



CUA Community Expectations Guide



Celebrating 125 Years

At the time of publication of this guide, proposed changes in certain policies were pending final approval. Students are reminded that the official and most current version of any university policy is on the Web page at <http://policies.cua.edu>.

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, 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 *CUA Community Expectations Guide* 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 website: <http://policies.cua.edu>. In addition, the most current version of the Student Handbook may be accessed on the CUA website: <http://studenthandbook.cua.edu>.

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THE CATHOLIC UNIVERSITY OF AMERICA

Office of the Vice President for Student Life

Washington, DC 20064

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 symposia and engage in dialogue with distinguished faculty outside 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 developed this booklet, which outlines critical policies and procedures related to our expectations for your behavior. Our institutional website and publications offer additional opportunities for you to understand your responsibilities as a CUA student. 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://studenthandbook.cua.edu>**.

Best wishes for a great year!

Sincerely yours,



Susan D. Pervi

Vice President for Student Life



CUA Community Expectations Guide

CUA MISSION STATEMENT

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 impart the truth through excellence in teaching and research, all in service to the Church, the nation and the world.

~ Approved by the Board of Trustees, December 12, 2006

DIVISION OF STUDENT LIFE MISSION STATEMENT

The mission of the Division of Student Life is to promote and facilitate student learning and holistic development in the Catholic intellectual tradition. In partnership with the academic community and Campus Ministry, meaningful opportunities for intellectual and personal development are provided in a vibrant, faith-based, values-oriented campus setting. Student-centered programs and services are offered to support and challenge students throughout their educational experience.

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.

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 peoples 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



CODE OF STUDENT CONDUCT

I. Introduction

A. **Community Expectations and Student Responsibility:**

1. Authentic Catholic community is born of deliberate ongoing commitment from every student to live in accordance with Catholic values and expectations. The Catholic University of America (“university” or “CUA”), is an academic community committed to research, teaching, learning, and service and acknowledges specific core values that characterize the university community in all of its activities. 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. Students who enroll at the university assume an obligation to conduct themselves in a manner compatible with the university’s interests as a Catholic educational institution. “University” means The Catholic University of America and all of its undergraduate, graduate, and professional schools, divisions, and programs.
2. 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 rules and expectations as well as district, and/or federal laws and regulations are serious infractions that will likely result in disciplinary action within the university under the authority of this *Code of Student Conduct* (“Code”). “Student” means any person who is taking or auditing classes at the university or who is matriculated in any university program.

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. This *Code* provides a means for the exercise of student rights and responsibilities within the university student conduct system. The *Code* seeks to preserve the individual rights of students while ensuring that the interests of the entire university community are also maintained.

II. Prohibited Conduct

The following are examples of prohibited behaviors and activities which may result in disciplinary action under this Code. Commission of or attempts to commit these acts, condoning, supporting or encouraging others in the commission of these acts, or failure to prevent one's guests from committing these acts may 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 and ammunition — 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.
 2. Explosives and fireworks including, but not limited to, firecrackers, cherry bombs, smoke bombs, and similar devices.
 3. 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. 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.
 4. Unauthorized hazardous materials or chemicals.

D. Interfering with Fire Safety:

1. Misusing, tampering with 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. Offenses if Committed by Persons Under 21

- a. Possession of containers that previously contained alcoholic beverages.
- b. Possession of alcoholic beverages.
- c. Consumption of alcoholic beverages.
- d. All behaviors prohibited under section (2) below.

2. Offenses Regardless of Age

- a. Possession of alcohol paraphernalia which is defined as any item typically used to aid in the consumption of alcohol (e.g. funnels, beer-pong tables).
- b. Possession of an excessive quantity of alcohol including but not limited to common source containers, whether full or empty, of alcohol such as kegs, beer balls, or boxed wine, etc.
- c. Consumption of alcoholic beverages in any public area (except at an official university approved event or location), including public space within a residence hall, or in residence hall rooms assigned exclusively to persons under 21 years of age.
- d. Participation in negligent and irresponsible activities (e.g. drinking games, operating or being in physical control of a motor vehicle after consuming alcohol, etc.)
- e. Intoxication.
- f. Sale, distribution or provision or attempts to sell, distribute or provide alcoholic beverages to and/or by anyone under 21 years of age. ("Distribution" means any form of exchange, gift, transfer or sale.)

