



STUDENT HANDBOOK

2007–2008

The Catholic University of America admits students of any race, color, national or ethnic origin, sex, age, or disability to all the rights, privileges, programs and activities generally accorded or made available to students at the university. It does not discriminate against students or applicants for admission, or employees or applicants for employment on the basis of race, color, national or ethnic origin, or on the basis of sex, age, or disability, in the administration of its educational or admissions policies or in any aspect of its operations.

Required Title IV and Title IX disclosures (consumer information for students on financial aid, student record privacy [FERPA], campus security and other required disclosures) can be found online at: <http://counsel.cua.edu/StudLife/publications/consumerinfo.cfm>.

This edition of the *Student Handbook* contains an overview of student life services and offices as well as references to university-wide policies. All officially approved policies of the university are available on the university policies Web site: <http://policies.cua.edu>. In addition, the most current version of the *Student Handbook* may be accessed on the CUA Web site: <http://studentlife.cua.edu>.

AN INTRODUCTION TO CUA

Mission

As the national university of the Catholic Church in the United States, founded and sponsored by the bishops of the country with the approval of the Holy See, The Catholic University of America is committed to being a comprehensive Catholic and American institution of higher learning, faithful to the teachings of Jesus Christ as handed on by the Church. Dedicated to advancing the dialogue between faith and reason, The Catholic University of America seeks to discover and share the truth through excellence in teaching and research, all in service to the Church, the nation and the world.

~ Approved by the CUA Board of Trustees, December 2006

University Aims

The Catholic University of America is a community of scholars, both faculty and students, set apart to discover, preserve and impart truth in all its forms, with particular reference to the needs and opportunities of the nation. As a university, it is essentially a free and autonomous center of study and an agency serving the needs of human society. It welcomes the collaboration of all scholars of good will who, through the process of study and reflection, contribute to these aims in an atmosphere of academic competence where freedom is fostered and where the only constraint upon truth is truth itself.

As a Catholic university, it desires to cultivate and impart an understanding of the Christian faith within the context of all forms of human inquiry and values. It seeks to assure, in an institutional manner, the proper intellectual and academic witness to Christian inspiration in individuals and in the community, and to provide a place for continuing reflection in the light of Christian faith, upon the growing treasure of human knowledge.

As a member of the American academic community, it accepts the standards and procedures of American institutions and seeks to achieve distinction within the academic world.

Faithful to the Christian message as it comes through the Church and faithful to its own national traditions, The Catholic University of America has unique responsibilities to be of service to Christian thought and education in the Catholic community as well as of service to the nation and the world.

(referenced from the Faculty Handbook, part I, section 10)

University Goals

The Catholic University of America was founded in the name of the Catholic Church in the United States by Pope Leo XIII and the bishops of this country as a national institution of learning. Given its origins and the historic role of its ecclesiastical faculties, this university has a responsibility to the Church in the United States that is special to it: It is called to be an intellectual center of highest quality, where the relation between revealed truth and human truth can be examined in depth and with authority. It seeks, moreover, to do this in the light of the American experience. It is for this reason that from its inception, the university has enjoyed a unique relationship with the Holy See and the entire Catholic community.

Established as a center for graduate study, The Catholic University of America has evolved into a modern American university committed not only to graduate but also to undergraduate and professional education and to the cultivation of the arts. At every level, the university is dedicated to the advancement of learning and particularly to the development of knowledge in the light of Christian revelation, convinced that faith is consistent with reason and that theology and other religious studies themselves profit from the broader context of critical inquiry, experimentation and reflection.

The university aims at achieving and maintaining in higher education a leading place among Catholic and other privately endowed research-oriented institutions of comparable size, purpose and tradition. In particular, it seeks to maintain a position of special excellence in the fields of theology, philosophy and canon law.

The Catholic University of America gives primacy to scholarship and scientific research and to the training of future scholars through its graduate programs, not only in order to advance scientific work but also because it recognizes that undergraduate and professional education of high quality demands the presence of a faculty that combines teaching and professional activity with fundamental scholarship.

The university seeks the advancement of knowledge within a context of liberal studies, a context which reflects both its concern for the whole person and the distinctive wisdom to which it is heir as a Catholic institution. This dimension of learning is reflected particularly in its undergraduate programs, where religious studies and philosophy are regarded as integral to curricula that include requirements in the arts and humanities, language and literature, and the natural and social sciences. Through its professional programs, the university seeks to educate men and women who can represent their respective professions with distinction and who are formed by the learning and values inherent in its academic and Catholic traditions.

In selecting disciplines or fields of specialization to be supported at an advanced level of study and research, the university accords priority to religious and philosophical studies and to those programs that advance the Catholic tradition of humanistic learning and serve the contemporary and future needs of society and the Church. In supporting particular programs, the university takes into account the present and potential quality of programs, making an effort to maintain present academic strengths, especially when these are not represented elsewhere.

The university recognizes that its distinctive character ultimately depends on the intellectual and moral quality of its members. To create an environment that is intellectually stimulating and characterized by the generosity and mutual support required for collegial life and personal growth, the university seeks men and women who are not only professionally competent but who can contribute to its Catholic, moral and cultural milieu. The university seeks to preserve its tradition of collegial governance, fostering a climate within which all members of the university community have sufficient opportunities to influence deliberation and choice.

Though a research and teaching institution, the university recognizes that it is part of a larger community to which it has certain obligations consistent with its character. Its presence in the nation's capital and its unique relationship with the Catholic Church in America provide it with opportunities for influencing the resolution of the crucial issues of our time. In providing information and criteria by which public policy is shaped and measured, the university seeks to be of special service to the nation. Similarly, it seeks to be of service to the Church, not only through the preparation of clergy and other leaders for specific roles in the Church, but through factual investigations and discussions of principles which influence policy. Thus, in dialogue and cooperation with contemporary society, The Catholic University of America sees itself as faithful to the challenge proposed by the Second Vatican Council for institutions of higher learning, namely, to put forth every effort so that "the Christian mind may achieve ... a public, persistent, and universal presence in the whole enterprise of advancing higher culture" (*Gravissimum educationis*, n. 10).

(referenced from the Faculty Handbook, part I, section 11; approved by the Academic Senate on May 7, 1980, and by the Board of Trustees on June 21, 1988)



EXPECTATIONS OF A CUA STUDENT

The Catholic University of America is a community committed to research, teaching, learning and service. We acknowledge specific core values, i.e., qualities expected to be found in each of our community members and in every community activity. The ways in which the university community uniquely embodies these core values become trademarks of The Catholic University of America experience and an enduring hallmark of the life of each and every member. These core values include faith, integrity, respect, excellence, scholarship, responsibility, freedom, confidence, service and community building. CUA students are expected to:

1. Be diligent and sincere in the pursuit of education, open to learning and change, striving to achieve academic excellence.
2. Define and strengthen their moral, ethical and spiritual character through integration of academic and personal reflection.
3. Be honest and have integrity in all that they do, especially in personal relationships and academic performance.
4. Recognize the importance of service to others and involve themselves in experiences that will prepare them for their roles as contributing citizens in a global community.
5. Develop an awareness of and appreciation for differences that exist among people and ideas.
6. Respect their own bodies, minds and spirits, avoiding behaviors and substances that could have a negative effect on their personal well-being.
7. Conduct themselves in a dignified and respectful manner, learning from their mistakes.
8. Accept responsibility for their decisions and be equally accepting of the rewards and consequences of those decisions, including being open to constructive, growth-enhancing feedback.
9. Develop an appreciation for university traditions and actively participate in the celebration of "Cardinal Pride."
10. Enjoy the experience and privileges that help them to live, learn and grow at CUA by preparing for life, not just for a career.

~ Approved by the Vice President for Student Life, July 2000
Responsible Official: Vice President for Student Life

UNDERGRADUATE STUDENT HONOR STATEMENT

We, the undergraduate students of The Catholic University of America, recognize that integrity within our university is fundamental to the pursuit of knowledge and personal development. We understand honor to be an outward expression of our respect for each other and ourselves in accordance with the ethical standards of the Catholic faith.

We believe that a strong commitment to personal integrity and honor is vital to a full participation in our community, and we expect that our conduct as students reflects that responsibility in our daily lives. As active participants in our community, where integrity and accountability are valued, we accept the responsibility to consistently uphold the honor of our university.

It is, then, through the initiative of the undergraduate students, that we affirm these principles to guide the conduct of our entire undergraduate student body at The Catholic University of America.

ALMA MATER

Alma Mater, thee we hail;
Guardian of truth
Ours the love that cannot fail;
Sunshine of youth.
Raise thy towers to the skies;
Gifted from above;
Be the light that never dies,
Haven of love.

(Refrain)

Alma Mater, we behold thee;
Sons and daughters true.
Days of sunshine e'er enfold thee,
CU, CU



THE CATHOLIC UNIVERSITY OF AMERICA

Office of the Vice President for Student Life
Washington, DC 20064

August 2007

Dear CUA Student:

We are grateful you are here! Our vibrant Catholic university community is sustained through the achievements and contributions of students like you. So, expect to be enlightened, challenged and supported in a learning environment we believe can enrich your own life and the lives of others.

Opportunities and resources offered on campus and in the national capital area enable you to have a comprehensive, fulfilling educational experience. You can focus on and be successful in your formal studies, yet become involved in cocurricular activities. We encourage you to participate in our active spiritual life; engage in cultural, recreational, athletic and social programs; volunteer for an organization in need; and attend symposiums and dialogue with distinguished faculty outside of the classroom.

At CUA, we champion purposeful communities. The campus is a place where an appreciation for learning is respected, traditions are shared and celebrated, civility is affirmed, global awareness pursued, and group obligations guide expectations for behavior. As you face requirements, issues, choices and decisions, our staff will support and challenge you.

To help guide you through your individual and community responsibilities, we have provided information online through our institutional Web sites and publications. We urge you to become familiar with the resources available to you and to periodically consult them. The most recent version of the *Student Handbook* may be found at <http://studentlife.cua.edu>.

Best wishes for a great year!

Sincerely yours,

A handwritten signature in cursive script that reads 'Susan D. Pervi'.

Susan D. Pervi
Vice President for Student Life

BROOKLAND — OUR NEIGHBORHOOD

CUA is part of the Brookland neighborhood, which dates to the 19th century when the Brooks family built a mansion in what was then untouched woods. The 1883 Civil Service Reform Act brought an influx of politicians and other professionals to the District of Columbia, many of whom found homesites in “the country” — Brookland. After Catholic University was established in 1887 the area experienced growth through the establishment of religious communities and construction of faculty houses and residences. The number of religious houses gave Brookland a new nickname: “Little Rome,” with the church bells calling clerics and religious to prayer throughout the day bringing a new stability and cohesiveness to the neighborhood.

Saved through community pressure from destruction by a proposed major highway in the 1960s, today Brookland is as diverse in its population as in its mix of house styles. The community remains dynamic and thriving, with small businesses along 12th St., a new community center, and seasonal neighborhood events such as the Brookland House and Garden Tour (which includes Caldwell Hall on CUA’s campus) and the Brookland Farmers Market. Nearby haunts such as Ellis Island and Col. Brooks’ Tavern are among the places where “town and gown” gather to share the past and look forward to the future.



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CALENDAR HIGHLIGHTS

The university has established a special Web site: (<http://www.cua.edu/calendar.cfm>) to enable students to access current university calendars. Updates are posted as they become available. Students are encouraged to periodically consult this resource.

Fall (First) Semester 2007

Thursday, Aug. 23

New student orientation begins.

Monday, Aug. 27

Opening of classes.

Thursday, Aug. 30

Mass of the Holy Spirit. University Mass; 12:10 p.m. classes are cancelled; 1:10 p.m. classes will begin at 1:30 p.m.

Monday, Sept. 3

Labor Day (Holiday).

Wednesday, Sept. 5

Last day to register or add courses for credit, including COMPS and internships; last day to drop a course without record (*use Cardinal Station*).

Wednesday, Sept. 12

Freshman Convocation, 5 p.m.; freshmen are excused from 5:10 p.m. classes/labs to attend Convocation.

Friday, Sept. 21

Final date to deposit theses and dissertations for October graduation.

Monday, Oct. 8

Columbus Day (*Holiday*).

Tuesday, Oct. 9

Administrative Monday: Monday classes meet instead of Tuesday classes this day only.

Tuesday, Oct. 9–Friday, October 12

Faculty submit interim grades for freshmen.

Friday, Oct. 12

Midterm. Last day to resolve grades of Incomplete from the previous semester. Last day to change to audit.

Thursday, Oct. 25–Saturday, Oct. 27

Comprehensive examinations for graduate students.

Thursday, Nov. 1

All Saints Day.

Friday, Nov. 2

All Souls Liturgy. Memorial Mass for Deceased of the University Community.

Monday, Nov. 5

Registration for spring (second) semester 2008 begins (*use Cardinal Station*).

Friday, Nov. 9

Last day to withdraw from classes with a “W” grade (*use Cardinal Station*).

Monday, Nov. 12

Last day to request pass/fail option (*undergraduates only with dean’s permission*).

Wednesday, Nov. 21

Thanksgiving recess begins.

Monday, Nov. 26

Classes resume.

Friday, Dec. 7

Last day of classes.

Saturday, Dec. 8

Patronal Feast of the Immaculate Conception (*Holiday and Reading Day*)

Saturday, Dec. 8–Sunday, Dec. 9

Reading Period. (*Note: Classes that meet only on Saturdays will not meet on Saturday, Dec. 8.*)

Monday, Dec. 10–Saturday, Dec. 15

Final Examination Period.

Wednesday, Dec. 19

All final grades due by 3 p.m.

Friday, Jan. 4, 2008

Final date to deposit theses and dissertations for January graduation.

Spring (Second) Semester 2008

Monday, Nov. 5, 2007

Registration for spring (second) semester 2008 begins (*use Cardinal Station*).

Monday, Jan. 14

Opening of classes.

Monday, Jan. 21

Rev. Martin Luther King Jr., Day (*Holiday*).

Tuesday, Jan. 22

Administrative Monday: Monday classes meet instead of Tuesday classes this day only.

Wednesday, Jan. 23

Last day to register or add courses for credit, including COMPS and internships; last day to drop a course without record (*use Cardinal Station*).

Tuesday, Jan. 29

Patronal Feast of St. Thomas Aquinas. University Mass; noon classes are cancelled; classes meeting at 1 p.m. will meet at 1:30 p.m.

Wednesday, Feb. 6

Ash Wednesday. University Mass.

Monday, Feb. 25–Friday, Feb. 29

Faculty submit interim grades for freshmen.

Friday, Feb. 29

Midterm. Last day to resolve grades of Incomplete from the previous semester. Last day to change to audit.

Monday, March 3

Spring recess begins.

Monday, March 10

Classes resume.

Tuesday, March 25

Registration for fall (first) semester 2008 begins (*use Cardinal Station*).

Thursday, March 20

Holy Thursday. No classes; Easter recess begins.

Friday, March 21

Good Friday.

Sunday, March 23

Easter Sunday.

Monday, March 24

Easter Monday.

Tuesday, March 25

Classes resume.

Thursday, March 27–Saturday, March 29

Comprehensive examinations for graduate students.

Monday, March 31–Thursday, April 3

Senior comprehensive examinations.

Monday, March 31

Last day to request pass/fail option (*undergraduates only with dean's permission*).

Wednesday, April 2

Last day to withdraw from courses with a "W" grade (*use Cardinal Station*).

Thursday, April 10

Founders Day

Wednesday, April 30

Reading Day (*No classes*).

Friday, May 2

Last day of classes. Final date to deposit theses and dissertations for May graduation.

Saturday, May 3–Monday, May 5

Reading Period. (*Note: Classes that meet only on Saturdays will meet on Saturday, May 3.*)

Tuesday, May 6–Saturday, May 10

Final examination period.

Monday, May 12

Grades for graduating students due by noon.

Tuesday, May 13

All other grades due by 3 p.m.

Friday, May 16

Baccalaureate Mass.

Saturday, May 17

Commencement exercises.

Friday, May 23

Law School Commencement.

Law School Fall (First) Semester 2007

Monday, Aug. 13

Mandatory registration day for first-year law students.

Tuesday, Aug. 14–Friday, Aug. 17

Mandatory Orientation activities and academic classes for first-year law students.

Wednesday, Aug. 15

Feast of the Assumption.

Monday, Aug. 20

Classes resume. First day to submit approved topic registration forms for directed research. Administrative offices will be open until 6:20 p.m.

Tuesday, Aug. 28

Last day to register or add an elective course.

Sunday, Sept. 2

Last day to drop a course without record (*use Cardinal Station*).

Monday, Sept. 3

Labor Day (*Holiday*).

Wednesday, Sept. 19

Forms available in the academic dean's office to request rescheduling of conflicting exams.

Monday, Oct. 8

Columbus Day (*Holiday*).

Tuesday, Oct. 9

Administrative Monday: Monday, not Tuesday, classes meet.

Mid-Semester. Last day to resolve grades of incomplete from the previous semester. Last day to withdraw from an elective course (while maintaining the minimum course load) without the instructor's approval. Last day to change to audit. Last day to submit requests for transfers between divisions for the spring term. Last day to request accelerated graduation. Last day to request a rescheduled examination.

Thursday, Nov. 1

All Saints Day.

Friday, Nov. 2

All Souls Day. Memorial Mass for deceased of the university community.

Monday, Nov. 5–Friday, Nov. 9

Distribution of examination numbers.

Wednesday, Nov. 21

Thanksgiving recess begins.

Monday, Nov. 26

Classes resume.

Saturday, Dec. 1

Last day of classes; last day to drop an elective course (while maintaining the minimum course load) with the instructor's approval.

Tuesday, Dec. 4

Directed Research papers due.

Tuesday, Dec. 4–Monday, Dec. 17*

Final examination period.

* *Except Saturday, Dec. 8.*

Saturday, Dec. 8

Patronal Feast of the Immaculate Conception (*Holy Day and Holiday*).

Monday, Dec. 17

Seminar papers due
(*unless earlier date set by instructor*).

Tuesday, Dec. 18

Reserved for rescheduled examinations.

Law School Spring (Second) Semester 2008

Monday, Jan. 7

Classes resume. First day to submit approved topic registration forms for Directed Research. Administrative offices will be open until 6:20 p.m.

Tuesday, Jan. 15

Last day to register or add an elective course.

Sunday, Jan. 20

Last day to drop a course without record (use *Cardinal Station*).

Monday, Jan. 21

Rev. Martin Luther King Jr., Day (*Holiday*).

Wednesday, Feb. 6

Ash Wednesday. University Mass.

Tuesday, Feb. 5

Forms available in the academic dean's office to request rescheduling of conflicting exams.

Tuesday, Feb. 19

Administrative Monday: Monday, not Tuesday, classes meet.

Monday, Feb. 25

Mid-Semester. Last day to resolve grades of incomplete from previous semester. Last day to withdraw from an elective course (while maintaining the minimum course load) without the instructor's approval. Last day to change to audit. Last day to request a rescheduled examination.

Monday, March 3

Spring recess begins.

Monday, March 10

Classes resume. Last day to submit requests for transfers between divisions

for fall 2008 semester or to seek accelerated graduation.

Tuesday, March 11

Administrative Monday: Monday, not Tuesday, classes meet.

Thursday, March 20

Holy Thursday. Easter recess begins.

Tuesday, March 25

Classes resume. Founder's Day.

Tuesday, April 1

Registration for fall 2008 semester begins at 8 a.m. for rising third-year day and fourth-year evening students.

Monday, April 7–Friday, April 11

Distribution of exam numbers.

Tuesday, April 8

Registration for fall 2008 semester begins at 8 a.m. for 2D, 2E and 3E students (use *Cardinal Station*).

Saturday, April 26

Last day of classes; last day to drop an elective course (while maintaining the minimum course load) with the instructor's approval.

Tuesday, April 29

Directed Research papers due.

Tuesday, April 29–Monday, May 12

Final examination period.

Tuesday, May 13

Reserved for rescheduled examinations.

Friday, May 16

Graduating students' grades due.

Friday, May 23

Law school commencement

Summer Sessions 2008

For calendar, registration and course information, please contact

CUA Office of Summer Sessions

Phone: 202-319-5257

Web: <http://summer.cua.edu> • E-mail: cua-summers@cua.edu



STUDENT LIFE

The mission of the Division of Student Life at CUA is to promote and facilitate the growth of students to a full and balanced maturity. In partnership with the academic community, the division seeks to support and stimulate intellectual development both in and outside the classroom. In accordance with the university's stated aims, the division strives to foster exploration and incorporation of genuine human values together with religious and moral principles. As student development educators, division staff members seek to stimulate the most extensive personal growth possible — physical, social, emotional, vocational and spiritual — to prepare students to occupy a productive and meaningful place in society (through which the university's principles are represented). This mission is accomplished by providing facilities, services, information, programs and role models that expand students' horizons and challenge and support them in reaching their full potential. In expressing and implementing this mission statement, the division strives to ensure that all graduates garner the following attributes from the student life experience:

- a clarified awareness of values and beliefs, along with the ability to live them in day-to-day life;
- a heightened sense of purpose and the capacity to implement this in education, the world of work and through vocational pursuits;
- a more sophisticated understanding of what constitutes right and wrong behaviors and the resolve to act accordingly;
- a greater appreciation of human diversity and a deepened sense of compassion for others;
- a more sophisticated sense of personal autonomy and the associated capacity to rely on oneself to direct one's life;
- the view that education is a positive, progressive experience and the concomitant desire to continue the acquisition of knowledge and the pursuit of personal development throughout one's adult years;
- the development of fundamental skills, such as communication, problem-solving, decision-making and leadership.



Vice President for Student Life

Office of the Vice President

353 Edward J. Pryzbyla University Center

Phone: 202-319-5714 • Fax: 202-319-5639

Web: <http://studentlife.cua.edu>

Vice President, Susan D. Pervi, M.A.

Associate Vice President for Student Life and Dean of Students, Jonathan C. Sawyer, M.A.

Executive Assistant, Tawnya M. Simmons, M.B.A.

The work of the student life educator at CUA is based on a philosophy that the goal of education is not simply to develop the intellect of a student, but also to facilitate the growth of the whole person. The Office of the Vice President for Student Life is responsible for establishing programs and services to support the development of the individual student and to enhance the quality of campus community life.

The division is organized into the following offices: athletics; career services; counseling center; dean of students, including disability support services, international student and scholar services, alcohol education, judicial affairs and ethical development, multicultural student services, and new student orientations; housing and residential services, including campus residential living and off-campus housing; public safety; student health services; student medical insurance; and university center, student programs and events.

The vice president provides the leadership for a team of professionals who, while specializing in specific areas of student development and services, are committed to interdisciplinary initiatives to enable students to fully participate in a distinguished community of researching, teaching, learning and service. The religious and moral dimension of growth is facilitated in close collaboration with the Office of Campus Ministry.

The *Student Handbook* and other publications issued from time to time by departments are produced to help guide students through their individual and community responsibilities. It is important for all students to become familiar with the information provided and to use the resources by accessing the most up-to-date versions of services, programs, policies and procedures online.

Student Affairs, Law

343 Columbus School of Law

Phone: 202-319-5491

Web: <http://www.law.edu>

Associate Dean for External and Student Affairs, Mara R. Duffy, B.F.A., M.A., M.S.W.

The law school's Office of Student and External Affairs provides programs and services designed to support and encourage the development of students throughout their law school career. This includes personal and professional counseling and guidance, as well as providing institutional support for student-run organizations and activities. This office oversees five offices within the Columbus School of Law (admissions, financial aid, legal career services, public affairs, development and alumni). The office also serves as a liaison between students and the administration. Among its many responsibilities, the office also organizes orientation activities for first-year students in mid-August.

The student affairs office produces an annual *Announcements* publication that provides information on the law school's academic program and resources, student organizations and co-curricular activities, faculty and administration, as well as its policies and rules of conduct. The *Announcements* can be found on the Web at <http://law.cua.edu/academic>.

The Office of Student Life and Special Events is a second department within the law school that plays a large role in student daily life. This office assists student organizations with event planning, provides resources and logistical support, and is responsible for the planning and execution of annual Commencement ceremonies. The office also helps to collect and disseminate information important to students, such as class changes or cancellations.

Athletics

Raymond A. DuFour Center, Second Floor
Phone: 202-319-5286 • Fax: 202-319-6199
Web: www.cuacardinals.com

Eugene I. Kane Student Health and Fitness Center
Phone: 202-319-5705
Web: www.cuacardinals.com/information/fitness_center • E-mail: cua-fitness@cua.edu

Director, Michael S. Allen, Ph.D.

Senior Associate Director, Tyler Fleming, M.A.

Associate Director, Gia Cillizza, B.A.

Associate Director, Jone Dowd, M.A.

Assistant Director, Meghan McDonogh, M.A.

Athletic Business Manager, Bob Sargeant, B.A.

Head Athletic Trainer, Lauren Haynie, M.Ed.

Director of Aquatics, Paul VanLieshout, B.S.

Director of Intramurals, Nagy Abdelrazek, B.S.

Director of the Student Fitness Center, Marie Kennedy, B.S.

Director of Athletic Communications, Barbara Jonas, M.Ed.

Student-Athlete Advisory Council Coordinator, Margaret Carey, B.A.

Faculty Athletics Representative, Rev. John Beal

Administrative Assistant, Jen Cantwell, B.A.



Mission Statement

The athletic department supports the academic mission of the university by providing programs and services to enable students to engage in physical activities as an integral part of the overall educational experience. Equal opportunities for male and female participation are provided at the intercollegiate, club and recreational levels.

CUA is a member of the National Collegiate Athletic Association, NCAA, Division III, Landmark Conference, Old Dominion Conference (football), and Eastern Collegiate Athletic Conference.

As a member of NCAA Division III, CUA adheres to the NCAA philosophy statement, places the highest priority on the overall quality of the educational experience and the successful completion of academic programs by student athletes, and upholds the highest standards of sportsmanship and ethical conduct.

The athletic department seeks to provide programs and leadership to enable CUA to be a model NCAA Division III institution in academic and athletic excellence.

The department further seeks to:

- Attract, recruit, develop, retain and contribute to the successful graduation of student athletes.
- Develop and maintain a diverse, high quality and equitable intercollegiate program (currently in 21 sports).
- Provide a safe, supportive environment that fosters integrity, respect and dedication to the highest standards in the performance of coaches, staff and student athletes.
- Enhance and sustain opportunities and experiences for the physical growth and development of all students.

Programs and Facilities

- Two centers available to promote the overall well-being and physical fitness of the CUA community: Raymond A. DuFour Center and Eugene I. Kane Student Health and Fitness Center.
- 21 intercollegiate men's and women's programs sponsored by the NCAA.
- 12 club sport programs.
- Recreational opportunities including organized intramural programs, pick-up play on courts and fields, jogging, and swimming.
- Student community-oriented fitness, exercise and wellness instruction and activities.

Career Services

202 Pryzbyla Center

Phone: 202-319-5623 • Fax: 202-319-4480

Web: <http://careers.cua.edu> • E-mail: careers@cua.edu

Director, Alan P. Goodman, Ph.D.

Associate Director, Carlin E. Bokal, M.A.

Career Specialist, Virginia C. Marbella, M.Ed.

Employer Relations Coordinator, Susanna P. Knouse, B.A.

Student Employment Coordinator, Amanda S. Jones, , M.S.

Administrative Assistant/Credentials Coordinator, Michele P. Gibbs

Mission Statement

The Office of Career Services assists students and alumni in all aspects of career planning and career development. In fulfilling this charge, Career Services subscribes to the mission statement of the Division of Student Life. To accomplish its mission, Career Services strives to ensure that all graduates will achieve or have access to the following:

- Heightened awareness of potential career opportunities.
- Greater understanding of the world of work and transitional issues.
- Fuller awareness of personal attributes, values, interests, and skills and how they relate to career options.
- Deeper appreciation for the role and process of career planning both during and throughout one's life.
- Greater command of effective career decision-making and job acquisition skills.
- Current employment information about organizations reflective of the occupational interests of CUA students.
- Programs that link them to employers for the purpose of securing pre-professional and professional experience.

Services

Career Services aids individuals interested in exploring career options, part-time jobs and internships, and assists them with strategies for attaining such ends. The office also serves as the pre-law information resource center for the university. This is supplemented by an extensive resource library, which includes a student area for computerized job exploration.

The following services and programs, for which detailed descriptions are available at <http://careers.cua.edu>, are accessible to all current part-time and full-time students:

- **CARDINAL CONNECTION:** part-time and summer jobs, work-study positions (for students receiving federal work-study awards), internships (including Internships.com), and full-time job listings.
- Job fairs, i.e., Campus Employment Fair (first week of fall semester), Fall and Spring Job and Internship Fairs (October and March, respectively), and Engineering Job and Internship Fair (February).
- **Credential File Service:** simplifies the process of getting references sent to graduate schools and employers.
- Career counseling to identify career and related academic interests and majors, and how one's major can be utilized in the world of work: key resources are the online Alumni Career Network, through which students can connect with CUA alumni to discuss their careers and receive job search/networking advice, and the Self-Directed Search career interest inventory and Myers-Briggs Type Indicator.
- **Résumé, curriculum vitae, CV, and cover letter critiques.**
- Employer networking events that assist students in developing career plans and develop confidence in engaging with professionals.
- Interview preparation, including practice ("mock") interviews.
- Job search coaching, i.e., discussing job preferences, strategies for identifying and approaching employers, networking and special sources of assistance.
- Networking events connecting students with alumni and other professionals from the world of work.
- **Pre-Law Advising** (non-arts and sciences students only), including Pre-Law Resource Library (for all students).

- Graduate school decision-making assistance, discussing whether attending graduate or professional school is desirable given one's career goals and other life plans; assistance with application process, timetable and identifying financial aid sources. (Decisions about "best programs" should be discussed with faculty.)

Counseling Center

127 O'Boyle Hall

Phone: 202-319-5765 • Fax: 202-319-5570

Web: <http://counseling.cua.edu>

Director, Monroe Rayburn, Ph.D.

Assistant to the Director, Trista Speer, B.A.

Staff Psychologist and Director of ATLAS, Kristina Lyhus, Ph.D.

Staff Psychologist and Director of Internship Training, Suzanne Nortier, Psy.D..

Staff Social Worker and Director of Externship Training, Dorothy Van Dam, LICSW

Staff Social Worker, Deborah Newmark, LICSW

Staff Psychiatrist, Angiolina Melchiorre, M.D.

Learning Specialist, Emily Rocque, M.A.

Psychometrist, Morgan McDonald, M.A.

Staff Psychologist, John Chamberlain, Ph.D.

Staff Psychologist, Kavita Avula, Psy.D.

Mission Statement

The CUA Counseling Center strives to enhance the overall educational experience by assisting students with the opportunities, demands and challenges of university life. As students grow and develop, they do so in a values-based institution that offers a unique learning and living environment to enable students to discover excellence and experience success. The CUA Counseling Center assists students with defining and accomplishing personal and academic goals by serving as a multidisciplinary, campus-based mental health organization dedicated to addressing the diverse needs of CUA students. In pursuing an active and fulfilling college life, a student can



Simulated counseling session

experience difficulties with adjusting to, and balancing, new roles and responsibilities. The center provides a broad range of direct clinical/counseling, educational, learning assistance, consultative, outreach, training, assessment and emergency response programs and services.

Services

Individual Counseling — 50-minute sessions offered once a week.

Group Counseling — Groups offered weekly with topics based on student interest. Examples of groups may include relationships, eating disorders and international student support.

Medication Consultation — Students who might benefit from medication in conjunction with counseling may be referred to our consulting psychiatrist.

ATLAS — Program within the Counseling Center that offers a range of academic support services, including peer tutoring, individual study skills counseling, study skills workshops and alternative testing.

Outreach-Consultation — Educational presentations are provided to the university community on a variety of mental health topics such as stress management, depression and reducing risks associated with substance abuse.

Assessment and Referral — Intake evaluations to determine level of service needed. Referrals are made to outside community resources when necessary to accommodate more serious problems.

