Disability Grievances related to academics, and other procedural matters that relate to academic life. In this capacity, the DAA will, at the discretion of the Director, communicate with the Dean of Academic Affairs, each of the five college-specific Academic Integrity Code Administrators and other relevant University offices.

## Section 3. Title IX Department

### Subsection i.

Within the CASE, there shall be established a Title IX Department (TIXD) under the direction of the Chief Advocate of Title IX, which shall be appointed by the Director of CASE.

### Subsection ii.

The TIXD shall be the organ of CASE which assists students throughout cases related to the Title IX sexual assault reporting and adjudication process. In this capacity, the TIXD will, at the Discretion of the Director, communicate with the American University Title IX Officer and their deputies, the Wellness Center’s Office of Advocacy Services for Interpersonal and Sexual Violence (OASIS), and other relevant American University offices.

## Section 4. ROTC Department

### Subsection i.

Within the CASE, there shall be established the Reserve Officers' Training Corps (ROTC) Department, under the direction of the Chief Advocate of ROTC, which shall be appointed by the Director of CASE.

### Subsection ii.

The ROTC Department shall be the organ of CASE which assists ROTC students through their various bureaucratic needs at American University. In this capacity, the ROTC Department will, at the discretion of the Director, communicate with the ROTC program officers of the Consortium of Universities of the Washington Metropolitan Area, and other relevant American University offices.

## Section 5. Financial Aid Department

### Section i.

Within the CASE, there shall be established Financial Aid Department (FAD) under the direction of the Chief Finance Advocate, which shall be appointed by the Director of CASE.

### Section ii.

The FAD shall be the organ of CASE which assists students throughout cases related to the students’ financial relationships to the University, including financial aid, scholarships, tuition, and fees. The FAD will assist in explaining the Financial Aid process to students at American University but will not take direction action that may interfere with American’s Financial Aid process. In this capacity, the FAD will, at the discretion of the Director, communicate with Assistant Vice Provost for Financial Aid and other relevant American University offices.

## Section 6. Communications Department

### Subsection i.

Within CASE, there shall be an established Communications Department (CD), under the discretion of the Deputy Director of Communications, which shall be appointed by the Director of CASE.

### Subsection ii.

The CD is responsible for maintaining transparency with the student body, publicizing relevant conduct or code changes, and sharing relevant CASE activities at American University with the student body. Dependent on priorities and current policy work within CASE, the Director and Deputy Director may create other staff positions within the CD as they see fit.

## Section 7.. Director Jurisdiction

Nothing in this section should be construed to prevent the CASE Director from organizing the internal structure of CASE as their prerogative, provided that the provisions of this section are diligently followed. Should it be necessary, the Director may appoint Joint Chief Advocates to any given department. Additionally, all Chief Advocates shall report directly to the Director regarding official and pertinent matters.

# ARTICLE V. REQUIREMENTS FOR DIRECTOR:

## Section 1. Semesterly Reporting

The Director of CASE shall report to the Undergraduate Senate at the end of each semester with a brief summarization of the breakdown of cases that CASE received as well as a description of ongoing projects. Such a report will not interfere with confidential materials that CASE handles and will not disrupt any ongoing confidential processes at American University.

## Section 2. Communication with University Administration

The Director of CASE shall maintain effectively and efficient communication with relevant administration officials at American University. Such administration officials include but are not limited to the Dean of Students, the Office of Campus Life, the Director of the Center for Student Involvement, staff of the Residence Hall Association, the Dean of Academic Affairs, the Title IX Office, the Office of Student Conduct & Conflict Resolution Services, the Office of Financial Aid, etc.

# ARTICLE VI. REQUIREMENTS FOR STAFF:

## Section 1. Good Standing

All members of the CASE staff must remain in good academic standing as outlined by Section 10.3.4 as outlined by the Undergraduate Academic Rules and Regulations. Additionally, no staff member of CASE shall be on Disciplinary Probation as outlined in Section XVII.B. in the Student Conduct Code while on the CASE staff. Staff members that violate such provision may be removed by the Director of CASE or the Director of the Center for Student Involvement.

## Section 2. Consultation Agreements

All staff members of CASE working on a case with a client is required to sign and have the client sign a Consultation Agreement that explains CASE’s purview and ability to assist said client. The Consultation Agreement is subject to change at the discretion of the Director.

## Section 3. Officer Hours

All staff members of CASE are required to complete one office hour in the CASE, MGC 271 A, in order to ensure CASE can best serve the student body. The number of officer hours mandates is subject to change dependent on the size of staff.

# ARTICLE VII. COMPLIANCE AND COOPERATION:

The Director and staff members of CASE are required to comply with all of the rules and regulations outlined in this policy book. As the responsibilities and priorities of CASE may evolve, such rules and regulations may be subject to change as the Director of CASE sees fit and dependent on the services that CASE offers. It is the Director of CASE’s responsibility to efficiently communicate relevant staff and organizational changes within CASE. There will be an open line of communication between the Undergraduate Senate and CASE; however, CASE will function independently in order to maintain confidentiality and independent organization and policy priorities.