F. Drugs: The use, possession, and/or distribution of any controlled substances, including those without a valid prescription, natural hallucinogens, and/or designer drugs ("prohibited substances"); 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 prohibited substances.
3. Use of prohibited substances.
4. Distribution (any form of exchange, gift, transfer or sale) of prohibited 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 a member of the university community, including at university disciplinary proceedings.
2. Forgery, misuse, unauthorized alteration and/or creation of documents, records, identification cards, keys, or other objects.
3. Possession or use of false identification cards.
4. Fraud, through act or omission, committed against a member of the campus community or others.
5. 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:

1. 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 Other University Rules and Regulations:

1. Any violation of other published university regulations including but not limited to Residence Life and Housing Services policies and procedures, rules published in the Student Handbook and other university publications, and those available at <http://policies.cua.edu> and other CUA websites.

2. Being present or otherwise involved, in such a way as to condone, support or encourage any acts which would violate this *Code*. (Note: Students who observe acts in violation of this *Code* are expected to remove themselves and are encouraged to report the matter.)
- 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:**
1. Violating the terms of any disciplinary sanction as imposed in accordance with student conduct procedures, including the failure to complete sanctions by the stated deadline.
- P. **Gambling:**
1. Participation in any form of illegal gambling.
- Q. **Violation of Law:**
1. Violation of local, state or federal laws, regulations or ordinances.
- R. **Sexual Offenses:**
1. Sexual Relationships: The university affirms that sexual relationships are designed by God to be expressed solely within a marriage between husband and wife. Sexual acts of any kind outside the confines of marriage are inconsistent with the teachings and moral values of the Catholic Church and are prohibited.
 2. Sexual Assault: Sexual contact without meaningful, explicit, ongoing consent. (NOTE: Additional information can be found in the university's Sexual Assault Policy)
- S. **Solicitation:** Unauthorized solicitation, sale or promotion of any goods or services in University owned or operated property, including residence halls, or at university-sponsored events.

III. Student Conduct System and Procedures

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.

A. Authority for Student Discipline

1. Ultimate authority over student discipline is vested in the President of the University ("President"), who may take immediate action at her/his discretion for any violation of university policies or procedures whatsoever. Action taken by the President is final and closes the matter.

As an ordinary matter, the President has delegated authority over student discipline to the Vice President for Student Life ("Vice President") who may exercise it consistent with these procedures.

2. The Vice President, or a designee, reserves the authority to take immediate, necessary, and appropriate action to protect the health, safety and well being of an individual and/or the university community.
 - a. The Vice President may, in his/her sole discretion, take an interim action to 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 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 hearing or conference will be granted as soon as possible.

3. The Office of Student Conduct and Ethical Development (“SCED”), with direction and guidance from the Associate Vice President for Student Life & Dean of Students (“Associate Vice President”), is responsible for administering the student conduct system and ensures that all student conduct proceedings are carried out in accordance with University policies and procedures.
4. Disciplinary action may be pursued for any violation of university policy, or district or federal law, on or off university premises by a student that affects the university’s interests and/or is inconsistent with the university’s expectations for students.
5. Disciplinary action may be pursued to address the behavior of a student organization (as an entity) 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.

B. Case Referrals

1. Any person may refer a student or student organization suspected of violating this Code to SCED. The Associate Dean of Students (“Associate Dean”) or a designee will review the reported allegation to determine the appropriate disciplinary or administrative action to be taken in accordance with this Code.
2. Referrals should be made within a reasonable timeframe after the alleged incident (or after the latest alleged incident in cases of harassment or where there is a succession of documented incidents). Disciplinary action may be pursued after considering the amount of time that has passed since the alleged incident and whether there is enough information available to substantiate the reported behavior.
3. 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 may 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.
4. 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.