Emergency Services — The Counseling Center staff is available to accommodate walk-in emergencies during our regular center hours.

Dean of Students

353 Pryzbyla Center

Phone: 202-319-5619 • Fax: 202-238-2043

Web: <http://deanofstudents.cua.edu>

E-mail: cua-deanofstudents@cua.edu

Associate Vice President for Student Life and Dean of Students, Jonathan C. Sawyer, M.A.

Associate Dean, Sarah M. Daniels, M.A.

Assistant Dean, Michael M. Andrews, M.Ed.

Assistant Dean, Kathryn M. Jennings, M.Ed.

Executive Assistant, Tawnya M. Simmons, M.B.A.

Administrative Assistant, T.B.A.

Mission Statement

The Office of the Dean of Students supports the mission of the university by providing programs and services designed to encourage the development of the whole student throughout his or her CUA career. The office supports students in the transition to and from college life; empowers students to become active participants and leaders in campus life, both inside and outside of the classroom; engages students in learning opportunities that will allow them to become responsible, compassionate members of the community; fosters an environment where differences among peoples and ideas are understood, respected and valued; and increases understanding and appreciation of student rights and responsibilities.

Specific areas of focus within the dean of students' organizational scope of responsibilities include alcohol education, judicial affairs and ethical development, multicultural education and awareness, and orientation programs. Disability Support Services, Housing Services, International Student and Scholar Services and Residence Life are departments within the Dean of Students area that provide specialized services to students.

General Services

Staff members are available to discuss general and specific questions and concerns about university policies, procedures and services. Services include facilitating a permanent withdrawal or leave of absence from the university; emergency absence notifications; support in the event of a personal, medical or family emergency; support with academic, personal or social issues and concerns; assistance in adjusting to university life; and attendance/disciplinary verification for employment or graduate school.

DISABILITY SUPPORT SERVICES

207 Pryzbyla Center

Phone: 202-319-5211 • Fax: 202-319-5126

Web: <http://disabilityservices.cua.edu> • E-mail: cua-disabilityservices@cua.edu

Director, Emily K. Singer, M.A.

Learning Disability Coordinator, Laura Cutway, B.A., B.S.

Administrative Assistant, Lauren E. Colandreo, B.A., B.S.

The Office of Disability Support Services, DSS, supports the missions of the Dean of Students and the university by providing programs and services designed to support and encourage the integration of students with disabilities into the mainstream of the university community. DSS assists in creating an accessible university community where students with disabilities have an equal opportunity to fully participate in all aspects of the educational environment. We cooperate through partnerships with students, faculty and staff to promote students' independence and to ensure recognition of their abilities, not disabilities.

- DSS coordinates support services for students with all types of diagnosed disabilities.
- Assists students in negotiating disability-related barriers to the pursuit of their education.
- Strives to improve access to university programs, activities and facilities for students with disabilities.
- Promotes increased awareness of disability issues on campus.

Essential to the larger mission of the university, DSS promotes universally designed environments and facilitates full access through reasonable accommodations, training, collaboration and innovative programming.



HOUSING SERVICES

Cardinal Hall

Phone: 202-319-5615 • Fax: 202-319-6262

Web: <http://housing.cua.edu> • E-mail: cua-housing@cua.edu

Director, Heidi E. Zeich, M.S., M.B.A.

Assistant Director of Housing Services, Carl A. Dieso, M.A.

Assistant Director of Housing Services, T.B.A.

Coordinator of Housing for Assignments and Marketing, T.B.A.

Coordinator of Housing for Auxiliary Services, T.B.A.

Administrative Assistant, Cameron D. Altringer, B.A.

Receptionist, Christine Melech

The Office of Housing Services, HS, supports the mission of the university by providing and managing well-maintained, safe and modern multi-use residential facilities that are responsive to the changing needs of students. HS is responsible for the overall management of the campus housing system, which comprises 18 low- and mid-rise buildings and one group of 25 modular housing units, having a total capacity for approximately 2,200 residents. In collaboration with Residence Life, HS is committed to providing facilities that meet student developmental needs, support the formation of community and encourage the creation of seamless learning environments. Satellite offices are established in each of the neighborhood areas to provide residents more accessible, direct services.

To successfully achieve our vision, HS will:

- Establish and maintain facilities that ensure proper health and safety of residents.
- Maintain a quality program for renovation and repair of facilities.
- Work cooperatively with other campus service departments to provide quality programs and facilities to students and guests.
- Establish a climate for living that fosters and enhances educational and developmental opportunities for residents.
- Recruit, select, train and retain a high-quality staff in accordance with professional standards.
- Evaluate all aspects of the housing program in a systematic, regular manner.
- Ensure fiscally sound management of the housing program.
- Implement services that promote a positive image of The Catholic University of America and support the university's mission and financial security.

Off-campus Housing

CUA students seeking off-campus housing should visit the Off-Campus Housing Web site, <http://housing.cua.edu/offcampus/resourcecenter.cfm>, maintained by HS. While CUA generally does not own, operate or endorse any off-campus residence facilities, HS has compiled a list of resources to benefit CUA students as they conduct their housing search, including a list of available rentals in areas surrounding the CUA campus. During the spring semester HS holds an annual Off-Campus Housing Fair. This allows apartment complexes and owners to showcase their housing accommodations to our students. Please check the HS Web site for more information.

INTERNATIONAL STUDENT AND SCHOLAR SERVICES

207 Pryzbyla Center

Phone: 202-319-5618 • Fax: 202-319-5126

Web: <http://international.cua.edu>

E-mail: cua-international@cua.edu

Director, Helene Robertson, B.S.F.S.

Assistant Director, Gudrun E. Kendon, M.A.

Administrative Assistant, Rita Barriteau

International Student and Scholar Services, ISSS, supports the academic mission of the university by promoting international educational exchange within the university, to federal agencies and to the world. ISSS seeks to ensure university compliance with applicable immigration-related regulations while facilitating the legal entry and transition of international students, faculty and researchers. ISSS serves as an advocate on behalf of international students and scholars within the university and to federal regulatory agencies to ensure they are afforded every opportunity to complete their academic objectives. ISSS seeks to provide opportunities for international intercultural education and exchange by partnering with university departments and schools to provide educational and cultural programs that foster greater understanding and appreciation for other cultures and traditions.

On an individual basis, ISSS seeks to form partnerships with individual students and scholars to assist them in understanding the federal regulations that govern their immigration status, providing advice and guidance designed to assist the international community in preserving their legal status in the United States and in making the most out of the opportunities that may arise. Institutionally, ISSS is charged with ensuring institutional compliance with the various visa programs it administers on behalf of the university. As such, it is important to remember that certain violations of immigration status may be reportable under immigration regulations governing student statuses.

JUDICIAL AFFAIRS AND ETHICAL DEVELOPMENT

Cardinal Hall

Phone: 202-319-6631

Web: <http://deanofstudents.cua.edu/judicial>

Assistant Director, David D. Best, M.A., J.D.

Judicial Affairs and Ethical Development, JAED, is an administrative body that provides overall management of the judicial system and serves as a resource for both students and members of the university community. JAED provides leadership for an integrated judicial program that is mission driven and inspires an institutional commitment to define and develop community according to university values and standards. JAED supports educational initiatives that increase student understanding of rights and responsibilities and promote the development of the whole student. Using the framework outlined in the *Code of Student Conduct*, staff members consistently apply procedures and critical decision making in the adjudication of disciplinary matters.

MULTICULTURAL EDUCATION AND AWARENESS

Phone: 202-319-5619 • Fax: 202-238-2043

Web: <http://deanofstudents.cua.edu/multicultural>

Assistant Dean, Michael M. Andrews, M.Ed.

Multicultural Education and Awareness at Catholic University will enhance, promote and expose students at Catholic University to issues regarding multiculturalism and diversity by providing diverse programming and specific student support to underrepresented students with the purpose of better preparing all students for the constantly changing multicultural, diverse and global society. The collection of services and programs will connect students with important aspects of culture and will enhance the overall student experience while encouraging a welcoming and supportive environment for underrepresented students at The Catholic University of America.

ORIENTATION PROGRAMS

Phone: 202-319-5619 • Fax: 202-238-2043

Web: <http://orientation.cua.edu> • E-mail: cua-orientation@cua.edu

Assistant Dean, Kathryn M. Jennings, M.Ed.

Mission

The Orientation program facilitates the successful transition of new undergraduate students into CUA's intellectual and social communities, promotes student learning and development, encourages independence and individual responsibility, and facilitates continued student success to graduation. This is accomplished through providing programs and services that outline the university's academic and community expectations and support as well as social and developmental resources and opportunities.

RESIDENCE LIFE

Cardinal Hall

Phone: 202-319-6631

Web: <http://residencelife.cua.edu> • E-mail: cua-residencelife@cua.edu

Associate Dean, Sarah M. Daniels, M.A.

Assistant Director, Bradley Troy, M.S.

Area Coordinator, Joyce Bryan, M.Ed.

Area Coordinator, Ryan-Allen McKinney, M.Ed.

Area Coordinator, Dana Moore, M.S.

Area Coordinator, Shannon Moran Jeulin, M.A.

Area Coordinator, Brian Papajcik, M.S.

The Office of Residence Life, RL, is committed to the creation of residential living communities that support the university's mission, values, and Catholic identity and promote the retention of students at all levels by creating intellectual, physical, spiritual, social, and academic experiences and opportunities that contribute to healthy student development, encourage student citizenship and civility, create a connection to the CUA community, and promote individual responsibility for actions and interpersonal accountability for the common good.

The mission will be accomplished through promoting and maintaining a safe, secure and just residential living environment that is inclusive of all students; connecting students with campus resources in order to offer continued support and promote student success; offering opportunities for student learning outside of the classroom in conjunction with the university's academic mission; establishing community living standards; and preparing students for civic engagement and responsibility by providing student leadership opportunities and promoting involvement in residence hall communities. The overall goal is to assist individual students in building connections to the larger campus community, in hopes that they will become active participants in campus life and gain a greater appreciation for community values and service.

Area Coordinators, AC, are full-time professional staff members responsible for the day-to-day operations of the residential communities. Those responsibilities include promoting a community living environment that enhances a student's residential living experience, supervising hall staff, coordinating building programs and managing administrative responsibilities. Each residence hall is staffed by student resident assistants, RAs, who are primarily responsible for fostering community and promoting a balanced, responsible and respectful atmosphere that is safe, friendly and supportive. In addition, student ministers play an integral role in spiritual life in the residence halls by leading Small Faith Community meetings, offering opportunities for discussion of issues of faith, providing regular opportunities for fellowship, and extending personal support to resident students.



Public Safety

120 Leahy Hall

Phone: 202-319-5111 • TTY: 202-319-5736 • Fax: 202-319-5110

Web: <http://publicsafety.cua.edu>

Director, Thomasine N. Johnson, B.A.

Captain, Administrative Services Officer, Barry K. McCoy

Captain, Field Operations Officer, Winslow McGill

Captain, Crime Prevention Officer, Linda M. Vann, B.A.

Investigator, Gary W. O'Neal

Administrative Assistant, Sharron D. Faulkner

Mission Statement

The Department of Public Safety provides comprehensive programs, including security patrol, escort, transportation, identification and access services to maintain a safe and secure campus environment that is conducive to learning, working, living and visiting. A staff of trained professionals, including commissioned special police officers, focuses on crime prevention and investigation, safety education, emergency preparedness, response, and recovery. Services are coordinated closely with federal and local law enforcement agencies. Safety education and awareness programs are conducted for students throughout the academic year. The department works closely with other student life services to implement initiatives to support healthy individual and community living and learning.

The department has the primary responsibility for the personal and property safety program for the campus, but may extend services to the Theological College, investment properties and leased facilities as determined and approved by executive management.

General Safety Precaution

- Never take your personal safety for granted.
- Never prop open exterior doors of residence halls and buildings.
- Lock room doors, offices and other student and employee workspaces when leaving even for a short period.
- Carry keys and your CUA Cardinal Card at all times and never lend them to anyone.
- Use the university shuttle, loop bus and escort service during evening hours and particularly when traveling alone.
- Park your vehicle in a well-lit area and keep it locked at all times.
- Never leave valuables in plain view inside a vehicle.
- Report suspicious persons and activities immediately to the Department of Public Safety by calling 202-319-5111 or by using the emergency telephone system.
- Never leave keys and other valuables visible in rooms, offices, labs and study areas.
- Never remain alone in isolated or unoccupied areas, including classrooms, libraries and other buildings. When such use is required, special arrangements should be made with the Department of Public Safety.

Emergency Telephone

There are 106 emergency telephones and 10 panic buttons on campus. This number includes the access telephones located throughout campus and at the entrances of all residence halls. Lifting the receiver or pushing the button puts you in direct communication with the Department of Public Safety. The access telephones also provide direct contact with the Department of Public Safety. Maps showing the



locations of emergency telephones may be obtained at the Department of Public Safety, rooms 120 and 121, Leahy Hall.

Identification Cards (Cardinal Card)

CUA uses a campus one-card, a multifunctional identification card. The card is used for security purposes and to conduct business both on and off campus. The card, known as the Cardinal Card, simplifies life by eliminating the need to carry multiple cards. The Cardinal Card Web site is <http://cardinalcard.cua.edu>. Lost/damaged cards may be replaced for a fee of \$30 at the Department of Public Safety, 121 Leahy Hall.

Lost and Found

Found articles that are turned over to the campus police are kept at the Department of Public Safety, 120 Leahy Hall. Persons looking for lost articles may inquire there. Articles not claimed after 90 days are considered abandoned and will be advertised in the campus newspaper. If not claimed within 30 days after advertisement, items will be disposed of through public auction.

Motor Vehicles

General Information

Parking permits are required to park at The Catholic University of America at all times. Permit types are used to designate parking locations on campus; please refer to the map legend. Commuting students, faculty and staff may purchase either a surface parking permit or a garage permit. Resident students must purchase a resident permit. All resident parking, with the exception of that serving Millennium North and South residents, is surface parking. Millennium residents wishing to park on campus may purchase a Resident Garage Permit or Resident Surface Permit.

Permits may be purchased at the campus transportation management/ID office located in 121 Leahy Hall. Individuals may purchase only one vehicle hangtag permit. Permits are not transferable.

Resident freshmen are not allowed to purchase parking permits nor to bring vehicles to campus.

Handicapped Parking

Vehicles displaying valid state or District of Columbia-issued handicapped licensed tags and/or window permits identifying the driver or passenger as handicapped will be authorized to park in designated handicapped spaces.

Visitor Parking

Visitors may park in metered parking spaces or obtain a visitor's parking hangtag permit from the campus transportation management/ID office. Visitors may be issued a permit at no charge to park in the Visitor Center lot.

The president and directors of The Catholic University of America, its agents and employees hereby disclaim responsibility, expressed or implied, to protect against theft or damage to vehicles or their contents.

For more information about the Department of Public Safety and its services, visit our Web site at <http://publicsafety.cua.edu>. The Department of Public Safety's Annual Report is available on Public Safety's Web site.

Student Health Services

Eugene I. Kane Student Health and Fitness Center

Phone: 202-319-5744 • Fax: 202-319-4793

Web: <http://health.cua.edu>

Administrative Director/Nurse Practitioner, Terry Brady Novak, R.N., M.S.N., F.N.P.
Medical Director, Loretta Staudt, M.D.

Mission Statement

- The Office of Student Health Services provides outpatient health care for students in an environment of joy, care and respect in treatment of the whole person.
- In addition to providing medical care for illnesses and injuries, a team of medical professionals is actively involved in campus health education.
- The staff helps students better understand the nature and causes of their medical problems and injuries, and the importance of treatment and prevention.
- To promote lifelong wellness and to support academic success, students are encouraged and empowered to learn how to reduce their risk of disease and injury, and to make appropriate lifestyle choices.
- Medical care provided and advice given is consistent with the beliefs and practices of the Catholic Church.
- In fulfilling this mission Student Health Services subscribes to the mission of the university.

Services

Student Health Services' primary health care services include:

- Routine, chronic and acute medical care by appointment; emergencies given priority
- Gynecological care
- Laboratory testing
- Allergy injections
- Immunizations
- Physical examinations
- Health education
- On-site pharmacy

- Availability of physician to speak with you by phone when SHS is closed
- Annual flu shots for university community

Student Medical Insurance

Raymond A. DuFour Center

Phone: 202-319-6042

Web: <http://studentinsurance.cua.edu>

Administrator, Robert Sargeant, M.S.

The Chickering Group

Web site: www.chickering.com, "Students: Find Your School"

CUA Policy Number: 100109

I. Policy

Medical (health) insurance is required for all full-time students (domestic and international), all student residents and all part-time international students. Students will be enrolled in and charged for the CUA Student Medical Plan unless a written waiver is obtained. Written evidence of alternate coverage must be provided to receive a waiver.

A student medical insurance plan, provided by a third party, currently The Chickering Group, an Aetna company, is available to CUA students. The plan is a student-focused, affordable health insurance policy that protects students at school, at home and while traveling or studying abroad. The student medical insurance plan provides coverage beginning Aug. 14 at 12:01 a.m. of the plan year to Aug. 14 at 12:01 a.m. the following year.

A domestic student is covered for the full policy period whether or not he or she remains a student at CUA. International student coverage terminates when the student returns to the student's home country. Part-time domestic students may purchase the student medical plan upon request. Any student enrolled in the insurance plan may enroll his or her spouse and/or dependents by direct application to the insurance company.

The student medical plan charge is not refundable or transferable. A student incorrectly billed for the student medical plan must provide notification before the end of late registration of the semester in which the incorrect billing occurred.

II. Definitions

- A. **Domestic Students:** All students who are United States citizens or permanent residents.
- B. **International Students:** All students in the United States on a visa.
- C. **Full-Time Students:** All students who are billed by the university at the full-time rate.
- D. **Part-Time Students:** All students who are billed by the university at the part-time rate.

III. Responsibilities

- A. **The CUA administrator of the student medical insurance plan** coordinates the work of university offices and the contracted insurance provider in carrying out this policy.

~ *Approved by the Vice President for Student Life, August 2000; revised July 18, 2007.*

Responsible Official: Administrator, Student Medical Insurance

University Center, Student Programs and Events

204 Pryzbyla Center

Phone: 202-319-5291 • Fax: 202-319-5529

Web: <http://universitycenter.cua.edu> • E-mail: cua-ucspe@cua.edu

Director, William Jonas, M.Ed.

Associate Director for Student Programs, T.B.A.

Associate Director for Operations, T.B.A

Associate Director for Conferences and Event Planning, Amélie Brogden, M.Ed.

Assistant Director for Conferences and Event Planning, Megan Reynolds, B.A.

Program Coordinator, Steve Kreider, M.S.

Coordinator for Facilities and Technical Services, Brandon Pettit, B.A.

Coordinator for Scheduling and Event Planning, Sarah Bleaken, B.A.

Administrative Assistant, Kimberly Parrott, D.Min.

Mission Statement

Founded with solid values and driven by a clear vision, the Office of University Center, Student Programs and Events, UCSPE, exists to serve the needs of students, faculty, staff, alumni, business partners and visitors. This unique setting encourages social, cultural, recreational and educational programming in a dynamic, safe and comfortable environment. Through its facilities and programs, the UCSPE realizes its mission by offering a diverse array of quality initiatives, avenues for collaborative endeavors, services that enhance campus life and events, meeting spaces and opportunities for involvement. Above all, the UCSPE strengthens and supports the mission of The Catholic University of America and strives to foster a welcoming gathering place for the campus community.

Services

The Office of the University Center, Student Programs and Events serves as a student-centered resource to the campus community. The office manages the Edward J. Pryzbyla University Center, a state-of-the-art facility with a full complement of resources for formal and informal campus community gatherings. “The Pryz” is home to Career Services, the Office of the Dean of Students, the Vice President for Student Life, Disability Support Services, International Student and Scholar Services, student organization offices and resource space, dining services, the campus bookstore, and a convenience store. The facility also features an information desk, lounge spaces, an ATM, and multipurpose programming and meeting spaces.

A staff of professionals and students works collaboratively to promote and enhance student life and leadership experiences on campus. The academic mission of the university is complemented through the provision of facilities, programs and services that present social, cultural, recreational, intellectual and other developmental opportunities to students. Student life is further supported through best and emerging practices in the areas of advising, leadership development, student governance and community service. The UCSPE staff strives to empower students and student organizations, providing them with the tools necessary to make considered, logical decisions consistent with and upholding the mission of the university. UCSPE also provides planning and support services to university functions such as Cardinal Kickoff, the Student Leadership Recognition Celebration, and the Baccalaureate Dinner Dance.

As the central location for nonacademic space scheduling on campus, UCSPE supports students, faculty, staff, alumni and guests by allocating space and providing support for special events, conferences and institutes. Serving customers both internal and external to the university community, the UCSPE Conferences and Event Planning staff markets the Pryzbyla Center and the campus to organizations seeking to hold conferences and/or events on campus.

STUDENT GOVERNANCE

Undergraduate Student Government

107 Pryzbyla Center

Phone: 202-319-5771

Web: <http://usg.cua.edu> • E-mail: cua-usg@cua.edu

The primary function of the Undergraduate Student Government is to serve the student body by representing students and their interests to officials of the university. USG acts as an advocate for students and lobbies for specific short- and long-term needs through its various branches and committees. The majority of work is done in committees that are open to all undergraduates. USG serves as a governing body of student organizations, allocating funds from the undergraduate student activities fees.

All members of the undergraduate student body are USG members. Success is based on the level of participation of all members, not merely the elected representatives. All students are encouraged to become involved in various projects organized by USG.

Graduate Student Association

107 Pryzbyla Center

Phone: 202-319-5773

Web: <http://gsa.cua.edu> • E-mail: cua-gsa@cua.edu

As the official voice of graduate students, the Graduate Student Association, GSA, is concerned with all aspects of graduate student life. It sponsors many activities that reflect the diversity of its members and helps bring the graduate community together. All graduate students who pay the activities fee are members of the association, which is governed by a senate that follows the GSA Constitution. Meetings of the senate are open to any graduate student.

Student Representation: Academic Senate

The Academic Senate recognizes two graduate and three undergraduate delegates, elected annually from the student body according to procedures approved by the Academic Senate.

(referenced from the Faculty Handbook, part I, section 8)

Board of Trustees

The elected undergraduate and graduate student presidents, with the approval of the student government adviser(s) and the cognizant vice president staffing the committee, are invited to attend the meeting of either the academic or student life standing committees of the board as non-voting representatives when appropriate. The elected presidents may also nominate two other students to serve on either of the committees and in the same capacity.

(referenced from the Faculty Handbook, part I, section 12)



Campus Services

Alumni Relations

Office of Alumni Relations

404 McMahon Hall

Phone: 202-319-5608 • Fax: 202-319-4483

Web: <http://alumni.cua.edu> • E-mail: cua-alumni@cua.edu

The mission of the CUA alumni office and the Alumni Association is to engage alumni in promoting The Catholic University of America. Alumni Association members help recruit new CUA students, network with students and alumni, participate in career mentoring, help re-engage fellow alumni, act as advisers to their respective schools, host new student send-off parties, plan alumni events in their cities, and much, much more.

In addition to the many volunteer roles alumni fill, CUA alumni also know how to have fun. Each year, thousands of alumni return to campus to celebrate Homecoming/ Reunions weekend, take campus tours with their children, hear lectures, attend Commencement, support our exciting Cardinal sports teams and reminisce about their years at CUA.

The alumni office hosts special events and programs designed for our newest alumni (graduating seniors), young alumni (graduates of the last decade) and Golden Cardinals (out 50 years or more!). The office also assists groups such as Phi Kappa, ADG, SBK, KTG and Campus Ministry reunite on campus. We've helped certain schools at CUA form their school-based alumni chapters to address the specific needs of their alumni: the School of Nursing, the School of Library and Information Science and the National Catholic School of Social Service.

The alumni office takes CUA on the road, too: we'll visit alumni in Philadelphia, Boston, Chicago, New York and Los Angeles, just to name a few cities, for theater events, museum tours, and socials. And this year, alumni are traveling as a group to Italy and Ireland.

If you studied at CUA for at least one semester, you are automatically a lifetime member of the CUA Alumni Association. As members of the association, alumni enjoy benefits, including an online alumni community (where you can stay in touch with friends after graduation), discount admission to athletic events, library borrowing privileges, campus bookstore discounts, lifelong e-mail forwarding, and more. And it's all free!

Campus Bookstore

Pryzbyla Center

Phone: 202-319-5232 • Fax: 202-832-4079

Web: <http://www.cua.bkstr.com> • E-mail: cua@bkstr.com

Manager, Tammy Rogers

The CUA Bookstore is conveniently located on the second level of the Pryzbyla Center. In addition to selling new and used textbooks, the CUA Bookstore stocks general reading books (including *New York Times* bestsellers at 30 percent off), a full line of dorm accessories, school and architectural supplies, academically priced software, and

CUA imprinted clothing and gifts. The CUA Bookstore also offers Hallmark greeting cards as well as magazines and health and beauty aids. Store hours of operation are posted on our Web site. The CUA Bookstore accepts cash, MasterCard, VISA, Discover, American Express and checks (with proper identification) and the Cardinal Card. The CUA Bookstore buys books back every day.

Go to www.cua.bkstr.com — your best source for textbook and college merchandise offerings. Your online bookstore is open 24 hours a day. Purchases and exchanges are simple because the bookstore is nearby. Choose to pick them up at the bookstore and avoid the long lines or have your books shipped.

Campus Ministry

Caldwell Hall/Seton Wing, Ground Floor

Phone: 202-319-5575 • Fax 202-319-4431

Web: <http://ministry.cua.edu>

E-mail: cua-campus-ministry@cua.edu

University Chaplain and Director, Rev. Robert Schlageter, O.F.M. Conv.

Associate Chaplain for Graduate Students and Student Staff,

Rev. Brad Heckathorne, O.F.M. Conv.

Assistant Chaplain for R.C.I.A. and Faith Development,

Rev. Andrew Santamauro, O.F.M., Conv.

Associate Campus Minister for Community Service, Emmjolee Mendoza Waters, B.A.

Associate Campus Minister for Liturgy and Worship, Jessica Deprizio, M.T.S.

Associate Campus Minister for Women's Issues and Social Justice, Erin Craine, M.S.W.

Associate Campus Minister for Retreats and Men's Issues, J.P. Winchester, B.A.

Administrative Assistant III, Regina Lynagh

Office Manager, Peggy Morris

Student Ministry Staff

House Staff: 202-319-5578, Liz Wolfinger (Regan), Robert Poppleton (Flather), Joanna Berry (Flather), Mark Koury (Conaty), Liz Bonner (Conaty), Joshua Baum (Spellman), Christina Williams (Spellman), Matt Shaffer (Magner).

Resident Ministers: Therese Thomas (Curley Court), Nick Berg (Millennium North), Kelly Manning (Millennium South), Claire Bordelon (Gibbons, with Caldwell/Seton), Mimi Cullari (Ryan), Mike McHugh (Engelhard), Drew Napoli (Quinn and Walton), Kate Reina (Reardon and Camalier), Jonathan Jerome (Unanue and McDonald).

Mission Statement

The mission of the Office of Campus Ministry is to assist the members of the CUA community in their growth as individuals and as a community so they may be more fully able to celebrate and live the message of the Gospel. The staff exercises its ministry in a variety of ways: convening the community for prayer and liturgy, sponsoring retreats and spiritual enrichment experiences, forming faith and life-sharing groups, undertaking social justice projects, organizing educational events, hosting social gatherings and providing spiritual direction. As we grow as a Christian community here at CUA, it becomes obvious that Campus Ministry is the work of not just a few but of all Christians at the university. Student participation in the work of Campus Ministry is encouraged and essential. Two lounges, a resource area and a prayer room are available for student use.

Franciscan Vision of Campus Ministry

St. Francis of Assisi, the beloved 13th-century saint, sought with all his heart to live the Gospel of our Lord Jesus Christ. Inspired by that singular desire which has enlivened the imaginations and ministries of men and women of every generation since, we, the friars and staff of Campus Ministry, strive to:

- Inspire young men and women to follow Christ and embrace and live the values of the Gospel within the context of the core values of The Catholic University of America.
- Encourage our students to participate as fully as possible in the liturgical and devotional life of the Church.
- Live our common life on campus as a witness to the community that we serve.
- Inculcate a special love and concern for the poor and those in need.
- Promote the culture of life in the hearts of our students, on campus and in our nation.
- Encourage a regard for nature as a gift from God to be used, developed, preserved and revered.
- Instill in our students a faithful respect for the Church's Magisterium and a desire to always promote unity and charity within the Church.
- Serve all members of the CUA community regardless of their religious beliefs or practice.
- Act as students' advocates by serving their corporal and spiritual needs through a ministry of presence.

Liturgy

Summoning the best of the traditions of our Roman Catholic Christian heritage, Campus Ministry liturgies offer an opportunity for students to gather as a community of the Church. In union with the whole Church, the weekday and Sunday liturgies are celebrations of the proclamation of the Word of God and a sharing in the Eucharistic body and blood of Jesus. Students are invited and encouraged to be an active part of the campus faith community and to participate in all of the ministries of the assembly — lector, acolyte, Eucharistic minister, pastoral musician and ministers of hospitality. A monthly memorial Mass for members of the CUA community and their family members who have died is another characteristic of the faith life on our campus. The Eucharistic celebration is extended through the twice weekly periods of adorations, one with contemporary prayer and praise music and the other with more solemn traditional music. The sacrament of reconciliation is offered weekly, on Wednesday evenings at 10 p.m. in Caldwell Chapel and in the residence halls once a semester during the Advent and Lenten seasons. Student initiatives for other periods of prayer and devotions are encouraged and supported.

Sunday Masses

- Mass at 11 a.m. and 9 p.m., St. Vincent's Chapel
- Mass at 4 p.m., Crypt Church

Weekday Liturgies

- Monday–Friday, 12:15 p.m., Caldwell Chapel
- Monday–Friday, 12:10 p.m., Law School Chapel
- Tuesday, 8 p.m., House Mass, The House Lounge

Eucharistic Adoration

- Wednesday, 9–10 p.m., Caldwell Chapel
- Thursday, 9–10 p.m., Caldwell Chapel

Confessions on Campus

- Wednesday, at 10 p.m., Caldwell Chapel
- Each semester in the university residence halls
- Any time in the Office of Campus Ministry when a priest is available

The House

The House is a student community under the sponsorship of Campus Ministry, committed to Christian life, prayer and a ministry of hospitality. Students at The House are part of the Campus Ministry staff and have an active outreach ministry in the residence halls. The House community hosts regular social activities and a Tuesday evening Mass. All are welcome at The House.

Resident Ministers

As part of the Campus Ministry student staff, resident ministers live in the upperclass residence halls and are committed to serving the spiritual needs of their upperclass peers. Their ministry includes serving as a spiritual resource in the residence halls, fostering faith-sharing groups, as well as providing other programming, often in collaboration with resident assistants, to nurture community.

Retreats

Campus Ministry offers a variety of retreats each semester aimed at meeting the spiritual needs of students at different points of their faith lives. Retreats are provided throughout the year for each academic class, together with cross-class retreats on various themes. Retreat opportunities are also provided for various groups, such as musicians and athletes. Each Campus Ministry-sponsored retreat offers a renewed opportunity for participants to encounter Christ; to explore and grow in the rich tradition of the Roman Catholic faith; and to form new, lasting and wholesome friendships. The retreats are open to everyone, including those who are searching and questioning and those who feel firmly rooted in their faith.

Faith Formation

Providing opportunities for continuing faith formation at CUA is a major priority of Campus Ministry. Sacramental preparation is available for those interested in completing the sacramental initiation process or those seeking full communion with the Roman Catholic Church through Rite of Christian Initiation of Adults, RCIA. Those considering sacramental marriage are also provided with a means for preparation. The sacrament of reconciliation is also offered on a regular basis. A variety of faith-sharing groups and vocation-discernment groups in which students meet to form community, pray, discuss the Word of God and seek its application in their lives are available in the residence halls and in the Campus Ministry offices on a weekly basis. Workshops, discussion groups and guest speakers on various topics in faith development and the virtues of Christian living are held periodically in Campus Ministry.

