



STUDENT HANDBOOK

University of the
District of Columbia

2009
2010

VAN NESS
CAMPUS

UDC: The Pathway to
Excellence



HOME OF THE FIREBIRDS

UNIVERSITY OF THE DISTRICT OF COLUMBIA

2009 – 2010 Student Handbook A University Information Guide

www.udc.edu

Book Front and Back Covers by Afolabi Makinde

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WHO'S WHO IN THE UNIVERSITY

BOARD OF TRUSTEES

Ms. Emily Durso, Chair
Ms. Kim Keenan (Esq.), Vice Chair
Mr. Joseph L. Askew, Jr. (Esq.), Secretary
Mr. Gerald B. Lang, Treasurer
Mr. J. Fernando Barrueta
Mr. James W. Dyke, Jr. (Esq.)
Mr. Verle B. Hammond
Mr. Eugene D. Kinlow
Dr. Rita J. Kirshstein
Dr. Donald N. Langenberg
Mr. Dale Lyons*
Dr. Allen L. Sessoms, (ex-officio)
Ms. Mary C. Thompson
Maj. Gen. Leo V. Williams, III, USMC (Ret.)
*Student Representative
(AY 2009-2010)
May 2009

EXECUTIVE ADMINISTRATION

Dr. Allen L. Sessoms, President
Dr. Graeme Baxter, Interim Provost and Vice President for Academic Affairs
Dr. Jonathan Gueverra, CEO Community College Initiative
Dr. Valerie Epps, Vice President for Student Affairs
Mr. Steven H. Graubart, Managing Director of Finance
Mr. Mark Farley, Vice President for Human Resources
Ms. Barbara Jumper, Associate Vice President for Facilities and Real Estate
Mr. Hakeem Fahm, Acting Chief Information Officer
Mr. W. David Watts, General Counsel

UNIVERSITY DEANS

Dr. Rachel Petty, College of Arts and Sciences
Dr. Ben O. Latigo, School of Engineering and Applied Sciences
Dr. Charlie Mahone, School of Business and Public Administration
Dr. Beverly K. Hartline, Graduate Studies and Research
Dr. Katherine S. Broderick, David A. Clarke School of Law
Dr. Gloria Wyche-Moore, Acting, Community Outreach & Extension Services
Mr. Albert J. Casciero, Learning Resources Division

A MESSAGE FROM THE PRESIDENT TO THE STUDENTS OF THE UNIVERSITY OF THE DISTRICT OF COLUMBIA

Welcome to the University of the District of Columbia, the Nation's only urban land grant institution. I am glad that you have decided to join us to pursue your educational aspirations. We look forward to walking with you on your educational journey.

By coming to the University of the District of Columbia, you are taking an important step towards the realization of your lifetime goals. Education remains the key to opening new opportunities. How can an education from the University of the District of Columbia become your key to new opportunities? The possibilities are endless.

Are you attracted to a career in the sciences? Then perhaps you should consider one of our fully accredited programs in Civil Engineering, Electrical Engineering, and Mechanical Engineering. If you are interested in health care, then our programs in nursing or other allied health fields might unlock your goals. What about education? Students can now obtain their bachelor's degree in a specific discipline and then go on to pursue a master's degree in education. Maybe you seek an associate's degree, workforce development opportunities, or a certificate program that our Community College can assist you with accomplishing.

The reality is that there are pathways to excellence within your reach at the University of the District of Columbia that can lead you to the realization of your goals. Our faculty is dedicated to helping you earn your degree. Concerned and engaged counselors are here to help you face challenges both large and small that may confront you during your time as a student. A dedicated staff in the Office of Student Affairs is also here for you, to assist you along the way.

There is a great need for the knowledge and skills that you will learn here at the University of the District of Columbia, so it is important for you to take advantage of all the opportunities open to you. While the faculty and staff are available to help you, I want to challenge you to remember that your success or failure is ultimately in your own hands. You may face challenges during your academic career, but with the help of good old-fashioned hard work and determination, you will see the process through to fruition.

We are delighted to have you join the long and distinguished list of scholars who call the University of the District of Columbia their own. We are an integral part of the fabric of the District of Columbia - a place of pathways to excellence. Have a safe and productive school year.