C. Student Disciplinary Proceedings

1. A student potentially subject to formal sanctions other than eviction from residence, suspension or expulsion or a student organization subject to formal sanctions other than loss of registration is entitled to a **conference**, which will normally consist of an informal meeting between the student responding to allegations (“respondent”) and an administrator.
2. A student subject to eviction from residence, suspension or expulsion from the university or a student organization subject to loss of registration is entitled to a **hearing**, which will normally consist of a formal meeting between the respondent

and the Associate Dean of Students (or designee) or the University Hearing Board (“Board”)

- a. The Board is a panel of community members that hears cases that can result in eviction from residence, suspension or expulsion from the university. A quorum of the Board necessary to conduct a hearing shall consist of at least three members
 - b. In the event that the Board is not in session, the requisite number of Board members is unavailable, or the student requests a hearing with an administrator, the Associate Dean will conduct the hearing.
3. A student or student organization that accepts responsibility for violations of this *Code* (prior to the hearing) may meet with the Associate Dean in an administrative meeting to determine an appropriate sanction(s), in lieu of attending a 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.

D. Student Organizations:

1. 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*. “Student organization” means a group of students which have sought and gained formal registration with the Office of Campus Activities (Campus Activities).
2. 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 Campus Activities 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*.
3. If administrative action is not appropriate for a particular situation, student organizations will be charged with violation(s) of the *Code* and subject to the disciplinary proceedings described in section III.C of this *Code*. 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.

E. Disciplinary Proceeding Guidelines: 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.

1. The respondent shall receive advanced notification of the specific charges and the date, time, and location of the scheduled proceeding. Notice will most often take the form of a letter delivered to a student’s university e-mail account and/or residence.
2. 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 business 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.

3. The respondent shall be afforded reasonable access to review the case file prior to and during the proceeding. "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.
4. Disciplinary proceedings will be closed to the public.
5. 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.
6. A respondent may be accompanied by an advisor. The role of the advisor shall be limited to support and consultation with a respondent; the advisor may not speak on behalf of a respondent at any time during any disciplinary proceeding, nor shall the advisor question or address witnesses. Violation of this expectation will result in the advisor being removed from a disciplinary proceeding at the discretion of the presiding officer or the student conduct administrator. In consideration of the limited role of an advisor, 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 advisor is unavailable.
7. 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.
8. 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.
9. A respondent may be found in violation of any prohibited conduct (including sections for which he was not originally charged) when behaviors that were previously unknown are discovered during the course of the disciplinary proceeding or if it is determined that a different section of the Code more appropriately addresses the conduct in question.
10. The outcome of the disciplinary proceeding shall be conveyed to the student in writing.

IV. Sanctions

- A. 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.
- B. 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.
- C. Sanctions that may be imposed in accordance with this *Code* include:
 1. **Censure:** An official written reprimand for violation of specified regulations.
 2. **Disciplinary Probation:** A 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.
 3. **Restitution:** Repayment to the university or to an affected party for damages resulting from a violation of this *Code*.
 4. **Denial of Access to Specific Areas:** Ban from certain non-academic area(s) for a specified length of time.
 5. **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.
 6. **Revocation of Privileges:** Restrictions placed on activities and/or use of university services and facilities for a specified period of time.
 7. **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.
 8. **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.
 9. **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.
 10. **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.