Schedule of Area Liturgical Services

Basilica of the National Shrine of the Immaculate Conception

Adjacent to campus is the Basilica of the National Shrine of the Immaculate Conception, the largest Catholic Church in the United States and the seventh largest religious edifice in the world. Certain university Masses, such as the Baccalaureate Mass, take place in the Upper Church.

Liturgy Schedule at the Shrine

- Monday through Saturday, Crypt Church: 7 a.m., 7:30 a.m., 8 a.m., 8:30 a.m., 12:10 p.m., 5:15 p.m.
- Sunday, Upper Church: 5:15 p.m.
- Saturday (Vigil): 9 a.m., 10:30 a.m., noon, 4:30 p.m.
- Sunday, Crypt Church: 7:30 a.m., 1:30 p.m. (Latin)
- Holy Days: Crypt or Upper Church: 5:30 p.m. (Vigil), 7 a.m., 7:30 a.m., 8 a.m., 8:30 a.m., 10 a.m., noon, 5:30 p.m.
- Confessions: Confessional Chapel in the Crypt: Sunday: 10 a.m. to noon, 2 p.m. to 4 p.m. Monday through Saturday: 7:45 to 8:15 a.m., 10 a.m. to noon, 3:30 p.m. to 6 p.m.

St. Anthony's

(The university is situated within St. Anthony's Parish. The church is at the corner of 12th and Monroe streets, N.E.)

- Monday–Friday, Chapel: 6:30 a.m., 8 a.m., noon
- Saturday, Chapel: 8 a.m., noon
- Sunday, Church: 5 p.m. Sat. (Vigil), 7 a.m., 9 a.m., 11:30 a.m.
- Holy Days of Obligation: 7:30 p.m. (Vigil), 6:30 a.m., 8 a.m., noon (school mass)

Service and Justice

Campus Ministry seeks to meet the challenge of the Gospel to serve the poor and marginalized. It offers a variety of service opportunities and is a resource for members of the CUA community who wish to volunteer their time and talents to serve those in need. Students serve the homeless, build and refurbish homes for the needy, tutor at local elementary schools, and care for abused and neglected children, among many other projects. The staff is available to help students find a volunteer opportunity that suits their gifts and interests. Campus Ministry also offers opportunities for students to reflect on the impact of their service as well as discussions on Catholic social teaching and social justice issues.

Resources for Non-Catholics.

Campus Ministry wants to serve the needs of all CUA students, some of whom belong to other denominations and religions. All students are welcome to attend retreats and other programs. In addition, the office maintains a list of area ministers and rabbis as well as services provided by other denominations. Any student with concerns or requests about his or her religion is welcomed and encouraged to come to Campus Ministry for assistance.

Cardinal Card

Office of Business Systems and Support

LL40 Leahy Hall

Phone: 202-319-6403

Web site: <http://cardinalcard.cua.edu>

The Cardinal Card is a multifunctional identification card that provides access to a variety of services at CUA without requiring students to carry multiple cards. All registered students are provided a university photo identification card, the Cardinal Card, which allows use of the library, Student Health Services and athletic facilities. Additionally, each card is individually programmed to permit security access to his/her assigned residence hall and for use of the meal plan selected by a student. Additionally, personal funds (Cardinal Cash) may be deposited on the card to simplify cash purchases on campus and at selected businesses off campus. Detailed information regarding the Cardinal Card, including on-campus and off-campus locations accepting Cardinal Cash, can be found at the Cardinal Card Web site listed above.

Dining Services

124 Pryzbyla Center

Phone: 202-319-5295

Web: <http://dining.cua.edu>

General Manager, Roland Depew, ext. 5973

Director of Catering, John Costello, ext. 6236

There is a dining plan to meet each student's needs, whether they plan to eat every meal on campus, or only a few each week. "Anytime Dining" allows students access to dining at nontraditional times by providing unlimited access to the Student Restaurant throughout the day and evening. New for the 2007–2008 academic year is the development of the "Meal Exchange Program" which enables use of the traditional Block Dining Plans in the Food Court. Also new this academic year is the establishment of special Commuter Dining Plans. All plans provide a designated amount of "Dining Dollars" that can be used at any on-campus dining venues. Special dietary needs can be accommodated when coordinated with Student Health Services and the Dining Services management team.

Thank you for your business and bon appetite!

Student Dining Plans

The university strongly believes that students beginning their collegiate studies benefit from participation in a dining plan as they adjust to life away from home. As such, all residential freshman and sophomores are required to enroll in CUA's dining plan program. For all other students the dining plans are voluntary.

Residential freshman and sophomores may choose from the Anytime Dining options. All other students may, in addition to the Anytime Dining plans, select from the more traditional 175 or 100 block dining plans or one of the new Commuter Plans.



The following dining plans are provided for the 2007–2008 academic year:

Anytime Silver

Provides unlimited access to continuous all-you-care-to-eat service in the Student Restaurant plus two guest meal passes and \$100 in Dining Dollars that can be used at any on-campus dining location. Enrollment: \$2,092.

Anytime Gold

Provides unlimited access to continuous all-you-care-to-eat service in the Student Restaurant plus four guest meal passes and \$200 in Dining Dollars that can be used at any on-campus dining location. Enrollment: \$2,192.

Anytime Platinum

Provides unlimited access to continuous all-you-care-to-eat service in the Student Restaurant plus eight guest meal passes and \$300 in Dining Dollars that can be used at any on-campus dining location. Enrollment: \$2,292.

175 Block Plan

Available to all students except residential freshmen and sophomores. Students are offered a choice of any 175 meals served in the Student Restaurant (or in the Food Court via the Meal Exchange Program) during the academic semester (average of 11 meals per week). Only one meal can be used per dining period (i.e., breakfast, lunch or dinner). Includes \$490 in Dining Dollars that can be used at any on-campus dining location. Enrollment: \$2,063.

100 Block Plan

Available to all students except residential freshmen and sophomores. Students are offered a choice of any 100 meals served in the Student Restaurant (or in the Food Court via the Meal Exchange Program) during the academic semester (average of six meals per week). Only one meal can be used per dining period (i.e., breakfast, lunch or dinner). Includes \$490 in Dining Dollars that can be used at any on-campus dining location. Enrollment: \$1,405.

Commuter 75 (New for the 2007–2008 Academic Year)

Specially designed for the commuter. Students are offered a choice of any 75 meals served in the Student Restaurant (or in the Food Court via the Meal Exchange Program) during the academic semester (average of four–five meals per week). Only one meal can be used per dining period (i.e., breakfast, lunch or dinner). Includes \$100 in Dining Dollars that can be used at any on-campus dining location. Enrollment: \$794.

Commuter 50 (New for the 2007–2008 Academic Year)

Specially designed for the commuter. Students are offered a choice of any 50 meals served in the Student Restaurant (or in the Food Court via the Meal Exchange Program) during the academic semester (average of three meals per week). Only one meal can be used per dining period (i.e., breakfast, lunch or dinner). Includes \$100 that can be used at any on-campus dining location. Enrollment: \$568.

Commuter 25 *(New for the 2007–2008 Academic Year)*

Specially designed for the commuter. Students are offered a choice of any 25 meals served in the Student Restaurant (or in the Food Court via the Meal Exchange Program) during the academic semester (average of one–two meals per week). Only one meal can be used per dining period (i.e., breakfast, lunch or dinner). Includes \$100 in Dining Dollars that can be used at any on-campus dining location. Enrollment: \$338.

Meal Exchange Program *(New for the 2007–2008 Academic Year)*

Designed for the Block and Commuter Plan student, this program provides students an option to use their plans in the Food Court in lieu of the 3rd floor Student Restaurant. Meal Exchange allows students to exchange one meal swipe (i.e., use one block allotment) to choose from a variety of food options in the Food Court. Selected Food Court stations will designate an entrée, side dish and beverage combination to be eligible for the day's exchange option. For further details and the daily options available refer to the dining services Web site at: <http://dining.cua.edu>.

Dining plans are not valid during the following academic breaks:

- Thanksgiving recess
- Period between the fall and spring semesters
- Spring break
- Easter recess

Dining Plan Rates

The following chart illustrates dining plan costs for the 2007–2008 academic year. Rates indicated are per semester:

- | | |
|-----------------------------|---------------------------|
| • Anytime Silver: \$2,092 | • 100 Block Plan: \$1,405 |
| • Anytime Gold: \$2,192 | • Commuter 75: \$756 |
| • Anytime Platinum: \$2,292 | • Commuter 50: \$650 |
| • 175 Block Plan: \$2,063 | • Commuter 25: \$531 |

Dining Locations

The Pryzbyla Center is currently home to three of the Dining Services venues.

- The **Student Restaurant** is the primary location for student dining plans. Students and guests are provided well-balanced meals served with a “from scratch cooking” emphasis on varied food stations such as the Home Zone (comfort food), Sizzlin’ Grill, Made-to-Order Deli, Soup Bar, Bene Italian, International Cuisine, Produce Market and Nature Bar, Vegetarian/Vegan and “Sweets” Desserts. Meals are all you can eat and there is a take option. Non-meal plan patrons pay an entry door rate.
- The **Food Court** offers students and guests a la carte dining options served at a variety of independent food stations, such as the ever popular Chick-fil-A and Quiznos, international cuisine favorites at Asian Fusion, sizzling beef and chicken dishes at Grill Works, Chicago-style brick oven pizza and fresh-made pasta at Bene Pizza & Pasta, fresh-made salads to order at the Salad Garden, and Grab-N-Go convenience offerings. Fresh baked goods and specialty coffee round out the options. Students and guests can use cash, credit cards, Dining Dollars, Cardinal Cash or the Meal Exchange Program (for block/commuter plan holders).

- **The Loft Convenience Store** offers students a variety of snacks, beverages and other Grab-N-Go items. The Loft also offers frozen, reheatable entrees and “back in the dorm” basics like bread, milk, OJ, peanut butter and other such staples. **A full service** Starbucks @ the Pryz graces the third floor of the Pryzbyla Center, where students can sit back and relax or use wireless laptops as they enjoy the many famous Starbucks offerings. Like the Food Court, both the The Loft and Starbucks accept Dining Dollars, Cardinal Cash, cash or credit cards.

In addition to these food service operations in the Pryzbyla Center, graduate and law students may use the dining facility at the Law School where a la carte dining is available (cash, credit card, Dining Dollars and Cardinal Cash).

Hours of Operations for the 2007–2008 Academic Year

Hours of operation are subject to change during holidays, school breaks and special events. Such changes will be listed on the Dining Services Web site and posted at all operations.

DINING SERVICES MEAL HOURS			
Facility	Monday–Friday	Saturday	Sunday
Student Restaurant	7 a.m.–midnight (Monday–Thursday) 7:30 a.m.–2 a.m. (Friday)	8:30 a.m.–2 a.m.	8:30 a.m.–midnight
Food Court	7:30 a.m.–7 p.m.	Closed (open for special events)	Closed (open for special events)
The Loft Convenience Store	9 a.m.–midnight	Noon–midnight	Noon–midnight
The Law School Café	8 a.m.–8 p.m. (Monday–Thursday) 8 a.m.–5 p.m. (Friday)	Noon–6 p.m.	Noon–6 p.m.
Leahy Coffee Kiosk	7:30 a.m.–5 p.m.	Closed	Closed
Starbucks Coffeehouse	7:30 a.m.–11 p.m.	8:30 a.m.–11 p.m.	8:30 a.m.–11 p.m.

Dining Plan Additions, Changes and Cancellations

Students wishing to add, change or cancel dining plans should complete the Dining Plan Change Request form, available in the Housing Services office and on the Housing Services Web site, and submit it to the Housing Services office prior to the designated cutoff date each semester. The deadline is the Friday of the first week of classes for each semester. For the 2007–2008 academic year, these dates are Aug. 31 (fall 2007) and Jan. 18 (spring 2008). Please keep the following in mind when submitting a Dining Plan Change Request form:

- Freshman and sophomore residential students are required to enroll in an Anytime Dining plan and may cancel their dining plans only if they officially withdraw or take a leave of absence from CUA.
- After the cutoff date, students may cancel their dining plans only if they officially withdraw or take a leave of absence from CUA.
- The effective date of the dining plan change/cancellation request is the date of the Dining Plan Change Request form is received **and approved** by the Office of Housing Services. All refunds are processed according to the university refund schedule; please refer to <http://policies.cua.edu/finance/studentacc/refund.cfm> for information regarding this schedule.
- For approved dining plan change requests, a student's account will be updated to reflect the daily-prorated difference in cost for the new dining plan.
- If a student's request for cancellation or change of their dining plan for the fall semester is approved, that cancellation or change is automatically applied to the spring semester.
- If the dining plan is cancelled separate from a housing assignment, a fee of \$50 will be assessed.

Equal Opportunity Office

291 Leahy Hall

Phone: 202-319-6594

Web: <http://eeo.cua.edu>

Director, T.B.A.

It is the mission of the Office of Equal Opportunity to develop and implement programs that support the belief that valuing and managing diversity within The Catholic University of America results in a stronger student body better able to achieve the academic goals of the university and fully prepared to meet the challenges of the 21st century.

The Office of Equal Opportunity advocates behaviors that support the values of treating people with respect and dignity, promotes the fair and equitable treatment of people, and provides a vehicle for members of the CUA community to raise and resolve questions and concerns. Student inquiries and complaints can be directed to the equal opportunity officer or to the dean of students.

Financial Aid

6 McMahon Hall

Phone: 202-319-5307 • Fax: 202-319-5573

Web: <http://financialaid.cua.edu> • E-mail: cua-finaid@cua.edu

Undergraduate students receiving any type of need-based aid from the university must reapply each year. Need-based aid includes Subsidized Stafford Loans, Federal Work-Study, Pell Grants, SEOG, Perkins Loans and the CUA Need-Based Grant. These awards and also the Federal Unsubsidized Stafford Loan require that a Free Application for Federal Student Aid, FAFSA, be on file in the Office of Financial Aid. The deadline date for filing the FAFSA is May 1. Students whose completed applications reach the financial aid office after that time will be packaged on a federal and CUA need-based funds-available basis. A student's level of need-based funding each year

is based on the data that are contained in the FAFSA. See the financial aid Web site or the financial aid guide for more comprehensive information. The office is open 9 a.m. to 5 p.m., Monday through Friday.

Additional information on policies relating to satisfactory academic progress for financial aid, scholarship requirements and the verification process is located on the financial aid Web page (<http://financialaid.cua.edu>).

Graduate financial aid refers to scholarships, assistantships, loans and work opportunities that assist graduate students in meeting their college expenses. Scholarship applicants must be accepted to both the university and their schools by Feb. 1.

Assistantships require recipients to perform a service for the university in exchange for a salary or stipend and, in many cases, tuition. There are three types of assistantships: teaching, research and administrative. There are also a limited number of assistantships that are funded by the Federal Work-Study Program. Several loans are also available to qualified students: the Subsidized Federal Stafford Loan Program, the Unsubsidized Federal Stafford Loan Program and the Graduate Excel Loan Program. To be considered for all loans, students must complete the Free Application for Federal Student Aid. Although there is no deadline for filing these applications, we suggest you file both forms as soon as possible so that you will have your award information early to assist in financial planning for the school year. A FAFSA is not required to apply for commercial educational loans.

General Information

Please note: All federal aid and CUA Need-Based Grant must be coordinated with any/all other sources of aid, such as scholarships and assistantships, third-party payments and veteran's benefits. The amount of money you receive from these sources affects your federal aid eligibility. CUA grant and scholarship assistance is limited to tuition. For further information, you may access the Office of Financial Aid Web page, send an e-mail to cua-finaid@cua.edu or call 1-888-635-7788.

Federal Return to Title IV Programs policy: If a student with federal aid completely withdraws from the university prior to the end of a semester, he or she will be subject to a Federal Title IV Refund calculation. In the case of a student withdrawal, federal aid is prorated for the number of days the student was enrolled. In many cases, a student who withdraws from CUA prior to the end of the semester will owe the university money because a portion of his or her federal aid will be returned to the federal programs. CUA grants and scholarships are prorated at the same percentage as CUA charges. More information about this federal refund policy is available on the financial aid Web site.

Financial Aid, Law

Web: <http://law.cua.edu/finaid>

E-mail: fin-aid@law.edu

FAFSA: <http://fafsa.ed.gov>

Director of Financial Aid, David Schrock, B.A.

Financial aid for law students is available in the form of student loans and merit-based scholarships.

Federal student loans of up to \$20,500 per year are available to all students who meet citizenship criteria and who are not in default on previous student loans. Most students are also eligible for the Federal PLUS loans providing adequate resources to meet the full cost of attendance, including tuition and living expenses. Alternative credit-based private loans are also available.

Eligibility for federal student loans requires the completion of the Free Application for Federal Student Aid, FAFSA. The FAFSA allows for a centralized collection of basic income and asset information on which financial need is assessed for the purpose of federal interest subsidies for the student. The FAFSA process is also used to confirm a student's citizenship status for eligibility purposes.

For first-year students, merit-based scholarships are awarded by the admissions committee based on information provided through the application process. For returning students, merit-based awards are based on class rank at the end of the year with notification of awards in mid June.

Libraries

John K. Mullen of Denver Memorial Library

Phone the Information Desk for general assistance: 202-319-5070

Web: <http://libraries.cua.edu>

Director, Michael J. McLane, M.L.S., M.S.

In support of student research, the library system of The Catholic University of America offers the following resources and services:

Library Collections

In Mullen Library, students will find general, social sciences and humanities collections; major subject concentrations in canon law, Greek and Latin, medieval studies, philosophy, patristics, social work, and theology; library science; Rare Books and Special Collections; and the Semitics/Institute of Christian Oriental Research Library. Located in other buildings on campus are the American Catholic History Research Center and University Archives and four branch libraries with collections in music, architecture, engineering, mathematics, biology, nursing and physics. The University Libraries home page has links to descriptions of the collections, reading rooms and libraries.

Library Hours

Library schedules are announced on 202-319-5077 and on the Mullen Library Hours and Campus Library Hours Web pages.

Borrowing Privileges and Related Services

Contact Access Services to register for borrowing privileges, receive assistance with items on course reserve, check out library material, request searches for books not in the stacks and recall books borrowed by other users. Materials may be borrowed at the circulation desks in Mullen Library and the campus libraries. A Cardinal Card (university ID) is required to borrow materials from the libraries.

The Washington Research Library Consortium

CUA is a member of the Washington Research Library Consortium (www.wrlc.org), a group of local academic libraries that share collections and services. Other WRLC members are American University, Gallaudet University, George Mason University, The George Washington University, Georgetown University, Marymount University and The University of the District of Columbia. Eligible CUA students may borrow materials from these libraries on site or through the Consortium Loan Service (see below).

ALADIN

Students have access to ALADIN, an electronic library supported by the university's WRLC membership. ALADIN includes article databases, electronic journals, Internet resources, image collections, and the online library catalog for CUA and the other WRLC members. myALADIN, an online library account manager, may be used to renew books, request materials from other WRLC libraries and the WRLC Center, and check the status of requests. Eligible students may access ALADIN on or off campus. Additional electronic resources, such as CD-ROM databases, are located in the libraries.

Consortium Loan Service

Through the Consortium Loan Service, undergraduate and graduate students may request books and articles owned by the other WRLC libraries that are not available at CUA. Articles are delivered electronically to the student's myALADIN account; students are notified when books are available to be picked up at the Mullen Circulation Desk. Submit CLS requests via the online library catalog.

Interlibrary Loan

Students may use interlibrary loan to obtain books and articles not owned by CUA or the WRLC libraries. Requests may be placed online from the libraries' home page. Charges may apply.

Print and Electronic Reserves

Books are placed on reserve at the Circulation Desk in Mullen Library and in the campus libraries. Electronic reserves (articles and other materials) are available through the Blackboard course management system and may be accessed on or off campus.

Wireless Network

Students may access the Internet through the wireless network in Mullen Library, using their own laptops or a laptop borrowed from Access Services.

Reference Assistance

Assistance with general reference questions and research in the social sciences and humanities is available at the main Information Desk in Mullen Library (202-319-5070). Reference assistance is also available in the specialized collections in Mullen and the campus libraries. Consult the directory of CUA Libraries Collections (<http://libraries.cua.edu/about/collecs.html>) for contact information. The library also provides an Instant Messaging Reference Service that connects directly to a reference librarian and is available more than 70 hours a week. (<http://libraries.cua.edu/about/IM.html>) Students may also request a consultation with a public services librarian for instruction in how to find and use research materials.

Instruction

Reference and Instructional Services sponsors classes in library research. The sessions cover principles of library research and techniques for using research tools such as ALADIN, the Internet and article databases. Course specific instruction may be requested by faculty. Individual students or small groups may also request a consultation for instruction (<http://libraries.cua.edu/instruct/instruct.html>).

Services for Students with Disabilities

Students with disabilities who require special assistance in the libraries will need to request a library consultation. Advance registration is required. A PC with assistive technologies and Internet access is available in Mullen Library (<http://libraries.cua.edu/about/dss.html>).

Copy Services

Copiers are located in Mullen Library and in most campus libraries.

Student Employment

Applications for part-time work in the libraries are accepted Monday through Friday, from 9 a.m. to 5 p.m., in 315 Mullen Library (202-319-5055).

Library Access and Use of Materials

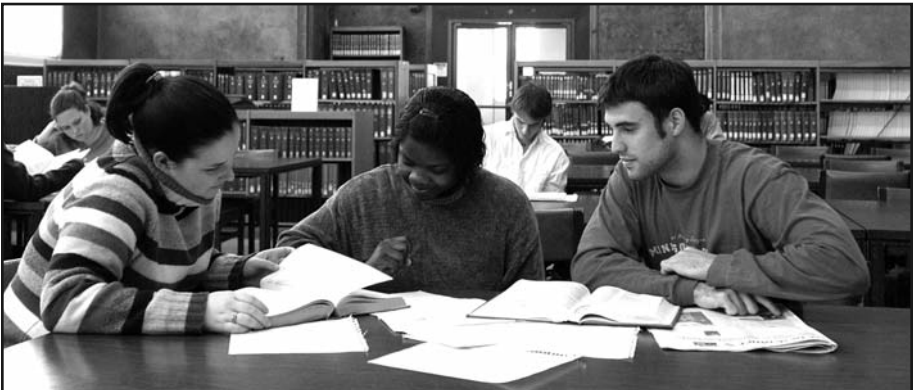
A Cardinal Card or current photo ID is required for entrance to the libraries. Bags are checked when exiting. Students are responsible for books, laptops and all other items borrowed from the libraries and are assessed fines for overdue items and replacement fees for lost or missing items, including laptops.

Suggestions

Your suggestions regarding library services are welcome. Please contact the director of libraries with your ideas and comments at 202-319-5055, or use our online form at <http://libraries.cua.edu/form/contact.cfm>.

There is also a suggestion box in the first floor lobby of Mullen Library. Suggestions and comments are answered on a regular basis, and the answers are posted. Student representatives are members of the Academic Senate Committee on Libraries and the Undergraduate Advisory Board of USG.

Complete information on the university libraries and their resources and services can be found on the library Web site: <http://libraries.cua.edu>.



Notary Public

Students may have documents notarized Monday through Friday (by appointment), by contacting any one of the following offices:

Sue Weir, Center for Planning and Information Technology
(202-319-6424, 200 Leahy Hall)

Stephanie Michael, Columbus School of Law, Faculty Services
(202-319-5140, 400 LAW)

Yvette Brown, Columbus School of Law, Law Library
(202-319-6253, 235C LAW)

Notary Public services are free to members of the university community.

Postal Services

McMahon Hall, Lower Level
Phone: 202-319-6071
Web: <http://postoffice.cua.edu>

Director, Linwood Dailey

Cardinal Station offers a wide variety of United States Postal Service products and services including stamps, money orders, certified mail, registered mail, insured mail and priority mail. Products from other vendors such as UPS and Federal Express are not available. Credit cards are not accepted. There is a Federal Express drop box with limited supplies located on the ground floor adjacent to Cardinal Station. UPS also has a drop box on campus located on the first floor of Leahy Hall and in the main lobby of Columbus School of Law.



All mail to residential students should be addressed as follows:

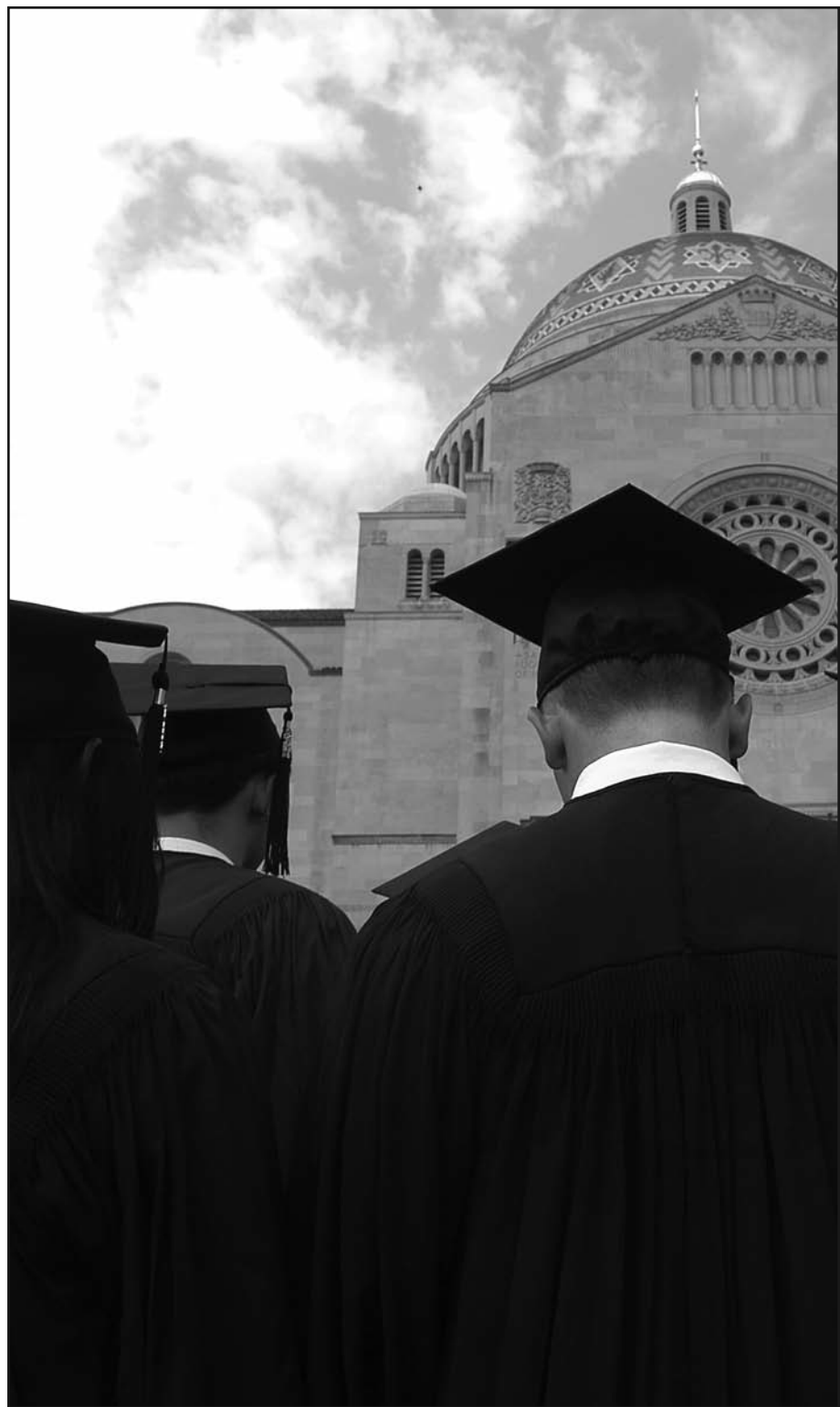
Student's full name (no nickname)
Residence Hall
The Catholic University of America
620 Michigan Ave., N.E., Box #
Washington, DC 20064

Mail is delivered Monday through Friday, from 10 a.m. to 4 p.m. Mail is not delivered on weekends, recognized university and federal holidays or vacation periods. Students receiving packages that do not fit in mailboxes or items requiring a signature (i.e., UPS, Federal Express, registered mail) will receive notification in their CUA e-mail account. In addition, a notice will be placed in their student mailboxes. It is important for students to monitor and maintain their CUA e-mail account daily. Residential mail delivery begins at 10 a.m.

Packages can be claimed at Student Package Services on the ground floor of McMahon Hall by presenting the e-mail notification and appropriate identification. Students are invited to stop by Student Package Services to inquire about expected items.

During university vacation periods in the academic year, first-class mail is not forwarded. Newspapers and magazines received during the Christmas and spring break periods will not be held at Cardinal Station for more than two working days from the resumption of classes, after which time they will be discarded. Should first-class mail placed in a student mailbox fill the box during the vacation period, further mail will not be delivered until the student empties the mailbox.

All students are required to formally update their forwarding address(es) by logging on to the Cardinal Station's Web site upon checking out of the residence halls. **It is important to update the forwarding address whether or not the information remains the same.** Cardinal Station will forward first-class mail for a period of four weeks as a courtesy; however, it is unable to forward mail for a longer period of time. Anything other than first-class mail (magazines, newspapers, etc.) will not be forwarded. Persons moving off campus for longer than four weeks should notify correspondents of their new address. Students experiencing problems regarding any mail services should contact Postal Services.



POLICIES AND PROCEDURES

The university has established a special Web site (<http://policies.cua.edu>) to enable students to access current versions of institutional policies and procedures. Updates are posted as they become available. Students are encouraged to periodically consult this resource, developed to further assist all students studying and living in the CUA community.

Highlights of some policies and procedures follow, but students should review the most up-to-date information provided at:

UNIVERSITY POLICIES

<http://policies.cua.edu>

ANNOUNCEMENTS

Graduate and Undergraduate

<http://home.cua.edu> "Catalog Announcements"

Law

<http://law.cua.edu/academic>

DEPARTMENTS

(links available from CUA home page)

www.cua.edu

STUDENT HANDBOOK

<http://studentlife.cua.edu> "Student Handbook"

Alcohol and Other Drug Abuse Policy

I. Introduction

The Catholic University of America strives to maintain an environment that promotes the health and safety of the community and the responsible choices and behaviors of its members concerning the use of alcohol. The university recognizes that the consumption of alcohol in moderation by persons of legal drinking age can be a component of the social environment at the university. Therefore, students of legal drinking age are granted the privilege of responsible alcohol use on campus. The following outlines the risks associated with alcohol and other drug abuse and the university response to student alcohol and other drug abuse.

II.

The risks associated with the use of illicit drugs and the abuse of alcohol are numerous and include physical and mental impairment, emotional and psychological deterioration, and devastating effects on family and friends. There are obvious risks

such as suffering a hangover, being charged with driving under the influence or while intoxicated and sustaining or causing personal injury. There are a number of less obvious risks associated with alcohol and other drug abuse that students might not realize, including:

- Poor academic performance
- Poor job performance
- Poor social interactions
- Unwanted and inappropriate sexual activity
- Sexually transmitted diseases, including HIV/AIDS
- Pregnancy
- Jeopardizing future career prospects, (e.g., admission to law school and employment with the federal government)

In addition, alcohol and other drug abuse puts the user at considerable health risk, which can include nausea, vomiting, cancer, liver damage, elevated blood pressure, psychotic episodes, hallucinations and, in some cases, death. In addition to the risk to the abuser of illicit drugs and alcohol are the risks to fellow classmates, the public and to unborn children.

All students, whether on or off campus, must adhere to local and federal laws concerning alcohol use and are expected to conduct themselves in a manner consistent with university expectations. The university will not tolerate the unlawful manufacture and/or illegal purchase, consumption, possession, or distribution of alcohol to or by any student.

Local and federal laws prohibit the unlawful use, manufacture, possession, control, sale and dispensation of any illegal narcotic or dangerous drug. These laws carry penalties for violations, including monetary fines and imprisonment. The unlawful manufacture, distribution, dispensation, possession or use of a controlled substance by a student on university property or as any part of a university-sponsored program on or off campus is strictly prohibited.

Any student who violates the *Code of Student Conduct* as it relates to alcohol and drug use is subject to sanctions as outlined in the *Code of Student Conduct*, which can be found at <http://policies.cua.edu/studentlife/studentconduct/conduct.cfm>. Penalties for violation of federal and local jurisdiction standards related to drugs and alcohol are available in the Public Safety Annual Report at <http://publicsafety.cua.edu>.

The university cooperates fully with law enforcement authorities. Violations of the CUA drug and alcohol policy and/or the *Code of Student Conduct* that are also violations of federal and local law may be referred to the appropriate agencies. In such situations, cases may proceed concurrently in the university judicial system and in the criminal justice system.

The Counseling Center and Student Health Services can provide confidential consultation and referral to students with problems or concerns related to alcohol and drug use. Information about substance abuse and treatment programs is also available in the Office of the Dean of Students.

This policy is effective May 15, 2007, and implements the Drug-Free Schools and Communities Act (20 U.S.C. 1145g).

~ *Approved by the Vice President for Student Life, 1990; revised May 2007*
Responsible Official: Dean of Students

Campus Bus and Escort Service

University buses are scheduled to serve the main campus during evening hours, seven days a week during the academic year. Copies of the schedule may be obtained from the Department of Public Safety and may also be viewed on the Public Safety Web page. There is no fee, but the student's Cardinal Card must be shown. The campus bus service is provided as a function of the Department of Public Safety office. The Department of Public Safety offers on-campus escort service during evening and early morning hours when buses are not operating. Information is posted on bulletin boards in residence halls and academic and administrative buildings and on the Public Safety Web page. Information may be obtained at the Department of Public Safety by calling 202-319-5111. The university is not responsible for providing off-campus bus and escort services.

~ Approved by the Vice President for Student Life, August 1994;
revised August 2004, June 2006, June 2007
Responsible Official: Director of Public Safety

Campus Smoke-free Policy

Scientific findings, as summarized by the United States Surgeon General and the Environmental Protection Agency, indicate that the simple separation of buildings into "smoking" and "nonsmoking" sections does not do enough to eliminate environmental tobacco smoke. In light of the health hazards associated with tobacco smoke for smokers and non-smokers alike, The Catholic University of America has adopted the following smoke-free policy.

All buildings, including academic, administrative, dining, residential, service and mixed use facilities and all vehicles, which are owned, operated or leased by The Catholic University of America, will be entirely smoke-free. The smoke-free policy will apply to **all** indoor air space, including all common areas and individually assigned spaces. Smoking is not permitted within 25 feet of an entrance or window of any building.

Additional building signage and exterior receptacles are installed in consultation with building administrators. Vice presidents, deans, directors and managers are responsible for enforcing this policy with staff, faculty, students and visitors. Implementation of this policy, however, will require everyone's cooperation. Violations of this policy may result in disciplinary actions or termination as permitted by law and university personnel practices.

~ Approved by the President and his Council on June 1, 1994; revised March 7, 2006
Responsible Official: Director of Human Resources

Code of Student Conduct

I. Introduction

A. **Parties**

1. The Catholic University of America ("university" or "CUA"), as an academic community committed to research, teaching, learning and service, acknowledges specific core values that characterize the university community in all of its activities. These core values include integrity, respect, excellence, scholarship, responsibility, freedom, confidence and faith. The ways in which the university community uniquely embodies these core values become

trademarks of the CUA experience and an enduring part of the life of each and all of its members.

2. A student enrolling in the university assumes an obligation to conduct her/himself in a manner compatible with the university's function as a Catholic educational institution. Each student must make choices that preserve a safe and secure environment in which all individuals are able to pursue their academic endeavors. Each student is expected to practice responsible citizenship and to respect the rights of others. Each community member is responsible for her/his own actions and the conduct of her/his guests. Failure to uphold university, district and/or federal laws and regulations are serious infractions and will likely result in disciplinary action within the university under the authority of this *Code of Student Conduct* ("Code").
3. Student organizations as an entity are responsible for conducting themselves in a manner compatible with the university's function as a Catholic educational institution. Failure to uphold university rules and regulations by organizations or by individual members with the support or encouragement of the organization or its leadership will likely result in disciplinary action against those individuals and the organization itself within the university under the authority of this Code.

B. Purpose

1. The purpose of maintaining discipline in the university setting is to protect the character of the university community by discouraging conduct inconsistent with the values of the institution. The purpose of publishing disciplinary regulations is to give students and student organizations general notice of prohibited behavior and their rights and responsibilities during the disciplinary process. The purpose of campus disciplinary proceedings is to provide a forum through which to determine whether a student is responsible for violating university regulations.
2. This Code provides a means for the exercise of student rights and responsibilities within the university judicial system. The Code seeks to preserve the individual rights of students while ensuring that the interests of the entire university community are also maintained.
3. These guidelines are intended to provide general notice of rights and responsibilities during the disciplinary process. This Code does not, nor is it intended to, afford the specificity or the due process rights of criminal or civil statutes or procedures.

C. Authority for Student Discipline

1. Ultimate authority for student discipline is vested in the president of the university ("president"), who may take immediate action at his discretion for any violation of university policies and procedures whatsoever. Disciplinary authority may be delegated to university administrators, faculty members, committees and organizations as set forth in this Code, or in other appropriate policies, rules or regulations adopted by the president.
2. Students are asked to assume positions of significant responsibility in the university disciplinary system so that they may contribute their skills and insights to the resolution of disciplinary cases. Final authority in

disciplinary matters, however, is vested in the president and in the university administration.

3. The vice president for student life or a designee (“vice president”) reserves the right to take immediate, necessary and appropriate action to protect the health, safety and well-being of an individual and/or the university community. Such action may include pursuing disciplinary action for any violation of university policy or district or federal law off university premises by a student that affects the university’s interests and/or is inconsistent with the university’s expectations for students. Administrative action, in lieu of formal disciplinary action, may be taken at the discretion of the university, in an appropriate and reasonable manner, to address student behavior.
4. The vice president, in his/her sole discretion, may evict a student from university housing, restrict a student’s access to and movement about the campus, and/or suspend a student from the university for an interim period whenever the continued presence of the student at the university is deemed to pose a serious threat to her/himself or to others or to the stability and continuance of normal university functions. The interim action shall become effective immediately upon delivery of verbal and/or written notification to the student or his/her designee. A disciplinary hearing or conference will be granted as soon as possible, under all circumstances.
5. Students may be accountable both to civil/criminal authorities and to the university for acts that constitute violations of law and this *Code*. Disciplinary action at the university will normally proceed during the pendency of criminal proceedings, and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced or that no criminal charges have been brought. Penalties shall not be increased in severity merely because civil or criminal actions may be pending.
6. The vice president or a designee may take necessary action to address the behavior of a student organization and/or its members, when members of the student organization have engaged in potential violations of this *Code* for which they received the consent or encouragement of the organization or the organization’s leaders/officers. Necessary action seeks to restore successful student organization management through education and leadership development.

II. Definitions

When used in this *Code*:

- A. “Appeals Committee” means the panel of community (students and/or faculty and/or staff) members that manage appeals for disciplinary cases adjudicated through a disciplinary hearing. A quorum of the Appeals Committee necessary to review an appeal shall consist of at least one student and two other members.
- B. “Associate dean” means the associate dean of students or designee.
- C. “Case file” means the file containing those materials pertaining to a specific disciplinary matter that would be considered an “educational record” pursuant to the Family Educational Rights and Privacy Act of 1974. The personal notes of university staff members and privileged information of other students are not included in the case file and thus are not accessible. The case file will be

retained in the Office of the Dean of Students, Judicial Affairs and Ethical Development (“JAED”).

- D. “Dean” means the dean of students or designee.
- E. “Disciplinary record” means the file containing all materials pertaining to disciplinary matters that would be considered an “educational record” pursuant to the Family Educational Rights and Privacy Act of 1974. The disciplinary record contains the entire judicial history of a student, including materials for all resolved cases and incidents referred for administrative action.
- F. “Distribution” means any form of exchange, gift, transfer or sale.
- G. “Institution” and “university” mean The Catholic University of America and all of its undergraduate, graduate and professional schools, divisions and programs.
- H. “Respondent” means any person charged with a violation of this *Code*.
- I. “Student” means any person who is taking or auditing classes at the university or who is matriculated in any university program.
- J. “Student organization” means a group of students enrolled at least part-time for the current academic year which has organized for a common purpose or activity, and have sought and gained formal registration with the Office of the University Center, Student Programs and Events (“UCSPE”).
- K. “University Hearing Board” (“Board”) means the panel of community (students and/or faculty and/or staff) members that hears cases that can result in eviction from residence, or suspension or expulsion from the university. A quorum of the board necessary to conduct a hearing shall consist of at least one student and two other members.
- L. “University premises” means buildings or grounds owned, leased, operated, controlled or supervised by the university.
- M. “University sponsored activity” means any activity on or off university premises that is directly initiated or supervised by the university.

III. Prohibited Conduct

Any student or student organization who engages in prohibited behaviors or activities may be subject to disciplinary action and to the sanctions outlined in this *Code*. The following are examples of prohibited behaviors and activities for which students may be charged judicially. Attempts to engage in any of these behaviors or activities and/or encouraging others to engage in these behaviors or activities shall also be treated as violations of this *Code*.

- A. Dangerous Conduct: Intentionally or carelessly engaging in conduct that threatens or endangers the health or safety or causes physical harm to any person, including the violator.
 - 1. Placing a person in fear of imminent physical danger or bodily harm.
 - 2. Causing bodily harm to a person, or engaging in aggressive physical contact that would likely have caused bodily harm despite the lack of any measurable harm.

B. Harassment

1. Any actions, threats, gestures, and/or words directed toward another person which have the purpose, or which tend to incite a breach of the peace, create a hostile environment, or cause emotional distress to that person because of the humiliating, degrading, intimidating, insulting, coercive, ridiculing and/or alarming nature of the conduct. It frequently, but not always, involves a pattern of conduct.
2. Any unsolicited, offensive behavior that inappropriately asserts sexuality over status as a student or an employee; unwelcome sexual advances; requests for sexual favors; and other verbal or physical conduct of a sexual nature when:
 - a. Submission to such conduct is made either explicitly or implicitly a term or condition of employment or academic admission or advancement;
 - b. Submission to or rejection of such conduct is used as the basis (or threatened to be used as the basis) for employment actions or academic decisions or evaluations; or
 - c. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive work, living or learning environment.

C. Dangerous Items: The use, possession or storage of any firearms, explosives, other weapons, fireworks or dangerous chemicals.

1. Firearms, ammunition, knives or other weapons, objects that could be construed as weapons or items that pose a potential hazard to the safety or health of others.
 - a. Firearms are defined as any gun, rifle, pistol or handgun designed to fire bullets, BBs, pellets or shots (including paint balls), regardless of the propellant used.
 - b. Other weapons are defined as any instrument of combat, or any object not designed as an instrument of combat but carried or used for the purpose of inflicting or threatening bodily injury or damaging/destroying university property or the property of others.
2. Unauthorized hazardous materials or chemicals.
3. Fireworks including, but not limited to, firecrackers, cherry bombs, smoke bombs and similar devices.

D. Interfering with Fire Safety

1. Misusing, tampering or damaging fire safety equipment including, but not limited to, fire extinguishers, smoke alarms, sprinkler systems or exit signs.
2. Unauthorized burning of any material in any university building, on university property or on areas adjacent to university property.
3. Disregarding a fire alarm signal or refusing to evacuate a building or a section of a building when a fire alarm is sounding.
4. Recklessly or intentionally activating an alarm when an emergency situation does not exist.

- E. Alcohol: The use, abuse, possession or distribution of alcohol, except as permitted by law and university policy.
1. Possession of containers that previously contained alcoholic beverages by persons under 21 years of age.
 2. Possession of common source containers, whether full or empty, of alcohol such as kegs, beer balls or boxed wine.
 3. Possession of alcoholic beverages by persons under 21 years of age.
 4. Consumption of alcoholic beverages, including:
 - a. Consumption of alcoholic beverages by persons under 21 years of age;
 - b. Consumption of alcoholic beverages by persons 21 years of age or older in any public area (except at an official university approved event or location), including public space within a residence hall.
 5. Intoxication by any person, regardless of age.
 6. Sale, distribution or provision or attempts to sell, distribute or provide alcoholic beverages to and/or by anyone under 21 years of age.
- F. Drugs: The use, possession or distribution of any controlled substances, except as permitted by law, or possession of drug paraphernalia.
1. Possession of paraphernalia including any item typically used to inhale/ingest/inject/mask illegal substances, regardless of whether the item has been used for illegal purposes.
 2. Possession of illegal drugs or controlled substances.
 3. Use of illegal drugs or controlled substances.
 4. Distribution of illegal drugs or controlled substances.
- G. Theft/Unauthorized Possession of Property
1. Theft of property or of services or possession of stolen property.
 2. Unauthorized possession of university property (including residence hall lounge furniture) or the property of others.
- H. Damage to or Misuse of Property
1. Intentionally or carelessly destroying or damaging university property or the property of others.
 2. Unauthorized entry into university facilities or property.
 3. Unauthorized use or misuse of university property or the property of others.
- I. Disorderly Conduct
1. Acting in a manner to annoy, disturb, interfere with, obstruct, or be offensive to another/others.
 2. Shouting or making excessive noise either inside or outside a building to the annoyance or disturbance of others.

3. Verbally abusing university officials (including students appointed to act as representatives of the university) acting in the performance of their duties.
 4. Behaving in a lewd or indecent manner.
- J. Non-academic Dishonesty
1. Knowingly furnishing false information to the university or member of the university community.
 2. Furnishing false information at university judicial proceedings.
 3. Possession or use of false identification cards.
 4. Forgery, misuse, unauthorized alteration or creation of documents, records or identification cards.
 5. Fraud, through act or omission, committed against a member of the campus community or others.
 6. Knowingly initiating or causing to be initiated any false report, warning or threat.
- K. Interfering With University Events
1. Interfering with any normal university or university-sponsored events, including but not limited to studying, teaching, research, sponsored social programs, and university administration, fire, police or emergency services.
 2. Any effort by conspiracy or omission to impede or hinder any disciplinary proceeding.
- L. Smoking: Smoking in a building or vehicle that is owned, operated or leased by the university or within 25 feet of an entrance or window of any university building.
- M. Violating University Rules and Regulations:
1. Any violation of other published university regulations including but not limited to rules governing residence in university-owned or controlled property, rules published in the *Student Handbook*, and those available at <http://policies.cua.edu> and other CUA Web sites.
 2. Involvement in a violation, including being present during any violation of this *Code*, in such a way as to condone, support or encourage that violation. (Note: Students who anticipate or observe a violation are expected to remove themselves from participation and are encouraged to report the violation.)
- N. Noncompliance: Failure to comply with reasonable directives of university officials, including students appointed to act as representatives of the university, acting in performance of their duties. Directives to provide identification and/or participate in a university disciplinary process are included in the scope of this provision.
- O. Sanction Violation: Violating the terms of any disciplinary sanction as imposed in accordance with judicial procedures, including the failure to complete sanctions by the imposed deadline.
- P. Gambling: Participation in any form of illegal gambling.
- Q. Violation of Law: Violation of local, state or federal laws, regulations or ordinances.

R. Sexual Offenses

1. Sexual Misconduct: Physical contact of a sexual nature that is unwanted by either party and/or that is disruptive to the university community, such as any sexual expression that is inconsistent with the teaching and moral values of the Catholic church.
 2. Sexual Assault: Forcing, threatening or coercing an individual into a sexual contact against his or her free will without his or her consent or when consent is given under duress. This includes, but is not limited to, any sexual act performed on an individual, any sexual act required to be performed by an individual, or forced or coerced intercourse. Having sexual contact with a person while knowing or having reason to know that the person is incapacitated by alcohol and/or other drugs or by other means is considered against free will.
- S. Solicitation: Unauthorized solicitation, sale or promotion of any goods or services in university owned or operated residence halls.

IV. Student Judicial System and Procedures

A. Case Referrals

1. Any person may refer a student or student organization suspected of violating this *Code* to JAED. The associate dean of students (“associate dean”) will review the reported allegation to determine the appropriate disciplinary or administrative action to be taken in accordance with this *Code*.
 - a. Referrals should normally be made within 10 working days after the discovery of the alleged violation and/or identification of the alleged violator.
 - b. If the referral involves harassment or a similar charge where there is a succession of documented violations, the referral should normally be made within 40 working days after the initial discovery of the alleged violation and within 10 working days of the latest alleged violation.
 - c. A sexual assault complaint should normally be filed within 60 calendar days after the alleged incident.

B. Student Disciplinary Proceedings

1. A student subject to formal sanctions other than eviction from residence, suspension or expulsion is entitled to a **disciplinary conference**. A disciplinary conference will normally consist of an informal meeting between the respondent and an administrator.
2. A student subject to eviction from residence, suspension or expulsion from the university is entitled to a **disciplinary hearing**.
 - a. A disciplinary hearing will normally consist of a formal meeting between the respondent and members of the University Hearing Board, selected from an overall pool of available members. In the event that the board is not in session or the requisite number of board members is unavailable, the associate dean will conduct an administrative hearing. The full range of sanctions may be imposed during the administrative hearing.

- b. A student or student organization that accepts responsibility for violations of this *Code* (prior to the disciplinary hearing) may meet with the associate dean in an administrative meeting to determine an appropriate sanction(s), in lieu of attending a disciplinary hearing. This acceptance must be in writing, affirming acceptance of responsibility for the charge(s) and acknowledging that the full range of sanctions may be imposed.

C. *Alternative Dispute Resolution*

1. In response to certain incidents and at the discretion of the associate dean, students may be invited to participate in a method of alternative dispute resolution, ADR. Formal disciplinary action may be deferred if, to the satisfaction of participating students and the associate dean, participants reach and honor an agreement making amends to each other and the university community. ADR agreements will be included in a student's disciplinary file and treated as prior violations if future infractions occur. Since it is a voluntary process, students who participate in ADR are granted no right of appeal.
2. The following procedural guidelines shall be applicable when alternative dispute resolution is suggested:
 - a. Students will receive written notification of the behavioral concern and an invitation to resolve the matter through alternative methods.
 - b. All relevant parties must agree to participate and must do so in good faith. If all parties do not agree to participate in alternative dispute resolution methods, disciplinary procedures will take place as necessary.
 - c. ADR proceedings will be closed to the public.
 - d. ADR agreements must outline the nature of the sanction to be administered if the agreement is violated.
 - e. The associate dean may proscribe additional guidelines as necessary and consistent with this *Code*.

D. *Student Organizations*

1. The officers, leaders or any identifiable spokesperson(s) for a student organization may be directed by a designee from the Office of the Dean of Students or UCSPE to take appropriate action designed to prevent or end violations of this *Code* by the organization. Any administrative action requested of the organization to remedy the situation will be coupled with resources and information to assist the organization in being a constructive part of the university community. Failure to make reasonable efforts to comply with the designee's request may be considered a violation of this *Code*.
2. If administrative action is not appropriate for a particular situation, student organizations will be charged judicially. If a student organization is found responsible for a violation of this *Code*, sanctions may include revocation of privileges or loss of registration as well as other appropriate sanctions.

3. Student organizations subject to formal sanctions other than loss of registration are entitled to a **disciplinary conference**. Student organizations subject to loss of registration are entitled to a **disciplinary hearing**. A student organization that accepts responsibility for violations of this Code (prior to the disciplinary hearing) may participate in an administrative meeting to determine an appropriate sanction(s), in lieu of attending a disciplinary hearing, pursuant to Section IV.B.2.b of this Code.

E. *Disciplinary Proceeding Guidelines*

1. The following procedural guidelines shall be applicable in all disciplinary proceedings (disciplinary hearings and disciplinary conferences). Formal rules of evidence shall not be applied, nor shall deviations from prescribed procedures necessarily invalidate a decision, unless significant prejudice to an accused student or the university results.
 - a. A respondent shall receive written notification of the specific charges and the date, time and location of the scheduled proceeding normally at least two working days prior to the proceeding. The respondent may request an extension of time to prepare for the proceeding. Requests for an extension will not be granted for a period to exceed two working days except in unusual circumstances where the respondent can demonstrate the necessity for a longer delay. All requests for extension of time should be made in writing at least 24 hours prior to the scheduled proceeding, except in cases of documented serious illness or emergency.
 - b. The respondent shall be afforded reasonable access to review the case file prior to and during the proceeding.
 - c. Disciplinary proceedings will be closed to the public.
 - d. The respondent shall have an opportunity to respond to the evidence and to call relevant and necessary witnesses. Character witnesses will not be heard. All witnesses are expected to provide information that is true and correct. Any student who knowingly provides false information during a disciplinary proceeding or who knowingly fails to appear as a witness may be charged with violation of this Code.
 - e. A respondent shall have the right to be accompanied by an adviser.
 1. The role of the adviser shall be limited to support and consultation with a respondent; the adviser may not speak on behalf of a respondent at any time during any disciplinary proceeding, nor shall the adviser question or address witnesses. Violation of this expectation will result in the adviser being removed from a disciplinary proceeding at the discretion of the judicial officer, presiding officer or associate dean.
 2. In consideration of the limited role of an adviser, and of the compelling interest of the university to expeditiously conclude the matter, a disciplinary proceeding will not, as a general rule, be delayed if an adviser is unavailable.
 - f. A respondent who fails to appear at a scheduled proceeding, upon proper notice of such a proceeding may be adjudicated in absentia,

and forfeits all rights to an appeal unless it is for lack of proper notice, as required herein. In such cases, decisions will be based solely on witness testimony and other written information presented during the proceeding.

- g. The charges against the respondent must be established by a preponderance of evidence. Preponderance of evidence means that a greater weight of evidence has been demonstrated in order to decide in favor of one side over the other, to determine whether a fact is true, and/or to establish that an event occurred. The decision that a preponderance of evidence exists must be based on the more convincing evidence and its probable truth or accuracy, not on the amount of evidence available.
- h. A student may be found in violation of prohibited conduct other than that for which he was initially charged when behaviors that were previously unknown are discovered during the course of the disciplinary proceeding.

F. Sanctions

1. The imposition of sanctions is based on the nature of the violation and the severity of any damage, injury or harm resulting from it, present demeanor of the student or status of the student organization, and the past disciplinary record of the student or student organization. In some cases, a sanction may be held in abeyance for a specific period. This means that, should the student be found in violation of this Code during the stated period, he or she may be subject to the deferred sanction in addition to the disciplinary action appropriate to the new violation.
2. Sanctions that may be imposed in accordance with this Code include:
 - a. Censure: An official written reprimand for violation of specified regulations.
 - b. Disciplinary Probation: A specified period of time in which a student is expected to demonstrate positive behavioral change and may be excluded from participation in privileged or extracurricular institutional activities. Additional restrictions or conditions for behavioral changes may be imposed. Violations of the terms of disciplinary probation, or any other violation of this Code during the period of probation, may result in eviction from residence, suspension or expulsion from the university.
 - c. Restitution: Repayment to the university or to an affected party for damages resulting from a violation of this Code.
 - d. Denial of Access to Specific Areas: Ban from certain nonacademic area(s) for a specified length of time.
 - e. Eviction from Residence: Termination of the residence hall agreement and exclusion from visiting within certain or all residential facilities, as set forth in the notice of eviction, for a specified period of time. A student who is evicted is not entitled to a refund of room fees. A student who is a freshman or sophomore and is evicted from residence is unable to fulfill residency requirements and may be suspended, upon review.

- f. **Revocation of Privileges:** Restrictions placed on activities and/or use of university services and facilities for a specified period of time.
- g. **Loss of Registration:** Removal of registered student organization status, resulting in revocation of all university privileges for a specified period of time, normally for at least the remainder of the current academic term and no longer than one full calendar year.
- h. **Suspension:** Exclusion from classes and other privileges or activities, including access to university premises or university-sponsored activities off campus, as set forth in the notice of suspension, normally for at least one semester. A student who is suspended is not entitled to any tuition or fee refund and is banned from university premises for the duration of the suspension.
- i. **Expulsion:** Termination of student status, and exclusion from university premises, privileges and activities. A student who is expelled shall not be entitled to any tuition or fee refund and is banned from university premises permanently.
- j. **Discretionary Sanctions:** Other sanctions that bear a reasonable relation to the violation for which the student or student organization has been sanctioned may be imposed instead of or in addition to those specified above. Discretionary sanctions include, but are not limited to, restitution service hours, fines, educational reflection assignments, and participation in alcohol or drug awareness programs.

G. Appeals

1. In certain circumstances the outcome of a disciplinary proceeding may be appealed. A student or student organization adjudicated in absentia forfeits all rights to an appeal process unless it is proven that it is for lack of proper notice, except in an extraordinary circumstance. In addition, students who participate in ADR are granted no right of appeal. The following guidelines shall be applicable for all appeals:
 - a. The appeal must be submitted in writing by the student or student organization to JAED within two working days of receipt of the outcome of the disciplinary proceeding.
 - b. The appeal request must state the specific reason for the appeal, based on one or more of the following:
 1. The disciplinary proceeding was not conducted in conformity with prescribed procedures, resulting in a substantial lack of a fair process;
 2. A preponderance of evidence does not exist to support the decision reached;
 3. The imposed sanction is not in accordance with university guidelines; and/or
 4. New evidence that significantly alters the findings of fact, that was previously unknown to the respondent, has been discovered and is available for the appeal.

2. The associate dean will review all incoming appeals to determine whether relevant appeal criteria and information to adequately support the appeal criteria has been stated.
 - a. If the appeal does not adequately state relevant appeal criteria, the associate dean will deny the appeal for lack of adequate grounds.
 - b. If it is determined that the appeal adequately states relevant appeal criteria, appeals originating from disciplinary/administrative hearings will be reviewed by the Appeals Committee as available.
 - c. The associate dean will make a determination regarding whether the appeal has merit for cases originating from a disciplinary conference.
3. The decision of the associate dean or Appeals Committee will be conveyed to the student or student organization in writing, normally within three working days of receipt of the appeal. The decision of the Appeals Committee in cases involving student organizations is final.
4. The imposition of sanctions may be deferred while the appeal process is pending unless, in the discretion of the associate dean, the continued presence of the student on the campus poses a serious threat to her/himself or to others, or to the stability and continuance of normal university functions.

H. Clemency

1. Students who receive a sanction of eviction, suspension or expulsion may petition the president for clemency after all other appeal options have been exhausted. This petition must be filed within two working days of the receipt of the appeal decision. The president shall have complete discretion as to whether to hear the petition or grant clemency.

I. Disciplinary Files and Records

1. The files of students found in violation of any prohibited conduct will normally be retained as a disciplinary record in the Office of the Dean of Students, Judicial Affairs and Ethical Development, under the authority of the vice president, as outlined in the university policy governing student records. University officials may use the record as a reference; however, the record will be retained for no more than five calendar years from the student's terminating date from the university.
2. Disciplinary records may be expunged by the dean of students ("dean") upon written request by the student at the time of or after his/her graduation from the university. In deciding whether to grant the request, the dean will consider such factors as the current demeanor of the student, the student's conduct subsequent to the violation, and the nature of the violation, including the severity of damage, injury or harm resulting from it.
3. All student organization records will normally be maintained by UCSPE. University officials may use the student organization's record as a historical reference; individual student records will be maintained as outlined in Section IV.I.1 of this *Code*.

J. **Rules of Conduct**

1. JAED shall have the power to enact rules for the conduct of all proceedings provided that such rules do not conflict with any provision of this Code and that notice of these rules is given to all concerned parties.

~ Approved by the Vice President for Student Life on June 16, 2003; revised June 16, 2006, May 2007
Responsible Official: Dean of Students

Collection of Student Address Information

(including Emergency Contact Information)

I. **Introduction**

It is the university's policy to collect accurate current local and home addresses and emergency contact information for all students. This policy is also for purposes of providing demographic information to campus planners.

II. **Definitions**

- A. **Local Address Information:** For purposes of this policy "local address" means the address at which the student, including students who commute, resides during the week while attending classes at the university. A post office box cannot be used for a local address. The local address must fall within the Washington-Baltimore Consolidated Metropolitan Statistical Area, as defined by the U.S. Census Bureau.
- B. **Home Address Information:** For purposes of this policy "home address" is defined as the address that reflects the permanent domicile of the student.
- C. **Emergency Contact Information:** For purposes of this policy "emergency contact information" is defined as the name(s), address(es), and phone number(s) of those persons who should be contacted in case of an emergency involving the student.

III. **Policy**

The university requires all students to report, and update as necessary, current local and home addresses and emergency contact information. The university adopts this policy for the purposes of collecting and maintaining more accurate contact information for students for emergency preparedness and demographic planning.

Failure to report, and update as necessary, accurate local and home addresses and emergency contact information will constitute a violation of this policy and may result in the encumbrance of further registration or the ability to access Cardinal Station.

IV. **Implementation**

In order to implement the collection of current address information, the following procedures are hereby adopted.

1. Solicitation of Address Information

Commencing August 2005, all students will be informed of the need to update their address and emergency contact information. This will occur through a prompt on Cardinal Station that requests the student to add the information anytime the student attempts to access Cardinal Station, whether it be to print a class schedule, add or drop a class, or register for a class. If the student does not populate the field with the requested data, or validate the existing data, then the student will not be able

to proceed further in Cardinal Station. If the requested information is not provided, the hold on access to Cardinal Station will continue in place, and will prevent registration during the first week of November for the spring semester. The same prompt will appear for any new or returning students registering in January.

2. Audit of Accuracy of Information

No later than one month before registration begins for the fall and spring semesters, the Office of the Registrar will audit the accuracy of the address data for all students living off campus. This query will reject as a valid current address any P.O. boxes or addresses beyond the Washington-Baltimore Consolidated Metropolitan Statistical Area.

3. Student and Parent Outreach

The Office of Dean of Students may conduct outreach to parents of all undergraduate students advising them of this policy, and soliciting their assistance in encouraging students to comply with the policy. Other avenues of outreach include dissemination of information about the policy in student orientation sessions; in the *Schedule of Classes*, both paper and online; on the Office of the Registrar's Web page, as well as the CUA Policy Web page; and through other means.

*~ Approved by the President and his Council on April 19, 2005
Responsible Official: Registrar*

Computer Ethics

I. A Declaration of Computing Rights, Ethics and Responsibilities

The Catholic University of America provides an extensive array of computer and information resources. Members of the CUA community have access to many computer languages, applications, software packages, library and information resource databases, and extensive Internet and networking resources. Members of the community are encouraged to explore and utilize computer and information resources, share their computer knowledge and expertise with others, facilitate others' access to computer and information resources, create and freely distribute original software and documentation designed to enable other members of the community to use the resources in all ways related to the university mission, and undertake these activities in a manner consistent with applicable university policies.

To help members of the university community enjoy the greatest possible benefits of the electronic resources available to them, the university establishes the following Declaration of Computing Rights, Ethics and Responsibilities, applicable to all students, faculty and staff. This declaration incorporates all other policies of the Center for Planning and Information Technology, CPIT.

II. Individual Rights

1. You have the right to an account, subject to proper exercise of corresponding responsibilities. The use of electronic resources has become so ubiquitous that it is difficult to imagine most members of the community fulfilling their daily roles without being able to use the system. Thus, computer accounts are available to all CUA students, and to faculty and staff as determined by the cognizant dean or supervisor.

2. You have a right to free and open legitimate access. You should be able to access all local and Internet resources consistent with the mission of the university. You should have the expectation that an adequate computer will be reasonably available for you, so that you may enjoy the benefits of accessing the network. Once again, access to the system is dependent on proper exercise of corresponding responsibilities. You should expect that any special requirements you have will be reasonably accommodated and that you will receive the education you need to freely enjoy this access on a timely basis.
3. You have a right to your own intellectual property, consistent with university intellectual property policies. The words in your e-mail message belong to you. The academic work you do for a course or for your research belongs to you. This right is not affected by the location of the materials. You have a right to expect that others will respect your intellectual property. Faculty, staff and student employees are bound by the intellectual property policies in the applicable personnel handbook.
4. You have a right to privacy. The Center for Planning and Information Technology will not read your e-mail, follow your bookmarks, etc., except in those rare cases in which it is necessary to protect the health, safety and welfare of the university community and others, as determined by senior university officials.