V. Appeals

A. In certain circumstances the outcome of a disciplinary proceeding may be appealed. The following guidelines shall be applicable:

1. An appeal must be submitted in writing by the student or student organization to the Office of the Dean of Students within two business days of receipt of the outcome of the disciplinary proceeding.
2. 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.
3. The appeal must specify grounds that would justify consideration. General dissatisfaction with the outcome of the disciplinary proceeding and/or an appeal for mercy are not appropriate basis for appeal. The written appeal must specifically address at least one of the following criteria:
 - a. There is a significant procedural error that changes the findings of fact of the disciplinary proceeding.
 - b. New evidence that significantly alters the findings of fact, that was previously unknown to the respondent, has been discovered and is available during the appeal process.
4. Generally the appeal process does not require a hearing, nor does it require the Associate Dean to make personal contact with the student.
5. For matters resolved through a conference, the Associate Dean will review and issue the outcome of the appeal. For matters resulting in a removal from residence, suspension or expulsion, the Associate Dean will convene an ad hoc appeals committee to assist in making a recommendation to the Associate Vice President, who will ultimately determine the outcome of the appeal.
6. The decision on the appeal is final and shall be conveyed in writing to the student or student organization.
7. 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.

VI. Disciplinary Files and Records

- A. 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, the Office of Student Conduct 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.
- B. Disciplinary records may be expunged by the Associate Dean of Students 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 Associate 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.
- C. All student organization records will normally be maintained by the Office of Campus Activities. University officials may use the student organization's record as a historical reference; individual student records will be maintained as outlined in Section V.2 of this Code.



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. Policy

The risks associated with the use of illicit drugs and the abuse of alcohol is numerous and includes 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 therein. See also the penalties for violation of federal and local jurisdiction standards related to drugs and alcohol, located at the following link: <http://counsel.cua.edu/Security/clicks/drugchart.cfm>.

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 student conduct 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/or drug use. Information about substance abuse and treatment programs is also available in the Office of the Dean of Students.

This policy implements the Drug-Free Schools and Communities Act (20 U.S.C. 1145g).

Recommended Minimum Sanctioning Guidelines for Alcohol-Related Violations

The following recommended minimum sanctions for violations of the *Code of Student Conduct* involving alcohol are for first offenses only. Sanctions may vary depending upon the severity of the incident and other aggravating factors, as determined by the student conduct officer. Please note that a student's disciplinary history is taken into account when determining sanctions. This list is not exhaustive and is provided in an effort to prevent harmful behavior. Students who fail to abide by our community expectations as it relates to alcohol and other substance abuse may be relocated to other campus residence halls, evicted from the residence halls or suspended from the university.

Level One Behaviors:

- Any evidence of possession or consumption of alcoholic beverages by persons under 21 years of age.
- Consumption of alcoholic beverages by persons 21 years of age or older in any public area.
- Possession of alcohol paraphernalia commonly used for abusive drinking.

Sanctions: Educational sanction, \$75-\$150 fine, parental notification***

Level Two Behaviors:

- Student exhibits any of the following behavior(s) indicative of being under the influence of alcohol: staggering, slurred speech, vomiting, incoherent, and/or other behaviors associated with intoxication; needed or received medical attention.
- Possession of an excessive quantity of alcohol regardless of behavior and/or age.
- Active participation in abusive drinking (e.g. drinking games).

*Sanctions: BASICS, \$200-\$300 fine, parental notification** and disciplinary probation (3-6 academic months)*

Level Three Behaviors:

- Providing alcohol to persons (or purchasing alcohol for persons) under 21 years of age.

- Hosting a social gathering involving an excessive quantity of alcohol and/or possession of common source containers including kegs (full or empty).
- Student engages in violent and/or aggressive and/or destructive behavior as a result of being under the influence of alcohol.

*Sanctions: \$400–\$500 fine, parental notification**, and eviction from residence or suspension (for at least one academic semester); Evidence of successful substance abuse treatment prior to returning to the university.*

Students who are placed on probation resulting from disciplinary infractions are notified that if they fail to abide by the terms of the specific probation or commit further violations of university policies, they will be considered for eviction from the residence halls, suspension or expulsion from the university. In addition, students on disciplinary probation may be excluded from participation in privileged and/or cocurricular activities for a specified period of time.