III. Individual Responsibilities and Ethics

The notion of rights implies the corresponding notion of respecting the rights of others. Each member of the community must behave as if his or her actions are the basis of a community-wide code of ethics. Just as you would not want to receive abusive or harassing mail, you also must not send it. There are shared standards that define abusive, harassing and other terms. We must ask ourselves: "Would a reasonable, ethical person see this message as abusive?" If so, the message should not be sent. It is also important to remember that the recipient of your messages is a real, live person, and not a computer. The following are examples of conduct prohibited by this policy:

1. Attempting to hack, crack or crash the network or the system.
2. Performing activities that inappropriately consume large amounts of CUA computing resources. Excessive uses of computer resources include sending inappropriate or frivolous messages; running massive, inefficient programs; or printing multiple copies of documents or data.
3. Accessing the accounts of others, or allowing others to use your account.
4. Failing to respect intellectual property. Downloading or making available digitized copies of copyright protected material, failing to properly attribute the author when copying materials and failing to seek copyright permission when necessary.
5. Failing to respect the privacy of others, or using the computer system to access files to which you have no legitimate right of access.
6. Viewing, sending or making available offensive explicit materials, unless such activity is appropriate for academic or work purposes. This includes materials which would tend to create a hostile environment.
7. Using university computer resources for commercial purposes.

Other actions tend to enrich the community, and we are all responsible for performing these actions. If you see someone struggling with a problem, and you know how to solve it, you should help that person. It is also your responsibility to know what resources are available and to share that knowledge, to respect the rights of others in the application of free speech and freedom of information, and to behave ethically in your own applications of free speech and freedom of information. Student use of computing resources is also subject to the *Code of Student Conduct*. Faculty and staff use of computing resources is subject to applicable handbooks.

IV. Process for Handling Complaints about Copyright Infringement by Students in the Use of the University's Computer Resources

If the university receives a complaint from a copyright owner or his/her agent that a student is unlawfully making available digitized copies of copyright protected material through use of the university's computer networks the complaint will be forwarded to the student and the student will be asked to remove the copyrighted material. The student will also be asked to read the CUA Computer Ethics Policy, complete an online tutorial on copyright law, and certify to the Center for Planning and Information Technology that these actions have been taken. Failure to honor this request and complete these steps within 72 hours will result in a temporary block being placed on Internet access to the student's personal computer. In addition, first-time offenders may be referred for disciplinary action under the *Code of Student Conduct* if the infringement is egregious, and the student's Internet access will be blocked immediately. If the university receives notification of copyright infringement with regard to a student who has already committed an infringement, the student will be referred for disciplinary action under the *Code*.

V. Process for Handling Complaints about Copyright Infringement by Employees in Use of the University's Computer Resources

Any complaints received about copyright infringement by university employees in the use of university computer resources will be referred to the Office of General Counsel who will work with the cognizant university official to respond to the complaint. Where appropriate, the complaint will be handled in accord with the notice and takedown procedures specified in the Digital Millenium Copyright Act.

VI. Process for Handling Other Complaints about Misuse of Computer Resources by Students

The complaint will be referred to the director of academic technology services, who may attempt to informally resolve the complaint with the student. If the complaint cannot be resolved informally or is determined to be egregious, the matter may be referred for disciplinary action under the *Code*.

VII. Process for Handling Other Complaints about Misuse of Computer Resources by Employees

The complaint will be referred to the director of academic technology services, who will work with the employee to informally resolve the complaint. If the complaint cannot be resolved informally, either the director of academic technology services or the complainant may refer the matter to the provost for faculty and instructional staff, or to the director of human resources for all other employees.

VIII. University Guidelines

The university is committed to offering reasonable resources to the community and strives to make these resources adequately available. The university strives to maintain a network secure enough to ensure the integrity of individual and institutional computer files. It treats stored information as confidential, examining the contents only on those occasions where it is necessary to protect the health, safety and welfare of the university community and society at large, as determined by senior university officials. The university promotes the ethical use of available computer resources and facilitates the education of members of the community in computer usage.

CUA reserves the right to suspend computing rights and remove inappropriate materials from its networks.

~ *Approved by Zia Mafaher, CIO, on June 16, 2003*

Responsible Official: Chief Information Officer and Executive Director, CPIT

Copyright Policy

I. Introduction

The federal Copyright Law (Title 17, United States Code, Section 101 and following) requires all members of the CUA community, including faculty, academic appointees, staff, students and volunteers to respect the proprietary rights of owners of copyrights and to refrain from actions that constitute an infringement of copyright or other proprietary rights.

II. Definitions

N/A

III. Policy

CUA's Copyright Guidelines (available at <http://counsel.cua.edu>) were developed to assist members of the CUA community in complying with federal copyright law and to enable them to distinguish between permitted and prohibited uses of copyrighted materials. Members of the CUA community are expected to familiarize themselves with these guidelines and to comply conscientiously with their requirements.

Faculty members, staff and other employees who willfully disregard CUA Copyright Policy place themselves individually at risk of legal action. In such cases, the university may refuse to defend the employee named in the court suit and in these suits personal liability may be incurred by the employee.

~ *Approved by Academic Senate on March 18, 1999*

Responsible Official: General Counsel

A Few Basic Questions and Answers on Copyright at CUA

CUA's Copyright Guidelines (<http://counsel.cua.edu/copyright/resources/guidelines>) which apply to all CUA students, can help students distinguish between permitted and prohibited uses of copyrighted materials.

Exactly what rights does an author have in his/her work?

Copyright law provides legal protection for authors of many kinds of original works, but there are also major exceptions to that protection. The basic rights for authors include:

- An author's copyright in a work arises at the moment the work is created and is expressed in a tangible medium (for example, writing a story, painting a picture, writing a musical composition).
- Publication is not essential for copyright protection. An author's legal rights arise even if the work is not published.
- The copyright symbol (©) is also not required for copyright protection to occur. An author's copyright exists in a work even without the symbol, although use of the symbol does grant certain advantages to an author in the event of a copyright lawsuit.
- An author may transfer copyright ownership to another party.
- The copyright owner has the exclusive right to reproduce copies of the work, prepare derivative copies of the work, distribute the work, and to publicly perform or publicly display the work.

Can't students make copies as a "fair use?"

Not necessarily. The law permits the unauthorized use of an original work when the use is thought to advance the public welfare. This "fair use doctrine" involves a balancing of four factors:

- the purpose and character of the use, including whether such use is of a commercial nature or is for nonprofit educational purposes;
- the nature of the copyrighted work;
- the amount and substantiality of the portion used in relation to the copyrighted work as a whole; and
- the effect to the use upon the potential market for or value of the copyright work

For further explanation of how to apply these balancing factors in a particular case, see Making Copies online at <http://counsel.cua.edu/copyright/resources/text.cfm>.

But what if it's in "the public domain" (whatever that is!)?

Yes, works can be copied, quoted, performed and the like without permission if they are in the public domain. The public domain is the vast repository of intellectual work (books, musical compositions, movies, poetry, census bureau data, legislative history) that belong to the public. Copyright law is the mechanism by which certain original creative works are removed from the public domain for a limited period of time, after which the works automatically enter the public domain. Works in the public domain may be utilized in research, writing, creating, and may be freely copied, performed, broadcast and quoted.

So how do I know if something's in "the public domain?"

It's tricky. In the United States, for works created after January 1, 1978, the copyright term is life of the author plus 70 years, and for corporate, anonymous or pseudonymous works, it is 95 years from the year of first publication, or 120 years from the year of creation, whichever is first. See the chart at http://www.copyright.cornell.edu/training/Hirtle_Public_Domain.htm for help in assessing if a work is currently in the public domain. Works published before 1923 are in the public domain. In addition, certain works are never subject to copyright, and are in the public domain from the time of creation. For example, almost all works of the United States government both published or unpublished, including all case law, all census bureau data, and legislative history, are in the public domain and may be used freely.

But copyright doesn't apply to the Internet, right?

Wrong! The law of copyright applies equally in cyberspace. Copying from Web pages, downloading MP3s, making unauthorized copies of computer programs, and posting documents on your own Web page can all be a violation of copyright law. If you are not the copyright owner of a particular e-mail message, Web page, or other computer work, you may not copy, distribute, modify or display it unless:

- Its copyright owner has given you **permission** to do so;
- It is in the **"public domain"**;
- Doing so would constitute **"fair use"**;
- You have an **"implied license"** to do so or
- You have a **"explicit license"** to do so.

Is a copyright violation the same as plagiarism?

No. Plagiarism is the act of "stealing or passing off as one's own the ideas or words of another without crediting the source" (*Webster's Third New International Dictionary*). When you use other's materials, you must properly cite to those materials, and make it clear which materials are being cited to, and which materials represent your own original work product. Failing to cite the source may be plagiarism even if you paraphrase.

Proper citation alone does not insure compliance with copyright laws. Use of another's intellectual property that goes beyond fair use violates copyright law even if properly cited.

Further Resources

Students seeking further guidance on copyright law are directed to the Office of General Counsel Web page at <http://counsel.cua.edu>. Many copyright resources are listed at <http://counsel.cua.edu/copyright/resources>. See What is Wrong with Ripping online at http://digitalmedia.cua.edu/events/event_dsp.cfm?event=781 if you want to know more about the legal issues associated downloading music off the Internet.

~ Approved by Academic Senate on March 18, 1999; revised May 2007
Responsible Official: General Counsel

Disability Accommodations For Students

I. Introduction

Section 504 of the Rehabilitation Act of 1973 states that: "No otherwise qualified person with a disability in the United States ... shall, solely by reason of ... disability, be denied the benefits of, be excluded from participation in, or be subjected to discrimination under any program or activity receiving federal financial assistance."

The Catholic University of America supports the integration of all qualified individuals into the programs of the university and is committed to full compliance with all laws regarding equal opportunity for all students with a disability. At CUA, students, Disability Support Services, DSS, faculty, academic deans and department chairs and the equal opportunity officer all play a joint role in ensuring equal access to campus facilities and programs.

II. Definitions

Disability means, with respect to an individual, a physical or mental impairment that substantially limits one or more of the major life activities of such individual; a record of such an impairment; or being regarded as having such an impairment.

Physical or mental impairment is (a) a physiological disorder or condition, cosmetic disfigurement, or anatomical loss including but not limited to epilepsy, paralysis, HIV infection, AIDS, or substantial hearing or vision impairment, or (b) a mental or psychological disorder, such as mental retardation, organic brain syndrome, emotional or mental illness and specific learning disabilities.

Other examples of physical or mental impairments may also include blindness and visual impairments, deafness and hearing impairments, mobility impairments and some chronic illnesses. Examples of conditions that would not be disabilities are short-term, nonchronic conditions such as a broken leg, a sprain or the flu.

Major life activity means functions such as caring for oneself, performing manual tasks, walking, seeing, hearing, speaking, breathing, working and learning.

A **qualified person with a disability** means an individual who, with reasonable modifications or “accommodations” (if necessary) to rules, policies or practices, the removal of barriers or the provision of auxiliary aids and services, meets the eligibility requirements for the receipt of services and the participation in programs or activities.

Reasonable accommodation in the student setting is a modification or adjustment to a course, program, activity or facility that allows the person with a disability to participate as fully as possible in the programs and activities offered by the university.

Fundamental Alteration to Nature of Program: A university is not required to provide any aid or service or make any modification that would result in a fundamental alteration in the nature of the program. For example, where a course requirement is essential to the program of instruction taken by the student, the university is not required to waive the requirement. In evaluating whether the requested program modifications would require substantial program alteration or would fundamentally alter academic standards or programs, the program administrator should consider the underlying academic reasons for the program components, the academic standards institutionalized in the program, how the challenged components are consistent with the program standards, and how the requested accommodations would be inconsistent with the academic goals and standards of the program.

Substantially limits means a significant restriction of the duration, manner or condition under which an individual can perform a major life activity exists when compared to the average person’s ability to perform that same major life activity. Temporary impairments that take significantly longer than normal to heal, long-term impairments, or potentially long-term impairments of indefinite duration may be disabilities if they are severe. Evaluate whether the impairment substantially limits any of the major life activities of the person in question, not whether the impairment is substantially limiting in general.

Direct threat to health or safety means a significant risk to health or safety that cannot be eliminated by modification of policies, practices or procedures, or by the provision of auxiliary aids or services. In determining whether an individual poses a direct threat to health or safety, the university must make an individualized assessment, based on reasonable judgment that relies on current medical knowledge or the best available objective evidence, to ascertain:

- the nature, duration and severity of the risk;
- the probability that the potential injury will actually occur; and
- whether reasonable modification of policies, practices or procedures will mitigate the risk.

Undue Burden: A university need not make modifications or provide auxiliary aids or services if it constitutes an undue burden. In determining whether or not an undue burden exists, the factors to be considered are the nature and cost of the action needed in the context of the overall financial resources of the university.

III. Overview

The Office of Disability Support Services, DSS, provides disability consultation, advocacy and the coordination of support services and accommodations for students with all types of disabilities. Services and accommodations are determined individually based on disability documentation.

CUA is committed to promoting the full participation of all students with disabilities in all aspects of campus life. Students with disabilities are required to meet the same academic standards as other students at the university. It is only through a student's voluntary disclosure of their disability and request for accommodations that CUA can support disability needs. Students who have a disability and wish to make a request for disability related accommodations or services must do so through DSS. Each student must submit their documentation along with an intake form to DSS in order to apply for services. Students are encouraged to register with DSS prior to arrival on campus for the upcoming semester. Once eligibility is determined, appropriate accommodations, based on the submitted documentation are put in place. Accommodations are determined on a case-by-case basis.

Disability Support Services works with various campus offices to ensure compliance with the appropriate regulations. To this end, DSS works closely with the Office of Equal Opportunity, the Office of General Counsel, the Office of the Dean of Students, Facilities Maintenance and Operations, and the various academic deans and department chairs.

IV. Confidentiality

The university recognizes that student disability records contain confidential information and are to be treated as such. Therefore, documentation of a student's disability is maintained in a confidential file in DSS and is considered part of the student's education record. Information related to a disability may be disclosed only with the permission of the student or as permitted by the university's student records policy and federal law. At the same time, however, a students' right to privacy must still be balanced against the university's need to know the information in order to provide requested and recommended services and accommodations. Therefore, in the interest of serving the needs of the student, the provision of services may involve DSS staff disclosing disability information provided by the student to appropriate university personnel participating in the accommodation process. The amount of information that may be released is determined on a case-by-case basis, and will be made in accordance with the university's policy on student records.

V. Documentation Requirements

Students requesting accommodations are required to submit documentation to verify eligibility under the ADA of 1990 and Section 504 of the Federal Rehabilitation

Act of 1973. Appropriate medical documentation of the disability must be provided so that Disability Support Services can: 1) determine the student's eligibility for accommodation; and 2) if the student is eligible, determine appropriate academic accommodations.

Disability documentation must include a written evaluation from a physician, psychologist or other qualified specialist that establishes the nature and extent of the disability and includes the basis for the diagnosis and the dates of testing. The documentation must establish the current need for an accommodation.

The type of documentation will vary according to the disability; for example, a psycho-educational or neuropsychological assessment that includes cognitive and achievement testing for learning or other cognitive disabilities and attention deficit disorder; a psychiatrist's report for psychological disabilities; a letter from a doctor or other specialist for physical and most other disabilities etc. More specific information on documentation requirements can be obtained by going to the DSS Web site at <http://disabilityservices.cua.edu>.

Documentation may need to be updated or augmented in order to be reviewed more fully. Students who submit documentation that does not meet the guidelines will be required to send an updated evaluation before being considered for services.

V. Determining Eligibility

Accommodations are determined on a case-by-case basis, taking into account the needs of the student, the course standards and essential requirements, and the educational environment. At CUA, the determination of an appropriate and reasonable accommodation is based on approved documentation and through interaction with the student. Specifically, accommodations are determined by DSS in consultation with the student and with input from the faculty and staff, as needed.

In reviewing the specific accommodation requested by the student or recommended by the physician/evaluator, Disability Support Services may find that while a recommendation is clinically supported, it is not the most appropriate accommodation given the requirements of a particular student's academic program. In addition, Disability Support Services may also propose clinically supported accommodations that would be appropriate and useful for the student, but which neither the student nor the evaluator have requested.

Disability Support Services reserves the right to determine eligibility for services based on the sufficiency of the submitted documentation

VI. Registering for Services

Students with disabilities who wish to receive accommodations or services must officially register with DSS. To register, the student must submit their documentation and a completed intake form to DSS. Once those pieces of information are received, the student will be notified as to the status of their file. Once complete, the student may contact DSS to schedule an intake appointment to officially register for services. During the intake appointment all accommodations, services and procedures will be discussed. At this meeting, the student will be informed that accommodations must be requested every semester in order to receive services and be actively registered that semester.

VII. Accommodation Requests

Each semester, the student submits the required Accommodation Request form with a copy of their schedule in order to formally request services and accommodations. Requests for services or accommodation should be made as early as possible to allow time to review requests and documentation and make proper arrangements. Accommodation arrangements may be compromised or denied if a request is not made in a timely manner. A disclosure of disability or request for an accommodation made to a faculty or staff member, other than the staff of DSS, will not be treated as a request for an accommodation.

VIII. Denial of Accommodations

The university reserves the right to deny services or accommodations in the event that documentation does not comply with its published guidelines for service eligibility or documentation is out-of-date or incomplete.

If the documentation provided by a student does not support the existence of a disability or the need for an accommodation, the student will be so advised. Students will be given the opportunity to supplement the initial documentation with further information from a physician, psychologist or other specialist.

The university is not required to provide an accommodation that requires a fundamental alteration to the nature of the program, imposes an undue financial burden based on the university's overall institutional budget or poses a threat to the health or safety of the student or others.

IX. Student Appeal

A student who disagrees with a DSS determination of eligibility or accommodation is encouraged to meet with the director of DSS to resolve the matter informally.

A student who disputes the determination by DSS regarding the existence of a disability or denial of an accommodation may file a written complaint with the university's EOO within 30 days of the date of the DSS determination. The decision of the EOO shall be final.

Students who believe that the university has discriminated against them on the basis of their disability may contact the EOO to discuss filing a formal complaint of discrimination.

~ Approved by Vice President for Student Life, 1991; revised July 10, 2006, July 9, 2007
Responsible Official: Director of Disability Support Services*

Discrimination Complaint Policy

I. Introduction

All students, faculty and staff must cooperate fully and in a timely way with the Office of Equal Opportunity as it conducts investigations into complaints of discrimination. Failure to do so may result in disciplinary action.

II. General Principles

The Catholic University of America is committed to resolving complaints of discrimination at the earliest and most informal level, conducting internal investigations in a timely and effective manner, adhering to the procedures as outlined herein in all investigations, and providing prompt corrective action if discrimination is believed to have occurred.

Supervisors, department chairs, deans and administrators are responsible for encouraging an environment that is free from discrimination. As such, the aforementioned individuals should forward reports of discrimination to the Office of Equal Opportunity when receiving such complaints, and are expected to maintain documentation sufficient to demonstrate a timely, appropriate and adequate response.

III. Pre-Complaint Resolution Strategies

Individuals are encouraged to first bring their concerns to the person allegedly responsible for the behavior or action. In many cases, self-corrective measures may be taken when those persons alleged to have committed inappropriate conduct become aware of how their actions or behaviors are being received. The matter may be concluded by mutual consent at this point. However, the university recognizes that such a strategy may be inappropriate or ill advised, especially when the conduct is severe or when the person responsible for the alleged behavior holds a position of authority. Thus, if satisfactory resolution does not occur, the individual should file a complaint of discrimination with the Office of Equal Opportunity, OEO.

IV. Purpose and Jurisdiction of the Discrimination Complaint Procedure

The process for filing complaints is restricted to complaints of discrimination as outlined in the federal anti-discrimination statutes, the state and local laws against discrimination, and the university anti-discrimination policies and regulations. This complaint process is internal to the university and applies to incidents that take place at the university and its affiliated off-site locations and/or activities, or are related to university operations. Individuals who may utilize this complaint filing process are limited to individuals applying for enrollment or employment to the university, students, regular and research faculty, visiting faculty, teaching or research assistants, research associates, employees, administrators, and users of university services.

The aggrieved party is referred to as the complainant, while the person alleged to have engaged in discriminatory conduct is referred to as the respondent.

An aggrieved party does not have to utilize the internal process. He/she has the right to proceed directly to the Equal Employment Opportunity Commission, EEOC, to file a complaint of discrimination. However, it is encouraged that students, staff, and faculty will utilize the internal complaint process provided by the Office of Equal Opportunity.

V. Responsibility for Implementation

The president delegates to the director of the office of equal opportunity overall responsibility for assuring university compliance with anti-discrimination laws and statutes, investigating internal complaints of discrimination, and maintaining an effective and impartial complaint investigation process. In addition, the president has the authority to appoint an alternate investigator at his/her discretion when circumstances require.

VI. Confidentiality

Complainants, respondents, witnesses and any other parties involved in a complaint of discrimination shall refrain from disclosing information about a complaint of discrimination to anyone who does not have a legitimate business need or right to know. Violations of this clause of confidentiality are inappropriate and unprofessional and may result in disciplinary action.

VII. Timelines

The date upon which a written complaint is received by the Office of Equal Opportunity shall be referred to as the date of complaint. The Office of Equal Opportunity will make every reasonable attempt to adhere to the time limits as set forth in these procedures. However, circumstances may necessitate that an extension of time be granted for investigations. Therefore, the director of equal opportunity may extend the time limits set forth in these procedures.

~ *Approved by the President and his Council, December 2003*
Responsible Official: Director of Equal Opportunity

Emergency Preparedness, Response and Recovery

The Catholic University of America maintains an emergency response plan designed to address the issues of preparation, response and recovery for all emergencies. During university emergencies the Department of Public Safety provides for the safety of students, staff, faculty and visitors and the security of property. Emergency Support Functions, ESFs, have been identified to accomplish the mission of handling emergencies in a manner consistent with the District Response Plan. The department manages and coordinates law enforcement activities and provides personnel, equipment and security in support of the university ESFs. Each ESF is managed by a professional level staff member. Mitigation, preparedness and training are ongoing activities.

~ *Approved by Vice President for Student Life on or before August 2004; revised September 2006*
Responsible Official: Director of Public Safety

Equal Opportunity/Affirmative Action Policy

No person will be denied employment or otherwise be discriminated against at The Catholic University of America on the basis of race, color, religion, sex, national origin, age, marital status, personal appearance, family responsibilities, physical or mental disability, matriculation, political affiliation, or status as a Vietnam Era or disabled veteran insofar as any of these classes are defined and protected by federal and District of Columbia laws and regulations. These laws include, but are not limited to, the Civil Rights Act of 1866; the Equal Pay Act of 1963; Title VI of the Civil Rights Act of 1964; Title VII of the Civil Rights Act of 1964; Executive Order 11246, as amended; Title IX of the Education Amendments of 1972; the Rehabilitation Act of 1973; the Age Discrimination in Employment Act, as amended; the Americans With Disabilities Act; the Civil Rights Act of 1991; and the D.C. Human Rights Act of 1977.

The Catholic University of America takes affirmative action to employ qualified women, minorities, disabled or Vietnam Era veterans, and handicapped individuals.

This equal opportunity policy is applicable to the following areas: employment, promotion, demotion, transfer, recruitment, advertising, or termination; rates of pay or other forms of compensation; or any other terms, benefits, or conditions of employment. Retaliation against complainants, alleged victims or witnesses is prohibited. Acts of retaliation will result in disciplinary action regardless of the outcome of the underlying complaint.

The policy has the force and effect of every other policy of The Catholic University of America and is administered and enforced accordingly.

~ Approved by the President and his Council, March 1987; revised June 1994, June 2005
Responsible Official: Equal Opportunity Officer

Expectations for Student Off-Campus Behavior and Living

I. Introduction

The university strongly encourages students to take advantage of the many aspects of life at CUA, including life in the surrounding neighborhoods and in the greater Washington, D.C., metropolitan area. At the same time, students accept certain responsibilities as members of the CUA community, including the obligation to practice responsible citizenship and to respect the rights of others on and off campus.

II. Community Standards

CUA students living off campus and/or visiting the surrounding neighborhoods have a responsibility to the local neighbors, the university and the District of Columbia to be mindful of their behavior and that of their guests and/or housemates, and its effects upon the community.

Students are encouraged to take advantage of the positive and rewarding aspects of CUA while simultaneously practicing responsible citizenship and conducting themselves in a manner that is compatible with the expectations of them as adult citizens and members of the CUA community. Loud music, large parties, being disruptive when traveling to and from campus, littering, or not maintaining an off-campus property properly might seem trivial to students. However, what might seem inconsequential is very disruptive to neighbors and other community members. It is incumbent upon students to respect the standards of the extended community.

When living in or visiting the local neighborhoods, students represent the university to people who form an impression of CUA based on the students' behavior. Understanding who the neighbors are (professionals, retirees, families with young children, and/or long-term residents of the community, e.g.) might help students recognize how their behavior(s) may be perceived and the positive (or negative) impact they can have on community members' impression of CUA students. Each year the neighbors must adjust to a new group of students living in the neighborhood with them; the negative actions of just one group of students can have a lasting impact on the community as a whole.

III. Student Responsibility and University Response

Expectations of CUA students do not change once they leave the physical boundaries of the campus. Even when off campus, students can be held accountable for their actions — the *Code of Student Conduct* applies to all students, whether they are on or off campus. Student behavior shall be consistent with the published *Code of Student Conduct*, laws and regulations, and "Expectations of a CUA Student." The university reserves the right to take appropriate action to protect the health and well-being of an individual and/or the university community, including pursuing disciplinary action for any violation of university policy or district or federal law off university premises by a student that affects the university's interests and/or is inconsistent with university's expectations of students.

In addition, when off campus, students are members of the District of Columbia community and will be held to certain standards, just like other community members. The Metropolitan Police Department has jurisdiction to respond to incidents occurring at an off-campus residence if they receive complaints from neighbors and other community members about students' behavior. The university, after learning of complaints, may take action as necessary.

~ *Approved by Vice President for Student Life, August 2000; revised July 2006, May 2007*
Responsible Official: Dean of Students

Housing Services [HS] and Residence Life [RL] Policies, Procedures and Services

In an effort to enhance the overall educational experience, the offices of Housing Services, HS, and Residence Life, RL, strive to provide well-maintained, safe and modern multi-use residential facilities that meet student developmental needs, support the formation of community and encourage the creation of seamless learning environments. A Residence Life program that guides the formation of community and personal development is active in on-campus housing. Housing Services works diligently to address and meet resident needs through caring, student-focused processes. The shared philosophy of community living embraces the values of our faith and reflects the principle that positive development occurs by engaging individuals in learning opportunities that will enable them to become active, successful, responsible and balanced members of the community.

Upon choosing to live in a residence hall, residents agree to abide by a certain set of expectations necessary for the safe operation of the buildings and crucial to the development of an environment conducive to learning. Beyond these individual behavioral expectations, residents also accept a high degree of responsibility for their community. Specifically, in addition to following the "Expectations of a CUA Student" residents should work with staff and other residents to establish the necessary norms and standards for community living; assist staff in holding others accountable to those norms and standards which students help create and accept; voice objections appropriately when others infringe upon a student's rights; and positively respond when a fellow resident politely objects to an individual's behavior.

For community living to be a positive experience for all students, it is important for individual members to respect the rights of others and to recognize that inappropriate and/or unsafe behaviors can have significant impacts. The following pages contain those specific CUA policies, procedures and services that have a direct impact on the residential communities. This information is supported by and supplemental to other rules, regulations, policies and procedures outlined in the *Student Handbook*, the *Code of Student Conduct*, and the Housing Services, Residence Life and CUA Policies and Procedures Web sites.

HOUSING SERVICES POLICIES AND PROCEDURES

Abandoned Property

Students who withdraw or take leave from the university during the academic year must remove personal belongings upon check-out of their residence hall. In addition, students who are not contracted for summer housing may not leave personal possessions in

the halls during the summer. Items left after a student vacates the halls or items improperly stored in common spaces will be deemed abandoned and may be collected and donated to charity. Students may be charged for the removal of such property.

Agreement Acceptance and Adherence

All new students living on campus must complete and sign the Residence Hall and Dining Services Application Form. Continuing students participating in the room selection process must also sign the Residence Hall and Dining Services Agreement, either using the electronic signature feature on MyHousing or the paper form available in Housing Services. A resident's signature on these forms indicates that he/she has read, understood, accepted and agreed to abide by the terms and conditions outlined in the Residence Hall and Dining Services Agreement, as spelled out in the *University Living* guide for new students, distributed during room selection on MyHousing for returning students, and available on the Housing Services Web site and in the Housing Services office.

Applying for Housing

New students receive housing information and application materials from the Office of Admissions once they have submitted their enrollment deposit. This information details the procedures to follow when applying for on-campus housing. **Housing is only guaranteed for new students who adhere to established application timelines and procedures.**

Continuing residents wishing to apply for housing for the next academic year participate in the room selection process held during the spring semester. Room selection materials detailing the selection process will be made available to all on-campus residents in December. Any student wishing to secure housing for the next academic year must submit a completed room selection application and a nonrefundable housing prepayment. In addition, students wishing to participate in room selection must be in good academic, financial and disciplinary standing with the university. Students who are not in good standing with the university may not be able to fully participate in the room selection process. **Housing is only guaranteed for continuing freshman and rising sophomore students who adhere to established application timelines and procedures regarding room selection processes.**

Off-campus students wishing to return to campus housing and students who did not participate in the room selection process may submit a Residence Hall and Dining Services Application and the nonrefundable housing prepayment at any time. Due to space constraints, HS is not able to guarantee that space will be available.

Assignments and Accommodations for Students with Disabilities

Students with physical, cognitive or psychological disabilities who are requesting accommodations are required to complete the Housing Accommodation Request Form and submit it to Housing Services. Generally, housing accommodations are based on information shared via the form, documentation provided to Disability Support Services and the availability of appropriate space.

Billing and Charges

Housing Services makes every effort to ensure that charges for room rent, dining plans, damages and miscellaneous services are assessed to student accounts in a timely manner. Omissions and errors in billing are not grounds for dismissal of charges.

In the event that charges have been inaccurately posted and/or are missing from a students’ billing record, students should promptly notify Housing Services so the discrepancy can be reviewed and corrected. Refunds of room, board and miscellaneous services will be made as published in the university refund schedule.

Cancellation of Housing

Any student wishing to request cancellation of their housing agreement must submit a Residence Hall Agreement Cancellation Request form to Housing Services. The following table illustrates the basics of the Housing Cancellation Request Policy. Please read the details that follow the table for more specific information.

Cancel Date	Cancellation Approved	Room Rent Charges	Cancel Fee
1. Before July 1	Yes	Refunded	\$500
2. July 2 — 1st day of classes	Only if not enrolled	Refunded	\$500
3. During the academic year	Varies	Prorated according to university refund schedule	Varies
4. No Show	Only if not enrolled	Refund, except for 7 days of occupancy	\$500

- Cancellation of Housing Prior to July 1:** When the request is received on or before July 1, the agreement will be cancelled and room rent charges will be removed from the student’s account. Students will be charged a \$500 housing cancellation fee.
- Cancellation of Housing July 2 — the First Day of Classes:** When the request is received on or after July 2, but prior to the first day of classes for the academic year, the following will occur:
 - If a student has a signed agreement on file and enrolls in classes for the fall semester, the student will be held responsible for fulfilling the agreement, including full payment of room charges, and a space will be reserved for the student on campus.
 - If a student has a signed agreement on file, but does not enroll in classes for the fall semester, the agreement will be cancelled, room rent charges will be removed from the student’s account and the student will be charged a \$500 housing cancellation fee.
- Cancellation of Housing during the Academic Year:** Generally, once classes have begun, requests for cancellation are only considered for the following reasons:
 - Withdrawal or leave of absence from the university after the student has officially withdrawn from the university with the appropriate written notification and approval as required by the university.