**Educational sanctions include, but are not limited to, participation in alcohol education workshops, meetings with administrators, performing community service projects, etc.*

***Consistent with our institutional policy regarding parental notification*

Recommended Minimum Sanctioning Guidelines for Drug Related Violations

The following recommended minimum sanctions for violations of the *Code of Student Conduct* involving drugs are for first offenses only. Sanctions may vary depending upon the severity of the incident, as determined by the disciplinary authority. Please note that a student's entire disciplinary history is taken into account when determining final sanctions. Repeat violators may be suspended from the university either temporarily or permanently.

Level One Behaviors: Possession of drug related paraphernalia absent evidence of drug usage.

Sanction: Educational sanction, \$100 fine, and disciplinary probation (six academic months)*

Level Two Behaviors: Any evidence of misuse and/or abuse of prescription medications or other controlled substances including but not limited to Ritalin, inhalants, Valium, anabolic steroids, Librium, other pain killers, other sedatives, and other stimulants.

Sanction: Educational sanction, \$400 fine, and disciplinary probation (six academic months)*

Level Three Behaviors: Any evidence of use and/or possession of any controlled substances, including those without a valid prescription, natural hallucinogens, and/or designer drugs.

Sanction: Suspension (at least one academic semester) from the University and \$500 Fine; evidence of successful substance abuse treatment prior to returning to the University

Level Four Behaviors: Any evidence of the manufacturing, distribution, or possession with the intent to distribute illegal drugs or controlled substances.

Sanction: Expulsion from the university

Students who are placed on probation resulting from disciplinary infractions are notified that if they fail to abide by the terms of the specific probation or commit further violations of university policies, they will be considered for eviction from the residence halls and/or suspension from the university. In addition, students on probation may be excluded from participation in privileged and/or extracurricular activities for a specified period of time.

**Educational sanctions include, but are not limited to, participation in drug education workshops, meetings with administrators, performing restitution service hours, performing community service projects, and completing educational assignments.*

CAMPUS SMOKE-FREE POLICY

All buildings, including academic, administrative, dining, residential, service and mixed use facilities, and all vehicles, that 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.

NOTE: The full version of the campus smoke-free policy can be found at **<http://policies.cua.edu/employment/other//smokefree.cfm>**

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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 (e.g. professionals, retirees, families with young children, and/or long-term residents of the community) 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 the 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 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.

IV. Disciplined Property Status

The university, through its existing jurisdiction stated in the *Code of Student Conduct*, may take administrative action and/or institute disciplinary action if neighborhood properties are the location of an event that, based on credible evidence and the university's determination, has disrupted the neighborhood. In addition to sanctions against individual students, the university may designate a neighborhood property as a *disciplined property* (DP). Upon designation as a DP, all student tenants living in the property are subject to immediate disciplinary action by the university for any behaviors deemed to be disruptive to the community. In general, the designation of DP on a neighborhood property will remain for a minimum period of four academic months and may be removed upon approved petition from the tenants or the landlord to the vice president of student life or his/her designee. However, a designation of DP may extend into future academic years, meaning that new tenants of the property will be under the same behavioral stipulations as prior tenants.



RESIDENCE HALL 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.

Prohibited Activities: Certain activities are not permissible in the residential halls because of the damage they could cause to the building, the threat to health and safety that they present to individuals, and/or the danger inherent in such activities. Be mindful of the choices you are making and the activities you are engaging in. Match your actions with your intentions. These include:

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

Room Furnishings and Decorations: 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.

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.

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.

The following activities and/or items are prohibited because they may be harmful to students or could cause damage to the building if used inappropriately.

- adhesives (other than 3M Command products or those designated for use in Opus Hall specifically)
- bed lofts, 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.

The following items are prohibited because of potential fire hazard and threat to the safety of residents:

- any item with an exposed heating elements
- candles, including decorative
- coffee pots and espresso machines
- crockpots, electric frying pans, woks
- grills and flammable grilling related items such as charcoal and lighter fluid
- halogen lamps
- heating and immersion coils
- hot plates
- oil popcorn poppers
- space heaters
- toaster and/or toaster ovens

Utilities: Certain items demand more energy, place a strain on available utilities, may be considered a fire hazard, and/or 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 following items are prohibited:

- air conditioners (except when supplied by CUA)
- 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 (NOTE: only one refrigerator per room is permitted)
- microwave ovens more than 700 watts (NOTE: only one microwave per room is permitted).

QUIET HOURS IN THE RESIDENCE HALLS

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 10 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 to the community.

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.

VISITATION IN THE RESIDENCE HALLS

I. Introduction

The visitation policy 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. This policy exists to help students maintain a living environment that supports academic success and personal well-being.

II. Definitions

- A. **Visitor:** Any individual who is not a resident of the residence hall or room being entered.
- B. **Visitation Hours:**
 - Sunday through Thursday:
 - 9 a.m. to midnight in student rooms;
 - 9 a.m. to 2 a.m. in residence hall common areas
 - Friday through Saturday:
 - 9 a.m. to 2 a.m. in all areas of residence halls

III. Policy

Visitors are permitted in the residence halls during the outlined hours and must be hosted by a current resident of the hall. Visitation in a student's room or residence hall should respect the right of all members of the community to privacy, sleep and quiet study space. All persons not living in a residence hall must leave the residence halls when visitation hours end and are not permitted to enter prior to 9 a.m. on any day.

Students who reside in the same residence hall may visit with one another in lounges, lobbies/entranceways, and study bubbles of the building at any time. Students may not sleep overnight in any common area of a residential building.

Visitors are expected to abide by all university policies and should be escorted by a host at all times. A host can be held responsible for the activities that occur in his/her room and/or behaviors of his/her visitor, regardless of whether or not the host was a willing participant or knowledgeable about what was occurring. The university reserves the right to deny a visitation request at any time due to behavior that is contrary to the university's mission and goals.

The university affirms that sexual relationships are designed by God to be expressed solely within a marriage between husband and wife. Sexual acts of any kind outside the confines of marriage are inconsistent with the teachings and moral values of the Catholic Church and are prohibited (see *Code of Student Conduct* ("Code"), section II.R.) 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 and community members to live in an appropriate and comfortable environment.

Overnight Visitors

On occasion, a CUA student may host an overnight visitor who is not affiliated with the university. A residential CUA student may not be an overnight visitor in a room in which he/she does not live. Overnight visitors should 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. Overnight visits should be limited and infrequent.

A host student is required to register an overnight visitor with the Residence Hall Office or residence hall staff in the building where the visitor is staying, in order to obtain a guest pass. The overnight visitor must carry a photo ID and CUA guest pass with him/her at all times while on campus. 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.

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.



SEXUAL ASSAULT

I. Introduction

The Catholic University of America promotes respect for persons' bodily integrity, the virtues of chastity and the sacredness of human sexuality. The university affirms that sexual relationships are designed by God to be expressed solely within a marriage between husband and wife. Sexual acts of any kind outside the confines of marriage are inconsistent with the teachings and moral values of the Catholic Church and are prohibited (see *Code of Student Conduct* ("Code"), section II.R.) At the same time, the university understands that the threat of sexual assault is a reality on college campuses and throughout society. CUA recognizes the moral, legal, physical and psychological seriousness of all sexual assaults, including that commonly designated as acquaintance rape between persons who already know one another however casually. Sexual assault is unacceptable behavior, will not be tolerated and will be adjudicated to the fullest extent afforded to the university.