- b. Marriage, after such marriage has taken place and legal verification has been supplied to Housing Services.
- c. For reasons other than those listed, the student must be able to demonstrate that a significant, uncontrollable and unforeseen change has occurred, since the time that the agreement was signed, that now requires release from the agreement. Verifiable third party documentation that supports the request must be provided at the time the request is made.

In the above cases, if cancellation is approved, the agreement will be cancelled and the student will be charged the \$500 housing cancellation fee. Refunds of room charges will be made according to the university refund schedule. Vacating the premises and/or non-occupation of an assigned space does not release the student from contractual obligations.

When the request for cancellation is for the spring semester and is prior to the date that the residence halls open at the beginning of the spring semester, the following will occur:

- a. If a student has a signed agreement on file and enrolls in classes for the spring semester, the student will be held responsible for fulfilling the agreement, including full payment of room charges, and a space will be reserved for the student on campus.
 - b. If a student has a signed agreement on file, but does not enroll in classes for the spring semester, the agreement will be cancelled, room rent charges will be removed from the student's account and the student will be charged a \$500 housing cancellation fee.
4. **In addition, students may also request cancellation of their agreements in the following situations.** In these cases, if approved, the students will be released from their agreement without being assessed the \$500 cancellation fee.
- a. A resident will be released from the agreement at the end of the fall semester if requirements for graduation have been completed and the Residence Hall Agreement Cancellation Request form is received in Housing Services prior to Dec. 1.
 - b. A resident will be released from the agreement at the end of the fall semester if the student is working on a university-approved study abroad program and the Residence Hall Agreement Cancellation Request form is received in Housing Services prior to Dec. 1.
 - c. A resident will be released from the agreement if they are called to active military duty so long as the resident submits a Residence Hall Agreement Cancellation Request form and a copy of their military orders. In this instance only, refunds of room charges will be made on a per diem basis.
5. **Cancellation of Housing due to No Show:** In the event that a student does not arrive to check in to their on-campus assignment and has not submitted a Residence Hall Agreement Cancellation Request form by 5 p.m. on the third day of classes, the following will occur:
- a. If a student has a signed agreement on file and enrolls in classes for the fall or spring semester, the student will be held responsible for fulfilling the agreement, including full payment of room charges, and a space will be reserved for the student on campus.

- b. If a student has a signed agreement on file, but does not enroll in classes for the fall or spring semester, the agreement will be cancelled, the student will be charged the \$500 housing cancellation fee and the student will be responsible for paying room rent charges equal to one week (seven days) of occupancy.

Check In and Out Procedures

During the initial fall check-in process in August, residents should report to their assigned check-in locations where keys and other check-in materials will be available. Upon check-in, residents are required to complete a room condition report for the space in which they will be residing. Individuals who have not checked into the residence halls by 5 p.m. on the first day of class may have their housing cancelled or may be reassigned to another space unless the resident sends an advance written request for an extension of the arrival period and it is granted in writing by Housing Services.

During the academic year, residents checking into a new assignment should report to their respective residence hall office to receive check-in information and procedures specific to their situation.

Residents should contact their respective residence hall office for detailed instructions on checking out of the residence halls. Advance authorization from Housing Services is required to cancel the residence hall agreement. Additional information regarding check-in and check-out procedures is available on the Housing Services Web site.

Damage Charges and Room Condition

Students should be concerned with the safety and handling of university property — in individual rooms, shared spaces and common areas — and should do their best to see that university property is not damaged or stolen and that residential communities are maintained in a clean, safe and sanitary manner. By signing a Residence Hall and Dining Services Agreement, residents agree that all damages to university property caused by the resident or the resident's guest(s) will be repaired by the university at the expense of the resident. Residents further agree that all costs for damages occurring on the floor or building will be shared equally by all residents of that floor or building when individual(s) causing the damage cannot be precisely determined by the university.

Individual Room Damages

Each student is responsible for the condition of his/her room and for the care of university furnishings in the room. During the check-in process, each resident is given a room condition report. Using the report, each resident is required to thoroughly inspect and inventory his/her room, making note of any damage. Not completing a report indicates that no damage was present upon move-in. A student may contact the residence hall office at any point during the academic year to review his/her room condition report.

When a resident checks out of the room, a check-out appointment should be made with the resident assistant, RA. Using the report that was completed at check-in, the resident and the RA will inspect and inventory the room together for damage and missing property. Once the inspection has been conducted, the RA will forward the completed form to the area coordinator who will conduct a final inspection. If the area coordinator determines that the room has been damaged beyond normal wear

or that university property is missing, he or she will assess the appropriate charges. All residents of a room will share costs equally for damages that occur in their room, unless the damage can be specifically attributed to an individual(s) and that person accepts responsibility for the damages in writing.

Some residents may opt to not participate in a check-out appointment; residents may return their assigned keys to the appropriate residence hall office and forego the formal room inspection with an RA. If a resident chooses to forego the check-out appointment, the area coordinator will conduct the inspection process after the resident leaves. By not participating in a check-out appointment, residents waive the right to appeal any charges assessed by the area coordinator.

Shared Space Damages

Shared space is defined as any non-bedroom space shared by residents of an apartment, suite or modular housing unit. This includes, but is not limited to, kitchens, living rooms, bathrooms and hallways. Residents of apartments, suites or modular housing units are responsible for the proper use, care and maintenance of the premises and furnishings. Residents of apartments, suites and modular housing units will be expected to complete the shared space portion of their room condition report at check-in. At check-out, inspections of shared space are done at the same time and in the same manner as room inspections and the same processes and rules apply.

Common Area Damages

A common area is defined as any space and/or area outside a student room. This includes, but is not limited to stairwells, hallways, restrooms, lounges, elevators, entranceways, recreation areas and study rooms. Community members share responsibility for ensuring that common areas are properly utilized. Students are expected to take responsibility for their actions and appropriately confront others when they have caused damage in a common area.

When damage occurs in a common area, the date, location and nature of the damage will be posted in the lobby of the building, along with the cost for repair and to whom that charge will be assessed. The area coordinator will work with the students and the staff in the community to determine, if possible, who is responsible for the damage. Students will be given the opportunity to provide information regarding the responsible parties in a timely manner prior to final billing. As members of the community, each resident is obligated to report to the residence life staff any destruction he/she witnesses or in which he/she is involved. All costs for damages occurring on the floor or building will be shared equally by all residents of that floor or building when individual(s) causing the damage cannot be precisely determined by the university.

Furniture

Each room is issued specific furniture items, including a bed, dresser, desk and desk chair; apartments may have additional furniture for use in the shared space, as appropriate. University-issued furniture that is assigned to a resident's room must remain in the room, regardless of the other furniture a resident may add to the room. In addition, common area furniture may not be moved to or kept in individual student rooms, so that all residents may utilize the common areas.

Billing and Notification

For damages that are discovered during the academic year, the cost to repair them will be posted to the account(s) of the individual(s) responsible. Each individual resident will then receive notification of the charge to his/her account via his/her CUA e-mail account. Throughout the year, an itemized list of all common area damages will be maintained in each residence hall office.

For damages that occur as the result of the residence hall closings at the end of the fall and spring semesters, charges will be posted to the account(s) of the individual(s) held responsible no later than June 1. Common area damages will also be posted on the Housing Services Web site. Each resident will receive notification of the charges assigned to him/her as a result of damage to his specific room; this notification will be sent to his/her account via his/her CUA e-mail account and a formal letter sent to his/her permanent address.

Appeals

A student who believes that he/she was billed incorrectly for damages may submit a formal written appeal of the charges to the area coordinator. All appeals must be in writing. Note: Common area damages may not be appealed.

The deadline to submit an appeal is 10 business days from the date that the billing notification was sent. Appeals submitted via postal services must be postmarked by the deadline. Appeals postmarked after the deadline may be returned unanswered. All appeals should include the student's full name and university ID number, the address to which the appeal response should be sent, the specific charge(s) and the specific reason(s) why the charge(s) is (are) being appealed. Residence Life staff members will notify the student of the decision regarding his/her appeal normally within 10 business days of receipt of the appeal.

Additional information regarding cleanliness and damages may be found in the Residence Life Policies and Procedures section in this handbook.

Dates of Occupancy

Residents are permitted to move into the residence halls on specific dates at the beginning of the academic year. Residents who have been granted permission to arrive on an earlier date because of participation in an activity that requires early arrival may be temporarily placed in another location prior to moving into his/her fall housing assignment. Residents who attempt to check into a residence hall outside of regularly scheduled arrival date(s) without prior permission will not be given access to their rooms.

Normal occupancy dates and times for undergraduate students for the 2007–2008 academic year are as follows:

Fall 2007

- New residents arrive on Aug. 23.
- Continuing residents arrive on Aug. 25 and 26.
- All residents depart by noon on Dec. 16.

Spring 2008

- New residents may arrive beginning at noon on Jan. 12.
- Continuing residents may return on Jan. 13.
- All nongraduating residents depart by noon on May 11.
- All graduating residents depart by noon on May 18.

Please Note: Residents are expected to vacate the halls within 24 hours of their last class or exam for both the fall and spring semesters. Students interested in contracting for housing outside of the academic year must complete a separate application for housing. Additional fees will be assessed in accordance with published summer rates.

Dining Plan Additions, Changes and Cancellations

Housing Services administers the assignments and billing of student dining plans. Students wishing to add, change or cancel dining plans should complete the Dining Plan Change Request form, available in the Housing Services office and on the Housing Services Web site, and submit it to the Housing Services office prior to the designated cutoff date each semester. The deadline is the Friday of the first week of classes for each semester. For the 2007–2008 academic year, these dates are Aug. 31 (fall 2007) and Jan. 18 (spring 2008). Additional information regarding Dining Services, including available dining plans, specific locations, hours of operation, menus and general information, is available at <http://dining.cua.edu>. Please keep the following in mind when submitting a Dining Plan Change Request form:

- Freshman and sophomore residents are required to enroll in a dining plan and may cancel their dining plans only if they officially withdraw or take a leave of absence from CUA.
- After the cutoff date, students may cancel their dining plans only if they officially withdraw or take a leave of absence from CUA.
- The effective date of the dining plan change/cancellation request is the date of the Dining Plan Change Request form is received **and approved** by the Housing Services office. All refunds are processed according to the university refund schedule; please refer to <http://policies.cua.edu/finance/studentacc/refund.cfm> for information regarding this schedule.
- For approved dining plan change requests, a student's account will be updated to reflect the daily-prorated difference in cost for the new dining plan.
- If a student's request for cancellation or change of their dining plan for the fall semester is approved, that cancellation or change is automatically applied to the spring semester.
- If the dining plan is cancelled separate from a housing assignment, a fee of \$50 will be assessed.

Early Arrival and Late Departure

On occasion, designated university groups are permitted to occupy the residence halls outside the contract period due to their respective obligations to the university. Advisers to these groups should submit a written request to Housing Services specifying desired dates of occupancy, and the names and identification numbers for the residents in their respective group. Services including, but not limited to, regular custodial services, residence hall offices, residential networking, mail delivery, and voice mail may not be fully available during this time. Individuals who are permitted to use alternate arrival and departure dates should also be aware that work being done to the facilities may create temporary inconveniences.

Residents permitted to be on campus during times outside of the contract period may not allow others who have not been previously authorized, including guests and roommate(s), to occupy residence hall space. Unapproved individuals will be asked to leave the building and may be billed for dates in residence. All rules and regulations are applicable during times outside of the contract period.

Health and Safety Inspections

In order to maintain residential facilities that are free from health, safety and fire hazards, health and safety inspections of individual student rooms will be conducted by Residence Life and university staff members at specific times throughout the year. Whenever possible, advance notification of these inspections will be shared with residents via postings in each residential community. Residents will receive written documentation of the inspection results including notification of any concerns and recommendations for remediation. Residents are expected to resolve any concerns that result from a health and safety inspection in the timeframe allotted. Follow-up by Residence Life and university staff members will be conducted to ensure issues have been resolved appropriately.

Additional information regarding room entry may be found in the *Residence Life Policies and Procedures* section in this handbook.

Housing Requirement for Freshman and Sophomore Students

The Catholic University of America requires all first- and second-year undergraduate students to live in campus housing. Exemptions to the residency requirement may be made for students who are 21 years of age or older, married, reside with a parent or legal guardian within 20 miles of campus or have demonstrable financial or other hardship. Students seeking an exemption to the residency requirement should submit a written request to HS documenting one of the above listed exemptions. If a student has already contracted for housing, he/she must also submit a Residence Hall Agreement Cancellation Request form. Students wishing to be granted an exemption of the residency requirement should submit their request no later than Aug. 1 for the fall semester and Dec. 10 for the spring semester. Freshman and sophomore students not granted prior approval will be charged for housing.

~ Approved by the Vice President for Student Life on or before August 1996
Responsible Official: Dean of Students

Housing for Junior and Senior Students

The university requires all freshman and sophomore undergraduate students to live in campus housing. As is the case on most residential campuses, on-campus housing for junior and senior students is not automatically guaranteed. During the spring semester, a lottery is conducted where interested junior and senior students may select housing from available rooms for the next academic year. The Office of Housing Services also offers guidance to upperclassmen seeking off-campus residence.

~ Approved by the Vice President for Student Life, June 2007
Responsible Official: Dean of Students

Liability

Residents are strongly encouraged to have insurance to cover personal belongings. The university does not insure the personal property of any resident on or off campus. The university has no responsibility for any theft, damage, destruction, loss, etc., of any personal property, including but not limited to, money, valuables or equipment belonging to or in the custody of the resident, whether caused by intentional or negligent act, failure to act, natural causes, fire or other casualty. The university is not liable for the failure or interruption of utilities or for conditions resulting from failure or interruption of the same.

Keys and Building Access

Residents are issued a key that permits access to their assigned room. In specific buildings separate keys are issued for access to an apartment, suite, modular housing unit or building in addition to the key for the individual bedroom. Keys are given for a resident's personal use and are not transferable. Residents are advised to always lock their doors when exiting their room.

Residents who lose or temporarily misplace their keys should immediately report the loss to their residence hall office. A resident may borrow a loaner key from the residence hall office for up to 72 hours. If the originally issued key(s) is not located by this time the key(s) will be considered permanently lost and a lock change will be authorized. Each resident is allowed one free lockout and loaner key usage per academic year. The resident will be charged a fee of \$10 for the second lockout; the fee for each additional lockout will be increased in increments of \$5. Charges for lock changes and key replacement will be billed to the student's account.

The university maintains a computerized door entry system for most residence halls. To access their assigned residence hall, residents should swipe their Cardinal Card through the scanner located at the building's entrance. For the safety and security of all residents, students should not hold or prop any door open to allow nonresidents to enter.

Maintenance and Custodial Requests

The Office of Facilities Maintenance and Operations, FMO, provides custodial and maintenance services within the residential facilities. Cleaning of public areas including trash removal from designated areas occurs on a regular schedule. Residents are responsible for cleaning their own rooms, kitchens (if applicable), living rooms (if applicable) and bathrooms (if applicable) and disposing of their trash in designated areas.

Requests for routine services can be submitted to FMO using the work order requests form available online (<http://qbic.cua.edu>). When entering requests, it is important to provide detailed information so the maintenance technician is fully prepared to respond to the problem. All questions and/or concerns regarding service requests should be directed to the service center at extension 5121 or cua-fmo@cua.edu.

After-hours emergencies involving heating, lighting, plumbing, electricity or other vital services that could impact the safety and security of the community or the structure of the facility should be immediately reported to an RA or the RA on duty. Residents are also encouraged to immediately phone in all emergency requests to the Facilities Service Center at extension 5121 or the Department of Public Safety at extension 5111 after normal working hours (Monday through Friday from 7 a.m. to 5 p.m.).

For ongoing concerns, repeated maintenance requests and any other difficulties in having issues addressed residents should contact their area coordinator or residence hall office staff. If a resident does not report a facility concern in their room when it occurs, the resident may be billed at check-out for any damaged or broken items that resulted from the facility concern.

Room Changes

Housing Services recognizes there may be times when a resident's living situation becomes challenging and a room change may be appropriate. For administrative reasons, there is a period at the beginning of each semester during which room

changes will normally not be considered in order to verify occupancy and identify vacancies. Specific dates when room changes may begin are available on the Housing Services Web site. Room changes are not guaranteed and are generally based on availability of space and on a first-come, first-served policy. Timing within the academic calendar, availability of vacancies, identification of appropriate space and other factors will be considered when evaluating room change requests. Therefore, room change requests will be reviewed and approved when it is reasonable to do so.

To begin the room change process, a resident should meet with his/her area coordinator. The resident can schedule this meeting by contacting his/her current residence hall office.

An administrative move may be made in a situation where students are unwilling and/or unable to come to successful resolution of a dispute or as the result of disciplinary action. All administrative moves will be made at the discretion of professional staff based on cause and availability of space.

Residents who make unauthorized room or hall changes may be required to return to their assigned space.

Once a room change is approved, the student will be given information that details the actual process of changing rooms. In general, students are expected to complete room changes within 72 hours of receiving approval of the room change.

Additional information regarding room changes may be found in the *Residence Life Policies and Procedures* section in this handbook.

Scheduled Student Recess Periods

The residence halls remain open for Thanksgiving, Easter and spring break vacations. Dining plans are not in effect during these times, so students need to arrange for meals on their own. Halls are closed during the Christmas break period and students are required to vacate their rooms. During the fall semester graduate and law students assigned to Caldwell and Seton Halls will be asked if they wish to reside on campus during the Christmas break. These students will be assessed additional charges during this period. Specific hall closing information will be published and distributed prior to each closing period and will be listed on the Housing Services Web site. Please note that residents are expected to vacate halls within 24 hours of the last final exam in both fall and spring semesters.

Snow Removal

In the event that snow removal is necessary, FMO will normally focus removal efforts to allow access to the dining halls from the residence halls. Students who are experiencing mobility difficulty due to the snow should contact the Facilities Service Center at extension 5121 or cua-fmo@cua.edu.

Curly Court Residents: Please be advised that while FMO will maintain the walkways to and from Curley Court, each resident is responsible for the removal of snow from his/her porch. Snow removal supplies will be provided prior to the beginning of the winter season.

Storage

Storage space for personal possessions is not available in the residence halls. Personal belongings (including sporting equipment and bikes) should not be stored in common spaces such as lounges or hallways. Additionally, storage is not available on campus

for excess residence hall furniture. Bed frames, desks, chairs, dressers, wardrobes, mattresses and other items may not be removed from rooms, apartments or suites. Residents will be charged the full replacement cost of furniture not in his/her room upon check-out. Information regarding storage facilities and companies that work with the university community may be obtained on the Housing Services Web site (<http://housing.cua.edu>).

Temporary Housing

There are times when the number of students who require on-campus housing exceeds the available housing space. When this occurs, students are assigned to temporary accommodations within the residence halls. It is the goal of Housing Services to reassign residents from temporary housing as quickly as possible; this practice helps residents become settled in a permanent location and returns temporary accommodations to the community for use. Those students assigned to temporary accommodations will be notified prior to their arrival at CUA for check-in and will be provided with information regarding the relocation process.

Vacancies and Consolidation of Space

Each semester a number of students find themselves without a roommate for a variety of reasons. Students living in multiple occupancy rooms (doubles, triples, suites, quads, modular housing units and apartments) where vacancies exist should expect a new roommate at any time during the year. Students living in multiple occupancy rooms where vacancies exist are required to ensure that the space is clean and continually available for a new roommate.

At times, students may be given the option to buy out the vacant space for an additional fee. Generally, this option is not available during the fall semester. Those students electing not to buy out vacancies must be prepared to receive a new roommate at any time or be consolidated into an existing vacancy on campus.

Housing Services reserves the right to implement consolidation to allow for full utilization of residential facilities. This requires that a student living in a double, triple or quad occupancy room move to another room, accept a roommate assigned by Housing Services or find another roommate to move into the vacant space. Should consolidation be implemented, affected students will receive notification explaining options and deadlines.

RESIDENCE LIFE POLICIES AND PROCEDURES

Cleanliness and Damages

Students should be concerned with the safety and handling of university property — in individual rooms, shared spaces and common areas — and should do their best to see that university property is not damaged or stolen and that residential communities are maintained in a clean, safe and sanitary manner. Such respect for the residential environment is crucial to developing a residential community of which all members can be proud.

Residents are expected to keep their assigned space reasonably neat and clean at all times and to correct issues pointed out by a university representative. In addition, it is expected that students will help maintain clean and sanitary conditions by cleaning up common areas after using them, including disposing of trash, food and other garbage appropriately. Community members share responsibility for ensuring that common areas

are properly utilized. Students are expected to take responsibility for their actions and appropriately confront others when they have caused damage in a common area.

Additional information regarding damage charges and room condition, health and safety, and inspections may be found in the *Housing Services Policies and Procedures* section in this handbook.

Furniture and Storage

Each student room is issued specific furniture items which must remain in the room, regardless of the other furniture a resident may add to the room. Furniture in common areas is placed specifically so that all residents may enjoy use of the common area. Common area furniture should not be moved into or kept in individual student rooms as other community members would then be denied the opportunity to use the common areas appropriately. Additional information regarding furniture and storage may be found in the *Housing Services Policies and Procedures* section of this handbook.

All hallways must remain clear of all belongings and furniture. Personal items, including bikes, sports equipment and other items may not be stored in hallways, stairwells or common areas. The storage of furniture and other items in hallways, common areas and/or stairwells creates a safety hazard and may be considered a nuisance to other students.

Identification

Each student is issued a “Cardinal Card” which is a multifunctional identification card that provides access to a variety of services at CUA. Students are required to carry their Cardinal Cards with them at all times and, upon request, present it to university officials. Students should report a lost card to the Department of Public Safety immediately. Detailed information regarding the card can be found at <http://cardinalcard.cua.edu>.

Lounge Space

Each residence hall is equipped with lounge space that is furnished with chairs and tables for relaxation or study. At least one lounge in each building is equipped with a television set and some are outfitted with billiards or ping-pong tables that residents may use by checking out equipment from the residence hall office. Additional lounges may be designated as quiet areas for study purposes. Common area and lounge furniture may not be moved to individual student rooms.

Individuals or groups who would like to reserve a lounge space within the residence halls for a private function should contact the area coordinator responsible for that neighborhood. Requests for reservations must be received 48 hours in advance of the event. Priority will be given to residents of the hall in which the lounge is located. At least one member of the group must be a resident of the building where the lounge is located.

Prohibited Items and Activities

The university strives to maintain communities in and around the residence halls that are safe and welcoming. A number of items and activities are prohibited because they may have a detrimental effect on the residential communities and may be considered safety or fire hazards in a community living environment. In addition to expectations outlined in other university policies and procedures, the following items and/or activities are prohibited in the residence halls.

Room Maintenance

Students are expected to maintain their living space in a manner that does not cause damage to the building or that would require extensive maintenance, repair and/or housekeeping to restore the building to a standard that is appropriate for future residents. In addition, certain activities are prohibited because they may be harmful to students or could cause damage to the building if used inappropriately. The prohibited items and activities in this category include but are not limited to:

- adhesives (other than 3M Command products)
- bed loft, bed risers, cinder blocks
- painting of student rooms
- removing screens from windows
- hanging or placing items on the ceiling
- waterbeds
- pets, except fish (in 10-gallon tank or smaller) and personal service animals registered with Disability Support Services

Fire Hazards

Certain kitchen appliances and tools are prohibited from residence hall rooms that do not have kitchens because the items pose a serious fire hazard and threat to the safety of students who live in the building. A room that is not equipped with a kitchen should not be used as a kitchen facility; small kitchen appliances and tools may be stored in a residence hall room for appropriate use in a common area kitchen. In addition, open flames or other items with exposed heating elements are not permitted in any residence hall room because of the potential fire hazard and threat to the safety of residents. The prohibited items in this category include but are not limited to:

- candles, including decorative
- coffee pots and espresso machines
- crockpot, electric frying pans, woks
- grills*
- halogen lamps
- heating and immersion coils
- hot plates
- oil popcorn poppers
- space heaters
- toaster and/or toaster ovens

** Outdoor grills, charcoal and lighter fluid may not be stored in residence halls or Curley Court units. Outdoor grills may only be used 50 feet from a building. Charcoal must be cooled and appropriately disposed of in trash receptacles (not in the landscaping).*

Utility Concerns

Certain items demand more energy, place a strain on available utilities and may cause additional damage or harm to a building and therefore cannot be used in a residence hall. In addition, students may not use devices that modify the utilities available to all students and provided by the university. The prohibited items in this category include but are not limited to:

- air conditioners
- cable splitters, splicers, or other devices used to re-route cable outside of the room in which the cable connection is located
- extension cords, except UL-approved surge protectors

- satellite dishes
- refrigerators, other than room size/personal refrigerators*
- microwaves more than 600 watts*

* One refrigerator and one microwave per room are permitted.

Prohibited Activities

Certain activities are not permissible in the residential community because of the damage they could cause to the building, the threat to health and safety that they present to individuals, or the danger inherent in the activities. These behaviors include but are not limited to:

- playing sports in the halls
- propping any doors to or fire doors within the residence halls
- rappelling, climbing and/or scaling exterior walls of any residence halls
- smoking tobacco products within 25 feet of any building entrance or window
- throwing or hanging items from windows

Quiet Hours

In order to create an environment where a student's right to sleep and study is given priority, general courtesy should be exercised at all times so noise does not interfere with the rights of others. Quiet hours are in effect between 9 p.m. and 9 a.m. on the night preceding class days and between the hours of midnight and 9 a.m. on other nights.

During periods designated as quiet hours, noise should not be heard outside a resident's room in any direction (through doors, ceiling, walls, windows or floor). In the common areas of buildings, there should be no activity that would create a general disturbance.

During the final exam period of each semester (beginning the night of the last day of class and lasting until the end of exams), a 24-hour quiet hour policy will be in effect in all halls.

~ *Approved by the Vice President for Student Life, August 2004; revised June 2006, June 2007*
 Responsible Official: Dean of Students

Room Changes

Residence Life is committed to providing a supportive and educational environment for all residents in the residence halls. There may be times when a resident's living situation becomes challenging due to issues with the resident's roommates or the community. Residence Life encourages students to resolve differences and to grow through the roommate experience. Students may be asked to work with university staff to resolve roommate disputes before a room change is permitted. In addition, it is Residence Life's philosophy that continual room changes are a disruption to the formation of strong and healthy communities. Therefore, room change requests will be reviewed and approved when it is reasonable to do so.

An administrative move may be made in a situation where students are unwilling and/or unable to come to successful resolution of a dispute or as the result of disciplinary action. All administrative moves will be made at the discretion of professional staff based on cause and availability of space.

Additional information regarding room changes may be found in the *Housing Services Policies and Procedures* section in this handbook.

Room Entry

A student's room is considered private, and representatives of the university will enter only after knocking on the door to:

- address maintenance needs or complete projects;
- assist in any emergency;
- re-establish order;
- recover any university property;
- prevent destruction of university property;
- perform health and safety inspections; or
- investigate alleged violations of federal, District of Columbia or university policies, rules or regulations. Residence Life staff have the authority to conduct searches of rooms without the permission of residents assigned to said room.

When rooms are entered for the above reasons, the resident's right to privacy will be strictly maintained. Campus officials may inspect rooms as needed throughout the year to identify and address problems and concerns in the residence halls. In most areas of campus, health and safety inspections occur at least once each semester.

Additional information regarding health and safety inspections may be found in the *Housing Services Policies and Procedures* section of this handbook.

Visitation

Visitation in the residence halls defines visitors and visitation hours for the university residence halls, outlines expectations for appropriate behaviors of residence hall visitors and states the responsibilities of each student host.

Visitor

Any individual who visits a residence hall during visitation hours, including any CUA on-campus resident who is not assigned to the room or building in which he/she is present or wishes to enter; any CUA student who resides off campus; and any individual who is not affiliated with the university.

Visitation Hours

Sunday through Thursday: 9 a.m.–midnight

Friday through Saturday: 9 a.m.–2 a.m.

Visitors must be hosted by a current resident of the residence hall. Visitors must be escorted from the host's residence hall, including common areas, when visitation hours end and may not arrive before visitation hours begin at 9 a.m. Students who reside in the same residence hall may visit with one another in common areas of the building after visitation hours. The activity after visitation hours should not disturb other residents of the building.

On occasion, a CUA student may host an overnight visitor who is not affiliated with the university. A CUA student may not be an overnight visitor in a room in which he/she does not live, at any point in time. Overnight visitors must be at least 18 years of age, must be of the same gender as his/her host, and are normally not permitted to stay on campus for more than two consecutive nights. Any visitor under 18 should have their parents/guardians sign a waiver prior to the visitor staying overnight on campus. Overnight visits should be limited and infrequent. Overnight visitors are required to register with the residence hall staff in the building where he/she is staying. The

overnight visitor will be issued a pass which must be carried along with a picture ID for the duration of his/her stay. An overnight visitor of the opposite gender as the host may stay overnight with a student of the same gender, as arranged for by the host. The room where the visitor will be staying overnight and the responsible person in that room must be noted with the residence hall staff when the overnight visitor receives his/her guest pass.

Visitors are expected to abide by all university policies at all times. The university reserves the right to remove a visitor from the residence halls at any time if the visitor's behavior is considered contrary to the goals and objectives of the university, as judged by a residence life staff member or by the Department of Public Safety. Hosts should escort visitors at all times. A host can be held responsible for the activities that occur in his room and/or the behaviors of his visitor, regardless of whether or not he was a willing participant or knowledgeable about what was occurring. Visitors are only permitted to use community restrooms designated for their gender.

Sexual expression inconsistent with the teachings and moral values of the Catholic Church is not permissible in the residence halls. Specifically, "human sexuality ... is to be genitally expressed only in a monogamous heterosexual relationship of lasting fidelity in marriage." Co-habitation, an overnight visit with a sexual partner, is prohibited, as this type of behavior is incompatible with the mission of the university as well as with the rights of roommates.

A resident's privilege to host a visitor may not interfere with the roommates or the community's right to privacy, sleep and quiet study space. Roommates are expected to discuss and approve any overnight visitors, prior to the visitor's arrival to campus. The right of a student to live in reasonable privacy takes precedence over the privilege of his or her roommate to host a visitor in the room. A roommate should not be compelled to leave the room in order to accommodate a visitor, nor should he/she be placed in situations that might cause embarrassment or inconvenience.

*~ Approved by the Vice President for Student Life, August 2004; revised May 2007
Responsible Official: Dean of Students*

SERVICES AND AMENITIES IN RESIDENTIAL FACILITIES

Cable Television

The cable television system includes a selection of standard broadcast and cable stations. Basic services are covered in room costs. Residents who experience problems with their cable service should report the problem immediately to ResNet using the work order requests form available online (<http://computing.cua.edu/resnet>). Due to contractual obligations with the cable provider and potential damage to the residential facilities, cable splitters/splicers or any re-routing of cable service beyond the room where the cable connection is located is prohibited.

Computer Connections

Access to ResNet, the university's high-speed residential hall network, is provided from individual student rooms. ResNet allows access to university computing resources such as Cardinal Station and webmail, and to the Internet and Internet2. All rooms are equipped with one wired port per bed space, except for Curley Court, which provides wireless access only. Additionally, wireless access is available in the following residence halls: Centennial Village, Conaty, Curley Court, Flather, Gibbons and Spellman.

A connection to the campus network via a wired port requires a computer with integrated network port or an installed network card and a network cable. Wireless access requires either integrated wireless (included with most newer notebook computers), or an installed wireless card or USB network adaptor. Note that wireless capability is required for network access in Curley Court. Network adaptors and cables may be purchased or ordered through the campus bookstore. ResNet is protected by a network registration system. Additionally, antivirus/antispyware software for Microsoft Windows is available to residents free of charge.

Personal computers are recommended, but not required, as the university has several computer labs on campus for student use. Information about buying a computer can be found on the CPIT Web site (<http://computing.cua.edu>).

The ResNet Web site (<http://computing.cua.edu/resnet>) provides information about computers and computer support in the residence halls.

Kitchen Facilities

Common area kitchens are available in the residence halls for residents' use. Residents should clean the area when they are finished and properly store and label their food. At the end of each semester after the halls have closed, any food left in the kitchens and common refrigerators will be disposed of.

Laundry Facilities

Washers and dryers are available in the residence halls for residents' personal use only. All laundry facilities on campus offer residents washing and drying privileges at no additional charge. Residents should report repair needs to the number noted on each individual machine, or contact Housing Services for assistance. The university is not responsible for the theft or destruction of personal items. Residents should not leave personal items unattended in the laundry rooms. At the end of each semester after the halls have closed, any belongings left in the laundry rooms will be considered abandoned property and either donated to charity or disposed of.

Telephone Service

All residential rooms are equipped with an active telephone line. New students are charged a mandatory \$50 one-time telephone initiation fee. While supplying a telephone set is the resident's responsibility, residents are highly encouraged to connect a phone for security reasons and to facilitate the university's ability to reach students in an emergency. Damages to phone jacks will be billed to individual student accounts. Additional information about telephone services is available at <http://computing.cua.edu/resnet>.

Several features are pre-installed on each phone line at no additional cost. These features may be removed from a line on request by the room residents. Standard features include call waiting, transfer calling, conference calling, call forwarding, auto call back, and speed dialing. Additional features, including voice mail, caller ID, repeat call, return call, and collect call access are available at additional charge, which will be billed to the student's account. A Telephone Features Sign-up Form, available on the ResNet Web site, should be completed to add or remove telephone service features.

The university-approved vendor, PAETEC, is the only direct-dial long distance company on campus. Information regarding PAETEC is available on the ResNet Web site. To use another carrier, students must use a calling card, travel card or prepaid card, or charge the call to another source, such as a major credit card or another person

(by calling collect). Travel cards from another long distance company cannot be associated with a student's telephone number. Students may not bill long distance charges to any residence hall telephone number. Long distance calls via PAETEC are billed to each student on a monthly basis. Students are responsible for payment of all long distance calls made from their telephones.

All questions regarding long distance services and billing should be directed to PAETEC.

Vending Machines

Vending machines are conveniently located in most residence halls and/or common areas on campus. Requests for vending refunds or concerns about machines should be made in person at the Housing Services office.

Institutional Reporting Requirements For International Students

I. Introduction

International students in F or J status must abide by federal regulations governing their status. Failure to comply with these regulations may invalidate their legal status in the U.S. The Illegal Immigration Reform and Immigrant Responsibility Act of 1996 places the responsibility of maintaining lawful status squarely on the shoulders of the individual international student.

The Catholic University of America is required to report certain information to the Department of Homeland Security, DHS, for each student and Exchange Visitor whom the university has sponsored for F or J nonimmigrant status. This reporting must occur within 30 days of the start of each term.

II. Definitions

- A. **SEVIS:** Student Exchange Visitor Information System, a government designed and controlled information and tracking system designed to monitor compliance of foreign students and exchange visitors in the U.S.
- B. **F1 student:** an international student whose immigration status has been sponsored by CUA through the issuance of a Form I-20 for the purpose of study.
- C. **J1 exchange visitor:** an international student, professor, researcher, short-term scholar or specialist whose immigration status has been sponsored by CUA through the issuance of a Form DS-2019 for the purpose of participation in an academic course of study, teaching or research.

III. Federal Reporting Requirements

Within 30 days of the start of each term, federal law requires the university to report the following information for each F or J student sponsored by the university:

- A. Any legal changes in name for the student and any accompanying dependents.
- B. Current physical address in the United States for the student and any accompanying dependents. Students are required to report changes to their address to International Student and Scholar Services, ISSS, within 10 days of the change.
- C. Enrollment status including notification to the government within 21 days of any failure to carry a full course load or failure to enroll. Enrollment status must be reported each semester.

- D. Any changes in level of study or course of study or changes in source(s) of financial support for studies.
- E. Failure to maintain F or J status or to complete program.
- F. Graduation prior to date listed on immigration documents.
- G. Any disciplinary action taken as a result of a conviction of a crime.

Students are urged to consult with ISSS prior to taking any action that could inadvertently invalidate their immigration status.

IV. Institutional Reporting of Student Enrollment

International students who hold F or J status are legally required to maintain full-time status as a student at the university. Failure to do so could jeopardize their immigration status. Full-time status varies among the different types of students:

- A. Undergraduate students: 12 credit hours, as defined by federal law.
- B. Graduate students: Refer to the Graduate Announcements for standards of full-time status.
- C. Law Students: Refer to the Law School Announcements for standards of full-time status.
- D. English language students: 18 classroom hours per week.

Only three credits of on-line or distance learning instruction count towards determination of full-time status. Audited classes do not count towards the determination of full-time enrollment for immigration purposes.

Using enrollment data in Cardinal Station, ISSS staff will report each student's enrollment status via SEVIS by the 30th day following the start of each term. Prior to reporting any failure to enroll, every effort will be made to contact students whose enrollment does not appear to meet federal requirements. ISSS will attempt to contact students using their CUA email account.

V. Authorization for Reduced Course Loads

There are legally permissible reasons that would allow an international student to fall below full-time status. To take advantage of one of these, a student must obtain prior approval from ISSS before dropping below the required course load. The following are the only possible reasons for not being a full-time student:

- A. Academic difficulties in the first semester: Students experiencing difficulty in their first semester of study at a given educational level may be authorized by ISSS legally to reduce their course load. The student and his/her academic adviser must complete a Full-time Enrollment Certification Form and return it to ISSS before dropping classes.
- B. Medical conditions necessitate dropping or withdrawing from classes: A student who experiences a medical condition that prevents him/her from carrying a full course load, may be authorized by ISSS to carry a reduced load without jeopardizing his/her legal status in the U.S. Medical conditions need to be documented by a medical doctor, a doctor of osteopathy or a licensed clinical psychologist. Immigration regulations allow up to 12 months of reduced course load for medical conditions. Each semester, however, must be approved individually

with updated information from the appropriate health-care provider. If the medical condition is serious enough, a student may be exempt from having to take any classes at all during the semester.

- C. Completing coursework required for degree: If the student is in his/her final semester of coursework and is taking only the courses needed for degree requirements, he/she is not required to take additional classes. This option is available only in the last semester of coursework.

It is important to note that students are expected to make reasonable progress towards their academic objectives. Students and their academic advisors must complete a Request for Reduced Course Load form to inform ISSS of reduced course loads before the end of registration for each term. Students in their final semester of coursework must complete a Notification of Final Semester of Coursework form.

VI. Reporting of Student Name Changes

Students whose names are legally changed during the course of their enrollment at CUA must notify ISSS of the change within 21 days. ISSS will update SEVIS to reflect the new information and fulfill the student's legal responsibility to report such changes to the government.

VII. Reporting of Student's U.S. Address

Students are legally required to keep the DHS informed of the address where they live. Any changes to the address must be reported within 10 days of the address change. Students accomplish this by updating their address with ISSS. ISSS will update SEVIS to reflect the new information and fulfill the student's legal responsibility to report such changes to the government.

VIII. Reporting Changes in Major, School or Funding

Students who change their major or change their school must follow all applicable university policies and procedures to affect this change. Students who move from one degree level to another must coordinate this change through the Office of Admissions. International students in CUA-sponsored F or J status must inform ISSS of any change in curriculum, school or level of study within 10 days so that the federal government can be duly notified and updated immigration documents can be issued in compliance with federal regulations.

Additionally, international students in F or J status are required to notify ISSS within 10 days of any significant changes in their source of financial support. In compliance with federal regulations, ISSS is required to notify the government of such changes and to issue updated immigration documents.

IX. Withdrawal From the University

International students who hold F or J status are urged to consult with ISSS prior to withdrawing from the university. Official university withdrawal procedures must be followed. International students must be aware that failure to consult with ISSS in advance of their withdrawal from the university could invalidate their legal status in the United States effective the day following withdrawal. Students would then begin to accrue periods of unauthorized presence in the U.S. that could potentially bar them from returning in the future.

- A. With prior approval from ISSS: A student may remain in the United States for an additional 15 days after the effective date of withdrawal from the university.

- B. Without prior approval from ISSS: A student loses his/her legal status in the country the day following his/her withdrawal from the university.

X. Other Legal Obligations

International students in F or J status are required to:

- A. Obtain timely extensions of their stay
- B. Maintain a valid passport at all times
- C. Comply with all other federal, state and local laws. Arrests and or convictions for failure to obey laws and regulations could result in difficulties in re-entering the United States or even removal from the country, with potential barriers to re-entering. In the event that an international student is arrested or convicted of a crime, he/she should seek appropriate legal counsel from both a qualified immigration attorney and a criminal attorney.

*~ Approved by the Vice President for Student Life, June 2003; revised June 2006, June 2007
Responsible Official: Director, International Student and Scholar Services*

International Student Employment

I. Introduction

International students in F or J status must abide by federal regulations governing their status. Failure to comply with these regulations may invalidate their legal status in the U.S. The Illegal Immigration Reform and Immigrant Responsibility Act of 1996 places the responsibility of maintaining lawful status squarely on the shoulders of the individual international student.

International students face limited opportunities for employment while holding F or J status.

II. Definitions

- A. **On-campus Employment:** employment that takes place on the campus of CUA, this includes:
 - a. Any CUA department, school or administrative unit.
 - b. Any non-CUA employer operating their business on CUA campus provided that the employer provides direct services to CUA students (dining services, bookstore, etc.)
 - c. An off-campus site that is educationally affiliated with the CUA as either
 - i. Part of the school's established curriculum or
 - ii. Related to contractually funded research projects at the post-graduate level.

It does not include employers near the campus who may provide services to CUA students (Basilica of the National Shrine of the Immaculate Conception, John Paul II Institute; nearby religious houses, or any off-campus locations of employers who run businesses on CUA's campus.)

- B. **Curricular Practical Training:** work opportunity for international students in F-1 status that is related to the student's course of study and that is considered an integral part of CUA's established curriculum.

- C. **Optional Practical Training:** work opportunity for international students in F-1 status that is related to the student's course of study.
- D. **Academic Training:** work opportunity for international students in J-1 status that is related to the student's course of study.
- E. **Severe Economic Hardship:** an unforeseen change in the student's economic situation, such as death of parent; loss of scholarship; change of economy at home, etc.

III. On-Campus Employment

Students in CUA-sponsored F-1 or J-1 status may legally engage in employment on campus for up to 20 hours a week while school is in session and full time during periods when school is not in session. Individuals who have a research assistantship or teaching assistantship that requires them to work 20 hours a week and individuals who are resident assistants in the dorms are not eligible for any additional on-campus employment.

In rare circumstances, under the immigration regulations governing F-1 status only, some employment opportunities at off-campus locations may be considered on-campus employment if the student is working under the direct supervision of a CUA faculty member conducting CUA research. In such instances, the student's pay must come from CUA as opposed to the employer on whose premises the work may physically occur.

IV. Curricular practical training (F-1 Students only)

An international student may be eligible to engage in curricular practical training, gaining valuable work experience in their field of study. CPT may be authorized by ISSS if:

- A. He/she has been a bona fide student for one full academic year. (Graduate students may be immediately eligible if the graduate program requires the practical training.)
- B. He/she has a specific job offer.
- C. He/she continues to work towards the fulfillment of his/her degree requirements.
- D. The work is an integral part of the established curriculum in the student's course of study. The work must be endorsed by the student's academic adviser and dean.
- E. The student maintains a full course of study as required under applicable immigration regulations.

V. Optional Practical Training (F-1 students only)

Another mechanism for gaining valuable experience in the field of study, optional practical training affords international students the ability to work for up to 12 months per degree level in off-campus positions related to their study but not integral to the course of study. Students may take advantage of this either before completing their coursework or after completing their coursework. OPT must be recommended by ISSS and approved by the U.S. Citizenship and Immigration Services prior to commencement of employment. Qualifying F-1 students must have been students for one academic year.

VI. Academic training (J-1 students only)

A combination of curricular practical training and optional practical training, academic training is available to J-1 students almost immediately upon arrival. The proposed

employment must be related to the student's course of study as confirmed by his or her academic adviser, and the job must be offered prior to applying for academic training. ISSS must approve the academic training in advance of employment.

VII. Employment based on severe economic hardship

If unforeseen economic situations have arisen since an individual obtained his/her student status, he/she may be eligible to apply for employment authorization. To be eligible for this type of employment, a student must have held F-1 status for a year and be able to document severe, unexpected economic hardship. As with other types of employment, ISSS should be consulted to provide appropriate recommendations.

VIII. Employment with an international organization (F-1 students only)

To qualify for this, students must have a specific job offer from an international organization such as the World Bank, the Organization of American States, etc. Employment does not need to relate to the student's course of study. The Immigration Service must approve this type of employment prior to commencement of employment. While school is in session, employment is limited to 20 hours per week; it can be full time when school is not in session.

*~ Approved by the Vice President for Student Life, June 2003; revised June 2006, June 2007
Responsible Official: Director, International Student and Scholar Services*

Involuntary Health Withdrawal

The Catholic University of America endeavors to provide a safe and orderly environment, insofar as possible, in which all qualified students, with or without disabilities, are able to participate in the university's programs and activities and to pursue their academic, physical, moral and social development.

A student who does not conduct himself or herself in a manner compatible with a safe and orderly environment is subject to discipline through the student judiciary. In an unusual case where the student's behavior is incompatible with the academic [1] or technical [2] standards required for participation in the university and the student either:

- a. lacks the mental capacity to respond to the charges against him or her;
- b. does not know the nature and quality of the act in question; or
- c. because of the exhibition of excessive unhealthy behavior, poses an imminent threat to the safety and well-being of himself/herself or others,

the university reserves the right, consistent with applicable law, to require an involuntary health withdrawal [3] of any student. In accordance with stated procedures, a student for whom a recommendation of involuntary health is made will be given the opportunity to elect voluntary withdrawal or the student may file a written request for review of the involuntary health withdrawal.

Procedural guidelines for implementation of involuntary withdrawals are available in the offices of the vice president for student life, the dean of students, and health services. Involuntary health withdrawals are subject to approval by the vice president for student life. Reinstatement following involuntary health withdrawal requires a certification from the student's medical provider which satisfies the university that the student's behavior is compatible with the academic and technical standards of the university and is no longer a candidate for involuntary health withdrawal under the above definition.

- [1] Academic standards are determined by the university, the specific school in which the student is enrolled and the professor of the particular course in which the student is registered.
- [2] Technical standards for community living require that students comply with the *Code of Student Conduct* and that students take care of themselves so as to not endanger the physical or mental well-being of themselves or others.
- [3] 'Involuntary' means without the student's consent; 'health' means physical or mental health; 'withdrawal' means separation from the university.

~ *Approved by the Vice President for Student Life on September 9, 1996.*
Responsible Official: Dean of Students

Parental Notification

As required by the Family Educational Rights and Privacy Act, FERPA, of 1974, CUA cannot disclose a student's education records without the written consent of a student or without proof that the student is the tax dependent of the parent. However, CUA will disclose information to parents, without written consent from the students, when notification is determined to be necessary to protect the health or safety of the student or others. This notification may occur due to a medical emergency, an incident of imminent danger or another situation in which staff deems such action necessary.

Additionally, the university has the discretion to disclose to any parent or legal guardian of a minor student information about a violation of any federal, state or local law, or any rule or policy of the institution governing the use or possession of alcohol or a controlled substance, if the institution has determined that the student has committed a disciplinary violation with respect to such use or possession.

~ *Approved by Vice President for Student Life, August 2000; revised August 2002*
Responsible Official: Dean of Students

Patent Policy

I. Preamble

The discovery and revelation of information is an important objective of The Catholic University of America. As a rule, original contributions of faculty members are revealed in the published literature for all to read and use. University scholars have historically accepted their moral obligation to enlighten at least the scholarly world of their original research, whether the research adds new information or whether it may be put to practical use. The aims of the university traditionally have included the desire to "search out truth scientifically, to safeguard it, and to apply it to the molding and shaping of both private and public life" (Statutes of 1937).

II. Introduction

The inventor and his or her institution have the clear obligation to make research contributions factually available to the public. Realization of this end may involve patenting the contribution in order to provide maximum benefit to the public from scientific research findings.

The university, recognizing the obligation to encourage research and a spirit of inquiry, and to play an active part in invention disclosure and development, publishes this patent policy. It is the official statement of the university on this matter, and is

approved by the president and the Academic Senate. The responsibility for the review and overall management of university Patent Policy will be carried out by a committee made up of members appointed by the provost and administered by the Office of Technology Transfer.

III. Policy

A. Applicability

This policy applies to all schools, departments and administrative units of the university. It applies to all full- and part-time faculty members, lecturers and instructors; full- and part-time staff (including student employees); and students not employed by the university but who generate inventive concepts using substantial university resources (including any university funds, facilities [including laboratories, equipment, supplies] or information [including computer programs, computer time, and computer data bases]).

It applies to the individuals described above in any scholarly or scientific research situation under the auspices of the university or affiliated corporations or institutions and to any inventive concept or invention (as defined by the U.S. Patent Act, Title 35 U.S. Code as amended) that arises as a result of an employment relationship with the university or its affiliates or as a result of substantial use by a researcher of university resources, facilities or information.

Research work financed wholly or in part by an outside sponsor comes under the provisions of the grant or contract covering such work, but inventions under such sponsors must be reported as required in Section III.

The university has no vested interest in inventions discovered by faculty, lecturers, instructors, staff or students entirely on their own time and without the use of university resources as defined above. It is the policy of the university that all such inventions shall be reported to the Office of Technology Transfer to determine the degree of university interest.

Any person otherwise within the terms of this policy may request a waiver or modification of any or all of the terms of the policy. The Patent Committee of the university shall consider such requests and report to the provost for resolution.

B. Establishment of the Inventor Commitment

In all instances where the results of research should be investigated for patent possibilities, a request for such investigation should be submitted to the Office of Technology Transfer for review by the Patent Committee.

Any person to whom this policy is applicable is required to report any inventions or inventive concepts in which he or she is involved to the Office of Technology Transfer.

Any inventors covered by this policy shall cooperate in the disclosure, patenting, development and licensing of any inventions with which he or she is involved and in which the university has an interest as defined herein. Every university employee or student to whom the patent policy is applicable shall agree to assign to the university, to a patent development agency designated by the university or to a sponsoring agency (if required under agreements governing the research activity) any and all inventions in which the university has an interest. In addition, all employees or students shall agree to execute such documents of assignment of patent title as are necessary at the time a patent application is forwarded to the

U.S. Patent Office and to do everything that may be reasonably required to assist all assignees to obtain, protect and maintain patent rights.

C. Patent Development

If the university determines that it has no interest in an invention or decides to forego the patenting of an invention, or fails to file a patent application within six months from the date of submission of the patent disclosure to the university, it shall formally waive its rights to the invention. Only as a service, and not as an obligation, the university then may provide assistance to an inventor in pursuing a patent.

On the recommendation of the Patent Committee, the Office of Technology Transfer may transmit the invention disclosure to a patent development organization to obtain an evaluation of the invention. Contacts between the inventor and patent development organizations are coordinated by that office. The office will transmit invention disclosures to the federal government where the terms of the grant or contract so provide, and will be cognizant of any special requirements of granting or contracting agencies.

When it is determined by the Patent Committee that an invention in which the university has an interest requires development beyond the capability or proper function of the university, the university may secure such development through appropriate agreements with outside agencies. If an invention has been developed to the point of practical commercial application, the inventor and the university may determine that it is in their best interests for the university to be responsible for patent application and management. In such cases, the cost of patent application and related activities leading to active licensed production shall be paid from university funds and this cost shall be a prior charge to any royalty to be recovered.

The Office of Technology Transfer will make recommendations relative to committing the university to the grant of exclusive licenses as a condition of sponsorship for particular research projects.

D. Income-Sharing Arrangements

To recognize creative activity and to encourage the prompt disclosure of inventions, the university policy with regard to distribution of royalty income is as follows:

Net Royalty Income	Inventor	University
0-\$10,000	100%	0%
more than \$10,000	50%	50%

Royalty payments related to inventions developed with the assistance of federal funds will be subject to any limitations on the division of royalties imposed by the funding agency.

The university share of net income will be placed in a special account to be used by the university for research-related purposes.

E. Resolution of Disputes

This Patent Policy is administered by the Office of Technology Transfer under the direction of the Patent Committee. In the event of any differences between the committee and an inventor which cannot be resolved directly, the dispute shall be submitted to a special three member panel consisting of one person representing the inventor, one person representing the Patent Committee, and a third person designated by the first two. The panel shall make their recommendation for the resolution of disputes to the provost.

~ Approved by the Academic Senate on April 19, 1984

Responsible Official: Director of Technology Transfer

Posting Policy

I. General Statement

The objective of the policy is to ensure that The Catholic University of America maintains an orderly appearance appropriate to a university campus while providing members of the greater university community with a maximum of publicity outlets. Cooperation is essential to creating an attractive and pleasant environment for students, faculty, staff, alumni and visitors.

II. Policy

The Office of the University Center, Student Programs and Events, UCSPE, must authorize all materials before they may be posted on campus. UCSPE is the official registration point for posters, signs, notices, flyers, banners and announcements. Registered student organizations and campus offices and departments are eligible to post materials. Vendors, other organizations and individuals must be authorized by an appropriate representative of UCSPE before any posting is permitted. Permission is given if the materials comply with established university policies. All material must bear the official UCSPE stamp before being posted or distributed. The stamp may not be copied or reproduced. An original stamp must appear on all posted materials. A maximum of 100 pieces must be submitted for approval and stamping, 9 a.m. to 5 p.m. Monday through Friday.

For procedures associated with the Posting Policy, please contact the Office of the University Center, Student Programs and Events, Pryzbyla 204.

~ Approved by the Vice President for Student Life, August 1993; revised: June 24, 2004

Responsible Official: Director, University Center, Student Programs and Events

Pregnancy Policy

The Catholic University of America is committed to the teachings and moral values of the Catholic Church, including the belief that “human sexuality ... is to be genitally expressed only in a monogamous heterosexual relationship of lasting fidelity in marriage.” At the same time, consistent with its pro-life stance and its nondiscrimination policies, the university encourages students who do become pregnant to continue their studies and to retain their campus housing. Referrals for prenatal health care and other supportive services will be made available through appropriate university offices as necessary and requested. “A caring outreach toward the prospective parent [or parents], on the part of all [residents and staff], is expected as an expression of a truly Christian and human spirit.”

~ Approved by the Vice President for Student Life on May 2, 1991

Responsible Official: Vice President of Student Life

Presentations Policy

I. Preamble

While the CUA president is charged by the trustees with ultimate responsibility for university policy with respect to presentations (films, speakers and performers invited to campus) sponsored by registered student organizations, it is important that he or she have the maximum benefit of meaningful faculty and student participation in those rare cases where the manner or subject matter of such a presentation is objected to by others in the university community. To achieve this goal, the following policy and procedures are hereby promulgated.

II. Policy for Presentations and Balanced Programs

The Catholic University of America as a university is dedicated to the pursuit of truth wherever it can be found. Faculty and students enjoy the academic freedom essential for genuine scholarly study and research. Academic freedom applies to activities of faculty members in their writings, lecturing and teaching. Academic freedom applies to students in their access to all legitimate sources of information and in their participation in academic dialogue. Protection from governmental constraint on freedom of speech is ensured by the United States Constitution for all persons. This freedom to express oneself verbally, in writing, or by peaceful demonstration, even in significantly controversial matters, may be constrained in a private university by other values which are held to be equal, greater or prior. The Catholic University of America, as a private institution, is not required to provide a forum for advocates whose values are counter to those of the university or the Roman Catholic Church. The university recognizes a distinction between objective explanation and advocacy in the presentation of issues. This means, therefore, that it may refuse permission to prospective speakers who in its judgment promote or advocate such counter values. This also means that balanced programs explaining positions on both sides of controversial societal, political, moral and/or ecclesiastical issues may be staged in the pursuit of a more complete educational experience and a greater understanding of the issues. Hence, in such matters, even in those in which the Roman Catholic Church has expressed clear and unambiguous official teaching, programs involving knowledgeable spokespersons representing opposing viewpoints may be considered to be appropriate within the university setting. Conversely, programs designed to promote action rather than understanding, while not necessarily inappropriate in themselves, are not clearly “educational” in a strict sense. The university refuses to allow advocacy programs judged by the administration to be inconsistent with the university’s underlying value base and in so doing exercises its freedom as a private, value-based institution.

The university, operating within the framework of the foregoing, is committed to its various constituencies to avoid the following:

1. **blasphemy:** the act of expressing irreverence for God or those things held sacred;
2. **pornography:** explicit sex lacking any artistic merit, portrayed in a vulgar and exploitative manner;
3. **calumny:** false and malicious accusation;

4. **advocacy:** meaning the act of pleading for, supporting, inciting or recommending active espousal of (as opposed to scholarly and abstract discourses), examining or questioning the legal, academic or moral propriety of the subject under discussion, constituting a clear and present danger of:
- a. the violent overthrow of the government of the United States or any political subdivision thereof;
 - b. the destruction of, damage to, or the unlawful seizure or subversion of the university's buildings or other property;
 - c. the disruption, impairment or interference with the university's regularly scheduled classes or other educational functions;
 - d. coercion, threats, intimidations, blasphemy, defamation, physical harm or other invasions of the lawful rights of the members of the university community;
 - e. any campus disorder of a violent nature;
 - f. illegal acts constituting a deprivation of the civil or property rights of others.

III. Implementation and Enforcement

The Office of the University Center, Student Programs and Events is routinely responsible for the implementation and enforcement of this policy. Any member of the university community should feel free to contact UCSPE with questions regarding the policy.

~ *Approved by the Board of Trustees on June 5, 1990.*

Responsible Official: Vice President for Student Life

Sexual Assault

I. Introduction

The Catholic University of America acknowledges the moral, legal, physical and psychological seriousness of all sexual assaults, including that commonly designated as acquaintance rape or forced sexual behavior, including intercourse, between persons who already know one another, however casually. The optimal approach and most appropriate solution to this issue are for all persons to develop and live by a value system that respects other persons' bodily integrity and the sacredness of human sexuality. The university is committed to pursuing that goal in its educational and developmental programs. Inappropriate sexual contact or sexual activity of any kind is prohibited on campus.

II. Definition

As stated in the *Code of Student Conduct* ("Code"), available in the *Student Handbook* and online, sexual assault is defined as forcing, threatening or coercing an individual into a sexual contact against his or her free will without his or her consent or when consent is given under duress. This includes, but is not limited to, any sexual act performed on an individual, any sexual act required to be performed by an individual, or forced or coerced intercourse. Having sexual contact with a person while knowing or having reason to know that the person is incapacitated by alcohol and/or other drugs or by other means is considered against free will.

III. Statement on Sexual Assault

Sexual assault, including acquaintance rape, will not be tolerated. Sexual assault by any student member of the campus community is a violation of accepted student behavior that, in addition to other consequences, can lead to campus disciplinary action.

Students have the right to have any and all reported sexual assaults treated with seriousness and to be treated justly and with dignity throughout the process. Students will not be pressured to suppress a sexual assault report. Students will not be made to think that they are somehow responsible for the commission of the crime against them; or that the victim was contributory negligent by assuming the risk of being assaulted by reason of circumstances of dress or behavior; or that the victim or the university would incur unwanted publicity.

IV. What To Do In The Event Of A Sexual Assault

Any student who has been a victim of a sexual assault should, as soon as possible:

1. Report the incident to the Department of Public Safety at 202-319-5111. Please note that DPS is open 24 hours a day, seven days a week. In addition, victims/survivors of sexual assault are strongly encouraged to report sexual assault to the District of Columbia Metropolitan Police Department. Students may receive assistance with this reporting from the Department of Public Safety.
2. Seek medical attention and do not interfere with the preservation of evidence (e.g., do not bathe or change clothing).
3. Meet with a professional staff member in the Office of the Dean of Students. Upon request by either party, the university will help to prevent any unwanted contact between the complainant and the accused by, for example, making reasonably available changes to academic schedules and/or housing situations.

V. Confidentiality and Support

The university will make every reasonable effort to preserve an individual's privacy and protect the confidentiality of information. The degree to which confidentiality can be protected, however, depends upon the professional role of the person being consulted. The professional being consulted should make these limits clear before any disclosure of facts. The university has the responsibility to protect the community at large. In light of this responsibility, certain cases may warrant investigation and resolution beyond the solution desired by the reporter.

An individual can speak confidentially with certain persons in legally protected roles. These roles include (professional) counselors in the CUA Counseling Center and off-campus, medical clinicians, clergy, and (professional) sexual assault counselors. However, professional and pastoral counselors are encouraged to inform students being counseled of voluntary disclosure procedures. Students are encouraged to seek counseling in order to speak confidentially with a professional and begin the recovery period. In addition to campus counseling, students may contact local community resources, including the DC Rape Crisis Center [Hotline: 202-333-7273; Business: 202-232-0789]. A list of community resources and area hospitals is also available in the Office of the Dean of Students.

VI. Prevention Education

CUA's Sexual Assault Prevention Programs work to prevent sexual violence and harassment through education, awareness and skill building. Programs include

educational seminars, resource information and referral, and new student orientation. Student Health Services is a comprehensive resource center that contains journals, books and videos on a wide range of contemporary college health issues including sexual assault. Self-Defense Workshops instructors teach co-ed self-defense workshops on campus. Classes are two hours long and cover physical and verbal tactics for preventing sexual assault.

VII. Campus Disciplinary Action

Allegations of sexual assault may be adjudicated under the disciplinary procedures outlined in the *Code*. In addition, students may be accountable both to civil/criminal authorities for acts that constitute violations of law. Disciplinary action at the university will normally proceed during the pendency of criminal proceedings, and will not be subject to challenge on the grounds that criminal charges involving the same incident have been dismissed or reduced or that no criminal charges have been brought. Penalties shall not be increased in severity because civil or criminal action may be pending. Sanctions for a finding of sexual assault ordinarily range, depending on the nature and severity, from disciplinary probation to suspension from the university. Both the complainant and the respondent shall have the same opportunities to have an adviser present during a disciplinary proceeding and shall be informed of the final determination and any sanctions imposed against the respondent as a result of the sexual assault charge.

~ Approved by the Vice President for Student Life on June 17, 1993; revised June 23, 2005, May 2007
Responsible Official: Dean of Students

Sexual Harassment

I. Introduction

The Catholic University of America is committed to maintaining a positive learning and working environment for students, faculty and staff. Sexual harassment, a form of sex discrimination, detracts from a positive environment and is absolutely prohibited.

Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive work or learning environment.

II. Definitions

Sexual harassment is a form of sex discrimination and, as such, is prohibited at The Catholic University of America. The university is committed to maintaining a positive learning and working environment for students, faculty and staff, and will not tolerate sexual harassment. Sexual harassment is defined as any unsolicited, offensive behavior that inappropriately asserts sexuality over status as a student or an employee, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when:

1. Submission to sexual harassment is made either explicitly or implicitly a term or condition of employment or academic admission or advancement.
2. Submission to or rejection of sexual harassment is used as the basis (or threatened to be used as the basis) for employment actions or academic decisions or evaluations.

3. Such conduct has the purpose or effect of unreasonably interfering with an individual's work or educational performance or creating an intimidating, hostile or offensive work or learning environment.

III. Policy

Sexual harassment can occur between/among supervisors/managers and subordinates, faculty and staff or students, peers, vendors/subcontractors/visitors and employees or students, or any combination thereof. Often, but not always, the harasser is in a more powerful position than the person being harassed. In such situations sexual harassment is particularly serious because it may unfairly exploit the power inherent in a supervisor's or faculty member's position. All forms of sexual harassment are violations of the university's policy and will not be tolerated.