II. Definition

- A. **Sexual Assault:** As stated in the *Code*, available in the online Student Handbook, sexual assault is defined as sexual contact without meaningful, explicit, ongoing consent. This includes, forcing, threatening or coercing an individual into sexual contact under duress and/or against his or her free will.
- B. **Consent:** Although The Catholic University of America does not condone any sexual relationship except within the context of marriage, at The Catholic University of America, "consent" is defined as an understandable exchange of affirmative words or actions that indicate a willingness to participate in mutually agreed upon sexual activity. Consent must be informed, actively sought prior to and during sexual activity, and freely and actively given. When consent is requested verbally or physically, absence of any explicit verbal or physical response constitutes lack of consent. It is expected that after consent has been established, a person who changes his/her mind during the sexual activity will communicate through words or actions his/her decision to no longer proceed.

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, dress or behavior; or that the victim or the university would incur unwanted publicity if the sexual assault was reported.

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. The Department of Public Safety is open 24 hours a day, seven days a week. In addition, victims/survivors of sexual assault are strongly encouraged to report a 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 individual reporting the incident.

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 education is coordinated through the Office of the Dean of Students. Through collaborative efforts with other university departments and the use of a peer education program, CUA works to prevent sexual violence and harassment through education, awareness and skill building. Programs include self-defense workshops, educational seminars, peer theater, resource information and referral, and Sexual Assault Awareness Week. In addition, 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.

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 may 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.

SEXUAL HARASSMENT

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*.
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 will forward an investigation report to the Dean. The case will be resolved under the *Code of Student Conduct*.

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 DEO. The DEO 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 DEO 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 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 attempt at informal resolution is not successful, the DEO 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 *Code*, the complaint will be handled by the Office of Student Conduct and Ethical Development 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 DEO 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.



CAMPUS RESOURCES

Student Life

Campus Activities	202-319-5291
	http://activities.cua.edu
Campus Ministry	202-319-5575
	http://ministry.cua.edu
Center for Academic Success	202-319-5655
	http://success.cua.edu
Counseling Center	202-319-5765
	http://counseling.cua.edu
Dean of Students	202-319-5619
	http://deanofstudents.cua.edu
Disability Support Services	202-319-5211
	(TTY) 202-299-2899
	http://disabilityservices.cua.edu
Housing Services	202-319-5615
	http://housing.cua.edu
Orientation Program	202-319-5627
	http://orientation.cua.edu
Public Safety	202-319-5111
	http://publicsafety.cua.edu
Residence Life	202-319-5619
	http://residencelife.cua.edu
Student Conduct and Ethical Development	202-319-5619
	http://studentconduct.cua.edu
Student Health Services	202-319-5744
	http://health.cua.edu

University Online

Announcements	http://hub.cua.edu
Departments	http://academics.cua.edu
Student Handbook	http://studenthandbook.cua.edu
University Calendars	http://www.cua.edu/calendar.cfm
University Policies and Procedures	http://policies.cua.edu

Academic

School of Architecture and Planning	202-319-5188 http://architecture.cua.edu
School of Arts and Sciences	202-319-5114 http://arts-sciences.cua.edu
School of Canon Law	202-319-5492 http://canonlaw.cua.edu
School of Engineering	202-319-5160 http://engineering.cua.edu
Columbus School of Law	202-319-5140 http://law.cua.edu or www.law.cua.edu
School of Library and Information Science	202-319-5085 http://slis.cua.edu
Benjamin T. Rome School of Music	202-319-5414 http://music.cua.edu
School of Nursing	202-319-5400 http://nursing.cua.edu
School of Philosophy	202-319-5259 http://philosophy.cua.edu
Metropolitan School of Professional Studies	202-319-5256 http://metro.cua.edu
National Catholic School of Social Service	202-319-5458 http://ncsss.cua.edu
School of Theology and Religious Studies	202-319-5683 http://trs.cua.edu

For questions or concerns regarding the information listed in this guide, please speak with a representative from the Office of the Dean of Students, located in Suite 353 of the Pryzbyla Center. You may contact our office by phone at 202-319-5619, or by e-mail at cua-deanofstudents@cua.edu.



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