Reprisals or retaliation towards any person for alleging sexual harassment or for filing a sexual harassment complaint or charge is illegal and a violation of university policy. Any person who retaliates against a complainant will be subject to disciplinary action up to and including, in the case of an employee, termination of employment, and in the case of a student, expulsion.

Knowingly making false allegations of sexual harassment or providing evidence with the knowledge that it is false is also a violation of university policy and will subject a person to disciplinary action up to and including discharge or dismissal.

Those persons responsible for consulting about, investigating and resolving complaints of sexual harassment will make reasonable efforts to protect the privacy of both the complainant and the respondent.

Any supervisor, department chair, dean or administrator who receives or becomes aware of a complaint of sexual harassment should report the complaint to the director of equal opportunity or the Office of the General Counsel as soon as possible and normally within three workdays. All complaints of sexual harassment, investigation documents and documents relative to the resolution of the complaint will be maintained in a confidential file in the equal opportunity office.

In cases where it is determined that sexual harassment occurred, the university will take appropriate disciplinary action with or without concurrence from the complainant.

*~ Approved by the President and his Council on March 31, 1987; revised June 1994
Responsible Official: Equal Opportunity Officer*

Sexual Harassment Complaint Procedures

I. Sexual Harassment Complaint Procedures

Any CUA student, faculty or staff member ("affiliated individual") who believes he or she has been sexually harassed by another CUA affiliated individual, should report the incident to the director of equal opportunity ("DEO"). A student may report the incident to the dean of students or designee ("dean"), who will forward the complaint to the DEO. The DEO will notify the dean of any complaint reported directly by a student. The DEO will conduct an investigation and, at the conclusion of the investigation, will normally take one of the following courses of action:

1. If an investigation reveals that there is insufficient evidence to support the allegation of sexual harassment, the complaint will be dismissed.

2. If the DEO determines that there is sufficient evidence to indicate that the allegations of sexual harassment have merit, but the behavior is not serious enough to warrant, in the case of an employee, termination of employment, or in the case of a student, eviction from residence or suspension/expulsion from the university, the DEO shall normally proceed as follows:
 - a. If the respondent is a student, the DEO will forward an investigation report to the dean. The dean and/or DEO will consult with the complainant about informal methods of resolving the complaint, including discussing the allegations with the alleged harasser. If the complainant does not wish to participate in an informal resolution or if an informal resolution is not successful, the case will be resolved under the *Code of Student Conduct*.
 - b. If the respondent is a staff member, the DEO will consult with the complainant about informal methods of resolving the complaint, including discussing the allegations with the alleged harasser. If the complainant does not wish to participate in an informal resolution or if an informal resolution is not successful, the DEO may proceed in consultation with the respondent's supervisor to eliminate the sexual harassment and ensure that the behavior does not recur.
 - c. If the respondent is a faculty member, the DEO, in conjunction with the respondent's academic dean or the provost, will consult with the complainant about informal methods of resolving the complaint, including discussing the allegations with the alleged harasser. If the complainant does not wish to participate in an informal resolution or if an informal resolution is not successful, the DEO may proceed in consultation with the respondent's academic dean to eliminate the sexual harassment and ensure that the behavior does not recur.
3. If the preliminary investigation reveals evidence indicating that the allegations have merit and the violations are so serious as to warrant formal disciplinary action, including, in the case of an employee, termination of employment, or in the case of a student, eviction from residence or suspension/expulsion from the university, the DEO shall normally proceed as follows:
 - a. If the respondent is a student, the DEO forward an investigation report to the dean. The case will be resolved under the *Code of Student Conduct*.
 - b. If the respondent is a staff member, the DEO will inform the respondent's supervisor or director that the investigation resulted in a determination that sexual harassment occurred and will recommend appropriate disciplinary action. The case will be resolved under the procedures outlined in the *Staff Handbook*.
 - c. If the respondent is a faculty member, the DEO will inform the respondent's academic dean or the provost that the investigation resulted in a determination that sexual harassment occurred and will recommend appropriate disciplinary action consistent with the *Faculty Handbook*.

II. Students

Any CUA student who suspects that she or he has been sexually harassed by another student, a faculty member or a staff member should report the incident to the dean of students or to the equal opportunity officer. The equal opportunity officer will

consult with the dean of students, conduct an investigation and, at the conclusion of the investigation, will take one of the following courses of action:

1. If a preliminary investigation reveals that there is insufficient evidence to support the allegation of sexual harassment, the complaint will be dismissed.
2. If the equal opportunity officer determines that there is sufficient evidence to indicate that the allegations of sexual harassment probably have merit, but the behavior is not serious enough to warrant suspension, discharge or dismissal, the equal opportunity officer will consult with the complainant about informal methods of resolving the complaint, including discussing the allegations with the alleged harasser. If the complainant does not wish to participate in an informal resolution or if an attempt at informal resolution is not successful, the equal opportunity officer may proceed without the complainant to attempt a resolution to eliminate the sexual harassment and ensure that the behavior does not recur.
3. If the alleged harasser and the complainant are both students and the complainant wishes to file a peer harassment complaint as a violation of the *Student Code*, the complaint will be handled by the Student Judiciary in accordance with the procedures described in the *Student Handbook* unless the vice president of student life determines that the complaint should be handled administratively. In the case of administrative discipline, the respondent may use the appeal process described in the *Student Handbook*.
4. If the respondent is a staff or faculty member, the equal opportunity officer will conduct the investigation. The complaint will be handled in accordance with the procedures described in paragraphs in sections III and IV of this policy.

III. Staff

If a CUA staff member believes that she or he has been sexually harassed by a CUA staff member, faculty member or student, she or he should report the incident to the equal opportunity officer. If a student is involved, the equal opportunity officer will notify the dean of students. The equal opportunity officer will normally take one of the following courses of action:

1. If a preliminary investigation indicates that there is insufficient evidence to support the allegation of sexual harassment, the complaint will be dismissed.
2. If preliminary information indicates that there is sufficient evidence to determine that the allegations of sexual harassment probably have merit, but the behavior is not serious enough to warrant discharge, the equal opportunity officer will consult with the complainant about informal methods of resolving the complaint, including discussing the allegations with the alleged harasser. If the complainant does not wish to participate in an informal resolution or if an informal resolution is not successful, the equal opportunity officer may proceed without the complainant to attempt a resolution to eliminate the sexual harassment and ensure that the behavior does not recur. The respondent may appeal the decision in accordance with the grievance procedures defined in the *Staff Handbook* (if the respondent is a staff employee) and in the *Faculty Handbook* (if the respondent is a faculty member).
3. If the preliminary information reveals evidence which indicates that the allegations of sexual harassment probably have merit and are so serious as to warrant terminating the respondent's employment if the allegations are determined to be accurate, the equal opportunity officer will conduct a complete investigation.

- a. If the respondent is a student, the dean of students will determine and administer the appropriate disciplinary action.
- b. If the respondent is a staff member, the equal opportunity officer will recommend appropriate disciplinary action to the department head.
- c. If the respondent is a faculty member, and his or her behavior warrants discipline less severe than discharge, suspension or reassignment in lieu of suspension, the equal opportunity officer will recommend sanctions to the faculty member's dean or to the provost.

IV. Faculty

If a faculty member believes that she or he has been sexually harassed by a CUA faculty member, staff member or student, the alleged harassment should be reported to the equal opportunity officer. If a student is involved, the equal opportunity officer will inform the dean of students. The equal opportunity officer will normally take one of the following courses of action:

1. If a preliminary investigation indicates that there is insufficient evidence to support the allegation of sexual harassment, the complaint will be dismissed.
2. If the preliminary information indicates that there is sufficient evidence to determine that the allegations of sexual harassment probably have merit, the equal opportunity officer will consult with the complainant about informal methods of resolving the complaint, including the option of discussing the allegations with the alleged harasser. If the complainant does not wish to participate in an informal resolution or if an informal resolution is not successful, the equal opportunity officer may proceed without the complainant to attempt a resolution to eliminate the sexual harassment and ensure that the behavior does not recur.
3. If the preliminary investigation reveals evidence which indicates that the allegations probably have merit and are so serious as to warrant formal disciplinary action including possible discharge, the equal opportunity officer proceed as follows:
 - a. If the respondent is a student, the dean of students will determine and administer the appropriate disciplinary action.
 - b. If the respondent is a staff member, the equal opportunity officer will recommend appropriate disciplinary action to the department head.
 - c. If the respondent is a faculty member, and his or her behavior warrants discipline less severe than discharge, suspension or reassignment in lieu of suspension the equal opportunity officer will recommend sanctions to the faculty member's dean or to the provost.

In cases where the faculty member's behavior warrants discharge, suspension or reassignment in lieu of suspension, the equal opportunity officer may recommend to the president that termination proceedings be initiated. If the president accepts the recommendation, the matter will proceed in accordance with Part II, Article 24 (Dismissal for Cause) of the *Faculty Handbook*. Faculty members may appeal the disciplinary action to the Faculty Grievance Committee.

~ *Approved by the Office of Equal Opportunity, December 2003*
Responsible Official: Equal Opportunity Officer

Student Records

GRADUATE AND UNDERGRADUATE

I. Introduction

The Catholic University of America recognizes that the protection of the rights of persons requires adherence to clearly formulated institutional policies governing the maintenance of student records. As provided more fully below, the privacy and confidentiality of all student records shall be preserved. Officers of administration, members of the faculty and staff of the university are morally bound to respect the rights of a student to good reputation and privacy by holding in confidence information they acquire in the course of their work.

II. Definitions

- A. **A student:** any person who attends or has attended the university.
- B. **Education records:** any records (in handwriting, print, tapes, film, computer or other medium) maintained by The Catholic University of America or an agent of the university which are directly related to a student except:
 - 1. A personal record kept by a faculty or staff member if it is kept in the sole possession of the maker of the record, is not accessible or revealed to any other person except a temporary substitute for the maker of the record and is not used for purposes other than a memory or reference tool.
 - 2. Records created and maintained by Catholic University law enforcement unit for law enforcement purposes.
 - 3. An employment record of an individual whose employment is not contingent on the fact that he or she is a student.
 - 4. Records made or maintained by a physician, psychiatrist, psychologist or other recognized professional or paraprofessional if the records are used only for treatment of a student and made available only to those persons providing the treatment.
 - 5. Alumni records which contain information about a student after he or she is no longer in attendance at the university and which do not relate to the person as a student.

III. Federal Student Records Law

Annually, The Catholic University of America informs students of the Family Educational Rights and Privacy Act, FERPA, of 1974. (20 U.S.C. 1232g and 34 C.F.R., 99.1-99.67) This act, with which the institution endeavors to fully comply, was designed to protect the privacy of educational records, and to establish the right of students to inspect and review their nonprivileged educational records. The act also provides guidelines for the correction of inaccurate or misleading data through informal and formal hearings. Students have the right to file complaints with the Family Policy Compliance Office, U.S. Department of Education, concerning alleged failures by the institution to comply with the act. An informal complaint may be filed within the institution by contacting the registrar. This university policy statement explains in detail the procedures to be used by the institution for compliance with the provisions of the act. Questions concerning the Family Educational Rights and Privacy Act may be referred to the Office of the Registrar or the Office of General Counsel.

In 2003, CUA adopted an Information Security Program as required by the Gramm Leach Bliley Act. This program requires a periodic assessment of security and privacy risks with regard to covered data and information and corrective action as necessary. While this law has a different focus than the Family Educational Rights and Privacy Act, it is expected that the CUA Information Security Program will enhance the security and privacy of both digital and paper student records.

IV. University Maintained Student Records

The student records maintained by the university are classified as follows:

1. **Official academic records** are maintained in the Office of the Registrar at 10 McMahon Hall. They include admission applications and associated documentation; the registration records for each semester in residence; the records of grades and credits received in courses at this university or accepted here from another institution; and other documents directly relating to academic progress and status. The dean of each school is the custodian of records for all school and departmental records regarding students that are not kept in the registrar's office.
2. **Disciplinary records** are maintained under the authority of the vice president for student life at 353 Pryzbyla Center. They include information about the investigation, adjudication and imposition of sanctions by the university against a student for breach of the university's code of student conduct or other written policies.
3. **Financial records** are maintained by the Office of Student Accounts at LL 50 Leahy Hall. Financial aid application records, including tax forms, are maintained by the Office of Financial Aid, 6 McMahon Hall.
4. **Employment records of students receiving financial aid** consist of work-study authorizations and are maintained by the Office of Financial Aid, 6 McMahon Hall. Non-work-study employment records of students are maintained by the Office of Human Resources, 170 Leahy Hall. Graduate student teaching and research appointment records are maintained by the Office of the Vice Provost and Dean of Graduate Studies, 116 McMahon Hall.
5. **Medical, psychological and counseling records** are maintained under the authority of the vice president for student life at 353 Pryzbyla Center. They include records of examinations and treatments.
6. **The student records maintained at the student's request** by the Office of Career Services, at 200 Pryzbyla Center, are treated separately below.

Student educational records maintained on the Cardinal Student system are fully covered by this policy. Users of the Cardinal Student record system are considered custodians of those student records to which they have access. Records should not be accessed by the user unless a legitimate educational interest exists or some other provision of the policy authorizing release applies.

No record shall be kept of the political views of students or of student membership in any organization other than academic, honorary, professional and social organizations directly related to university life. Records maintained by student organizations are not considered university records, but such organizations are expected to protect students from unwarranted invasions of privacy and to permit them to have access to their records.

Records of students who are ministerial candidates and which are maintained by the rector of Theological College shall be communicated solely to the proper ecclesiastical ordinary and with the written express consent of the student.

V. Student Access to Records

Access to a student's official academic record, disciplinary record and financial aid record is guaranteed to him or her subject only to reasonable regulation as to time, place and supervision (1970, III, A) with the following exceptions:

1. Any and all documents written or solicited prior to Jan. 1, 1975, on the presumption that they were intended to remain confidential and privileged.
2. Any and all documents to which access has been waived by the student.
3. Any and all records which are excluded from the FERPA definition of educational records.
4. Any and all financial data and income tax forms submitted in confidence by the student's parents in connection with an application for, or receipt of, financial aid.
5. Any and all records connected with an application to attend The Catholic University of America, or a component unit of The Catholic University of America if that application was denied, or accepted and the applicant never enrolled. FERPA rights are provided only to applicants upon actual acceptance and subsequent enrollment.
6. Those records which contain information on more than one student. The requesting student has the right to view only those portions of the record which pertain to his or her own educational records. Since documents written or solicited after Jan. 1, 1975, may be kept confidential only if the student has waived access thereto in writing, a form of waiver shall be provided for the voluntary use of applicants in their request for recommendations. Any recommendation submitted under condition of confidentiality but without written waiver of access by the applicant shall be returned to the sender. The placement records maintained by the Office of Career Services may be inspected by the subject of the file, with the exception of recommendations or evaluations which have been received with the student's written waiver of access.

Student inspection of records is granted only upon written request, presented in person with appropriate identification, and must be made in the presence of designated personnel of the office maintaining the records. All requests shall be granted as soon as practicable, but in no event later than 45 days after the date of request. No documents or files may be altered or removed once a request has been filed.

A student may receive a copy of any and all records to which he or she has lawful access, upon payment of the announced fee except when a hold has been placed on his or her record pending the payment of debts owed the university, or when he or she requests a copy of a transcript, the original of which is held elsewhere.

VI. Challenge Hearings

If, upon inspection and review of his or her record, the student believes that the record is inaccurate, misleading or otherwise in violation of his or her privacy rights, he or she may ask that the record be changed or may insert a statement in the file. Any disagreement should be resolved informally, if possible.

Only the registrar, upon consultation with the respective dean, may authorize a correction in a record within the academic file of a student. Similar responsibility is exercised by the vice president for student life, the dean of admissions and financial aid, the respective departmental deans and the director of personnel for the records which are maintained under their authority.

Should the request for a change be denied, the student will be notified of the university's decision and advised of the right to a hearing to challenge the information believed to be inaccurate, misleading or in violation of the student's privacy rights. The student has 30 days to appeal the decision to the provost and ask for a hearing.

On behalf of the president of the university, the provost shall refer the appeal to an existing committee or designate a hearing committee. The latter will include one officer of administration other than the one who has denied the request, two faculty members and two students. Catholic University will notify the student, reasonably in advance, of the date, place and time of the hearing. The student shall be afforded a full and fair opportunity to present evidence relevant to the issues raised in the original request to amend the student's education records. The student may be assisted by one or more individuals, including an attorney. The university will prepare a written decision based solely on the evidence presented at the hearing. The decision will include a summary of the evidence presented and the reasons for the decision. The decision of the hearing committee shall be final, except that administrative recourse to the president of the university always remains open.

If the university decides that the information is inaccurate, misleading or in violation of the student's right of privacy, it will amend the record and notify the student, in writing, that the record has been amended. The challenge to be considered in such hearing may extend only to the material in the respective university file; it may extend to the correct recording of a grade but not to the appropriateness of the grade. If the university decides that the challenged information is not inaccurate, misleading or in violation of the student's right of privacy, it will notify the student of the right to place in the record a statement commenting on the challenged information and a statement setting forth reasons for disagreeing with the decision. Such a statement shall become a part of the information contained in the education record and will be disclosed with it.

VII. Career Services

The file of a student maintained in the Office of Career Services is assembled at the initiative of the student. The extent of disclosure to prospective employers, graduate schools, organizations awarding fellowships and the like shall be made clear to the student when he or she requests that the file be assembled and shall be agreed to by him or her on a form specifically provided for that purpose.

The student may make a specific waiver of access to evaluations solicited and/or received under condition of confidentiality, but the waiver must be made by the student without pressure or coercion. Any evaluation received under such condition of confidentiality without the student's waiver of access or without the student's knowledge shall not be incorporated in the file but shall be returned to the sender.

VIII. Addition to Records

No entry may be made on a student's official records and no document or entry may be placed in such records without written notice to the student by the responsible administrative officials mentioned above.

Notification of grades, written communication to a student of school or departmental evaluation and announcement of honors, however, constitute adequate notice. A document or entry supplied by or at the request of the student may be placed in the student's record without additional notice to him/her. In the case of student records maintained in deans' offices and departmental offices, additions other than those mentioned in the preceding paragraph require the permission of the registrar, who is responsible for notification of the student.

IX. Release of Information

The Catholic University of America will disclose information from a student's education records only with the written consent of the student, except that the records may be disclosed without consent when the disclosure is:

1. To school officials who have a legitimate educational interest in the records.

A school official is:

- A person employed by the university in an administrative, supervisory, academic or research, or support staff position, including health or medical staff.
- A person elected to the Board of Trustees.
- A person or entity employed by or under contract to the university to perform a special task, such as an attorney, auditor or outside vendor.
- A person who is employed by the Catholic University law enforcement unit.
- A student serving on an official committee, such as a disciplinary or grievance committee, or who is assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official is:

- Performing a task that is specified in his or her position description or contract agreement.
- Performing a task related to a student's education.
- Performing a task related to the discipline of a student.
- Providing a service or benefit relating to the student or student's family, such as health care, counseling, job placement or financial aid.
- Maintaining the safety and security of the campus.

The determination as to whether or not a legitimate educational interest exists will be made by the custodian of the records on a case-by-case basis. When the custodian has any question regarding the request, the custodian should withhold disclosure unless the custodian obtains consent from the student, or the concurrence of a supervisor or other appropriate official that the record may be released.

2. To officials of another school, upon request, in which a student seeks or intends to enroll. The student shall receive notification of the disclosure unless the student initiated the disclosure.
3. Subject to the conditions set forth in 34 CFR 99.35 authorized representatives of the Comptroller General of the United States, the Secretary of the U.S. Department of Education, authorized representatives of the attorney general for law enforcement purposes (investigation or enforcement of federal legal requirements of federally supported education programs), or state and local educational authorities.

4. School officials or lending institutions, in connection with financial aid for which the student has applied or which the student has received, if the information is necessary for such purposes as to:
 - Determine eligibility for the aid;
 - Determine the amount of the aid;
 - Determine the conditions for the aid; or
 - Enforce the terms and conditions of the aid.
5. State and local officials or authorities to which such information is specifically required to be reported or disclosed pursuant to the state statute adopted prior to Nov. 19, 1974, if the allowed reporting or disclosure concerns the juvenile justice system and the system's ability to effectively serve the student whose records are released; or information that is allowed to be reported pursuant to a state statute adopted after 1974, which concerns the juvenile justice system and the system's ability to effectively serve, prior to adjudication, the student whose records are released. Nothing in this paragraph shall prevent the state from further limiting the number or type of state or local officials who will continue to have access thereunder.
6. Organizations conducting studies for, or on behalf of, educational agencies or institutions for the purpose of developing, validating or administering predictive tests, administering student aid programs and improving instruction, if such studies are conducted in such a manner as will not permit the personal identification of students and their parents by persons other than representatives of such organizations and such information will be destroyed when no longer needed for the purpose for which it is conducted.
7. Accrediting organizations in order to carry out their accrediting functions.
8. Parents of a dependent student, as defined in Section 152 of the Internal Revenue Code of 1954. The parents must provide a copy of their most recent federal income tax return establishing the student's dependency. Full rights under the act shall be given to either parent, unless the institution has been provided with evidence that there is a court order, state statute or legally binding document relating to such matters as divorce, separation or custody that specifically revokes those rights. CUA does not have an obligation to disclose any financial information about one parent to another. If a parent claims a student as a dependent and does not want his/her financial information disclosed to his/her spouse or former spouse, the parent may make that request to the institution.
9. In connection with an emergency, appropriate persons if the knowledge of such information is necessary to protect the health or safety of the student or others.
10. To comply with a judicial order or lawfully issued subpoena, provided the university makes a reasonable effort to notify the student of the order or subpoena in advance of compliance. Notification may be prohibited if the university receives a federal grand jury subpoena or any other subpoena which states that the student should not be notified. The Office of the General Counsel shall be consulted prior to release of the record. See below for further details on the university's policy in dealing with subpoenas.

11. To an alleged victim of any crime of violence as that term is defined in Section 16 of Title 18, United States Code, or a nonforcible sex offense, the final results of any disciplinary proceeding conducted by an institution of postsecondary education against the alleged perpetrator of that crime or offense with respect to that crime or offense. The Office of the General Counsel shall be consulted prior to release of the record.
12. To Veterans Administration Officials pursuant to 38 USC 3690 (c).
13. Information the university has designated as “directory information,” unless a hold has been placed upon release of the information by the student.

The following data is considered to be directory information and may be given to an inquirer, either in person, by mail or by telephone, and may be otherwise made public: name of student, address (both local, including e-mail address and permanent), telephone number (both local and permanent), date of registered attendance, school or division of enrollment, major field of study, nature and dates of degrees and awards received, participation in officially recognized activities and sports, and weight and height of members of athletic teams. If the inquiry is made in person or by mail, a student’s date and place of birth and signature may be confirmed.

The policy that such information will be made generally available will be communicated to presently enrolled students through the publication of these guidelines. An individual student currently enrolled may request that such directory information not be disclosed by completing the nondisclosure form which is attached to the schedule of classes (form available in both paper and online schedule) and giving the form to the registrar in 10 McMahon Hall prior to the last day to register or add courses for credit.

By default, only a student’s campus e-mail address will be displayed on the CUA Web page. If a student wishes to release more, less or different information, he/she may do so by logging into home.cua.edu and changing the displayed information, or specifying that no information be displayed.

14. To the court those records that are necessary to defend the institution when a student initiates legal action against the institution. A transcript of a student’s official academic record contains information about his or her academic attainment and status exclusively. Only the registrar is authorized to issue transcripts or to certify in any way the official academic record of a student. An official transcript is issued only when requested by the student in writing.

Faxed requests for transcripts that contain the requesting student’s authentic signature will be honored.

Where a student has not approved a release of information, copies of transcripts, like other record information, may be issued to parents of a student only when financial dependency of the student on the parent, as that phrase is defined in the Internal Revenue Code, has been proven. Copies may also be issued with the written consent of the student as indicated upon his or her registration form or application for financial aid, to persons or agencies financially responsible for a student’s tuition, such as the ordinary of a diocese, the superior of a religious institute, a governmental agency or a scholarship fund.

In general, information from disciplinary records, as defined above, shall not be made available to persons on or off campus, without the express consent of the nondependent student involved. A number of exceptions exist. Disciplinary records may be released without the student's permission:

1. to superiors of the vice president for student life
2. pursuant to legal process as defined herein, or
3. to CUA school officials or to school officials at other institutions who have been determined to have a legitimate educational interest in the behavior of the student, when the education records contain information concerning disciplinary action taken against the student for conduct that posed a significant risk to the safety or well-being of that student, other students or members of the school community.

In addition to those instances noted above, the university has the discretion to disclose the final results of any disciplinary proceeding conducted by the university against a student who is an alleged perpetrator of any crime of violence (as that term is defined in Section 16 of Title 18, United States Code) or a nonforcible sex offense if the university determines as a result of the disciplinary proceeding that the student committed a violation of the university's rules or policies with respect to such crime or offense.

For the purpose of disclosure under this paragraph, the final results of any disciplinary proceeding shall include only the name of the student, the violation committed and any sanction imposed by the institution on that student and may include the name of any other student, such as a victim or witness, only with the written consent of that other student. The university also has the discretion to disclose to any parent or legal guardian of a student under the age of 21 information about a violation of any federal state or local law, or any rule or policy of the institution governing the use or possession of alcohol or a controlled substance if the institution determines that the student has committed a disciplinary violation with respect to such use or possession.

The disciplinary record of a student shall be destroyed within five years after graduation or permanent withdrawal from the university. Information from financial aid and employment records, as defined above, shall not be made available to anyone without the prior express written consent of the student involved except to confirm employment or to supply appropriate references to subsequent employers upon request of the student. Any and all financial data and income tax forms submitted in confidence by the student's parents shall not be released without their prior express written consent.

Medical, psychological and counseling records, as defined in Section II.B.4 above, are governed by the strictest canons of professional conduct and confidentiality. Information from these records shall not be made available to anyone other than the persons providing the medical, psychological and counseling treatment except that they can be reviewed by a physician or other appropriate professional of a student's choice. Nothing in this provision is intended to deny a student the right to inspect medical, counseling or psychological records as provided under D.C. or federal law.

Persons from outside the academic community shall not be permitted personal access to a student's records or greater information than provided herein or in the act without the prior express written consent of the student or unless subpoena,

judicial order or other legal process is served on the university, or unless release is pursuant to the disciplinary exception stated above. The university will comply with such process only upon the advice of counsel. To fully protect the confidentiality of student records, upon receipt of a subpoena the Office of the General Counsel will evaluate the validity of the subpoena, and in the case of a subpoena which can be disclosed to a student, the Office of the General Counsel will inform the student of the subpoena and give the student an opportunity to resist the subpoena.

Personal information shall be transferred to a third party only on the condition that such a party will not permit any other party to have access to such information without the written consent of the student. In all instances where written consent is required, written consent must specify the records that may be disclosed, state the purpose of the disclosure and identify the parties or class of parties to whom disclosure may be made.

X. Record-keeping Requirements

Catholic University will maintain a record of requests for and/or disclosures of information from a student's education records. The record will indicate the name of the party making the request and what records, if any, were received, the legitimate interest in the records, any additional party to whom it may be redisclosed, and the legitimate interest the additional party had in requesting or obtaining the information. The record may be reviewed by the student. This recordkeeping is not required if the request was from, or the disclosure was to:

1. the student;
2. a school official determined to have a legitimate educational interest;
3. a party with written consent from the student;
4. a party seeking directory information; or
5. a federal grand jury or law enforcement agency pursuant to a subpoena that by its terms requires nondisclosure.

XI. Information About This Policy as Noted Above

The Office of General Counsel and the registrar will maintain general information concerning the federal law and the university's policy as contained in these guidelines. Complete information on FERPA, including online access to the law and regulations is available at <http://counsel.cua.edu/ferpa/fedlaw>. The registrar will refer students desirous of examining their records to the office of the appropriate administrative official. At the present time the following are the administrative officials concerned:

Vice President for Student Life: Susan D. Pervi

Registrar: Mary Ellen Flaherty

Director of Human Resources: Barbara Coughlin

Director of Career Services: Alan P. Goodman

There is no fee for a transcript requested by a student, or authorized for release by the student. Fees maybe assessed for other documents and services.

*~ Approved by the Vice President for Student Life on April 4, 1974; revised October 10, 2005
Responsible Official: Registrar*

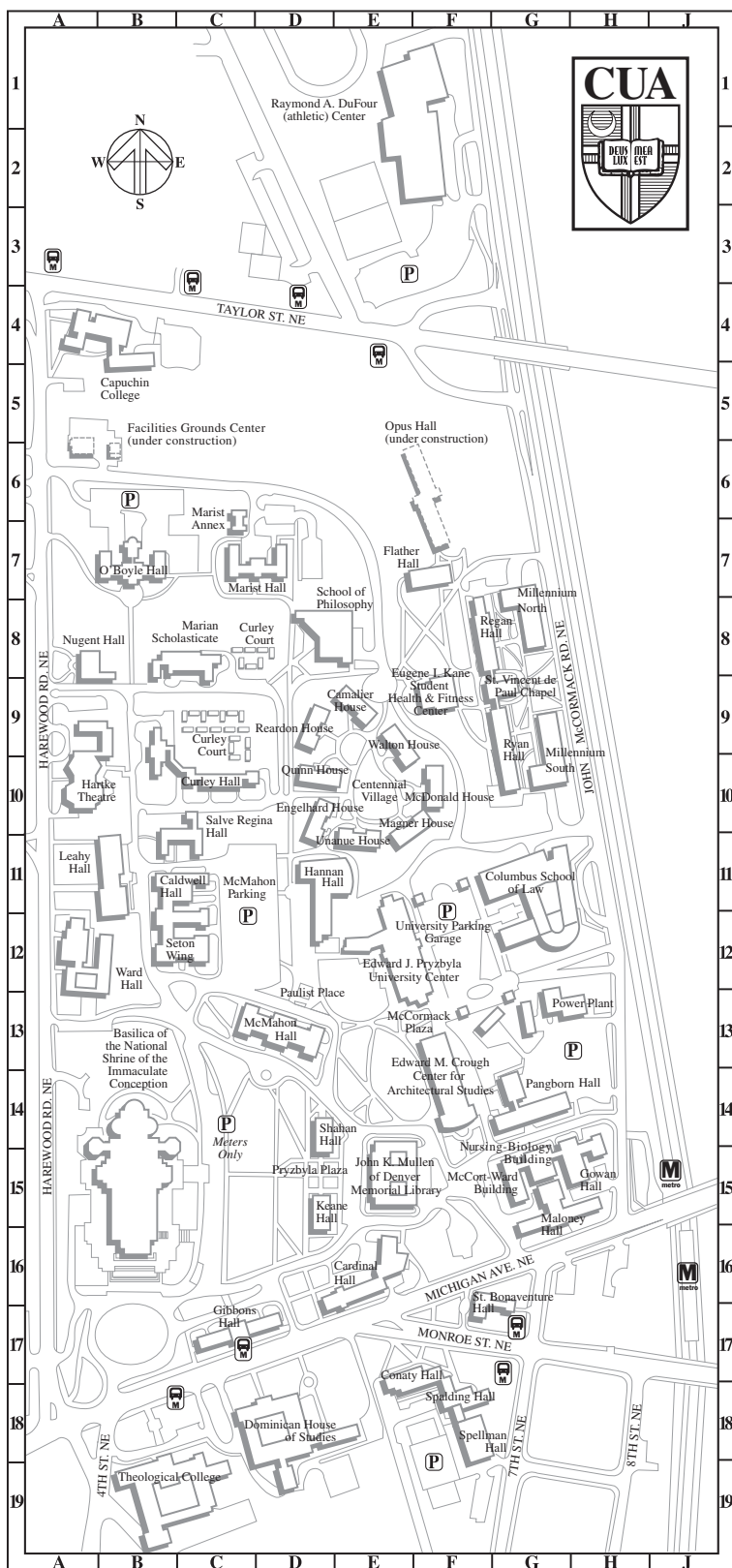
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