Sincerely,

Allen L. Sessoms

President

MESSAGE FROM THE VICE PRESIDENT FOR STUDENT AFFAIRS

GREETINGS FELLOW FIREBIRDS!

Welcome to the University of the District of Columbia (UDC), the only urban land grant public institution of higher education in the nation. Each “new” day begins with a “new” opportunity. It is an exciting time to be a part of the UDC legacy, as evidenced by the excellent academic programs, faculty, and staff at this institution. Many changes are taking place, including plans for a new student center, a student information system, and the community college, just to name a few. Each year, you will be provided with knowledge concerning the opportunities that exist at this university, in the metropolitan area, and in the world. All will contribute to your academic growth and your social and personal development.

The staff of Student Affairs is committed to supporting your needs, both in and out of the classroom. Take full advantage of all the resources and opportunities that are available, such as joining one or more of the seventy (70) student clubs and organizations, which function under the auspices of the Student Government Association, or writing for *The Trilogy*, the UDC student newspaper. Utilize our Career Development Office, to fine-tune your resume or to keep abreast of career fairs, and on-campus interviews. Take advantage of the free tutorial services. They promise to positively impact your grade point average. Read as much as you can, regarding your academic major, graduate school, and internship opportunities. After all, you are enrolled at America’s flagship university in Washington, D.C., the capital of internships. Experience a taste of other cultures, by connecting with people from other countries, who speak different languages and have diverse views on popular topics.

The 2009-2010 Student Handbook is created with you in mind. It serves as an informational guide and provides a “snapshot” that highlights myriad programs and services offered by the Division of Student Affairs, in cooperation with the Division of Academic Affairs. Additionally, it contains a list of helpful telephone numbers for contacting university resources and offices.

All students are responsible for abiding by the Code of Student Conduct contained in this handbook. The Code of Student Conduct outlines the rights and responsibilities of each student and the Student Government Constitution. Also, the handbook contains the University’s Alma Mater, “Our Glorious UDC.” Please memorize and cherish it. This song will be performed at official activities sponsored by the university.

Make the decision now to persist until you succeed in reaching educational goals suited for an exciting professional career. Your personal triumph is within reach, and I extend best wishes to you for a successful and dynamic year.

Lastly, since I am new to this campus, I encourage you to stop by my office and introduce yourself. I always enjoy meeting with students individually and in groups, to discern new insights regarding how we can join President Sessoms and the faculty in taking our great university to new heights. I look forward to working with you.

Sincerely,

Valerie L. Epps, Ph.D.

Vice President for Student Affairs

INTRODUCTION

The Office of the Vice President for Student Affairs has prepared this publication of the *2009-2010 Student Handbook: A University Information Guide* for the purpose of acquainting the student with a wide array of general information to support his or her matriculation at the University of the District of Columbia.

Accordingly, the standard term “student” is defined to include all persons who officially: (1) register and enroll on a full-time or part-time basis and (2) who maintain current enrollment status or (3) who may attend any other postsecondary educational institution while matriculating at the University.

This standard term is generic and applicable for all special, non-credit, certificate, diploma, undergraduate, graduate and law school students. Persons who are not officially enrolled for a particular term (i.e., summer), but who have a continuing relationship with the University are also considered “students.”

Information for undergraduate and graduate students is collected conveniently in special sections.

General information to support the matriculation of students enrolled in the David A. Clarke School of Law are referenced in the *David A. Clarke School of Law Student Handbook: A Guide to Academic Regulations and Requirements*.

The standards of the student code of conduct, either academic or non-academic, in this publication apply to all groups of students as described above.

The provisions of the student handbook are not contractual covenants between the University and any member of the University community, as defined in the handbook. The student handbook creates no contractual rights obligations between the University and any member of the University community.

The University reserves the right to amend the student handbook at any time. It is and remains the responsibility of members of the University community to review not only the student handbook, but also the University’s website, <http://www.udc.edu>, for any amendments. If any provision of the handbook is later determined to be invalid, the resulting invalidity of that provision shall not affect the enforceability of the remaining provisions of the handbook.

THE UNIVERSITY OF THE DISTRICT OF COLUMBIA: THE PATHWAY TO EXCELLENCE

VISION

The University of the District of Columbia will be a diverse, selective, teaching, research, and service university in the land-grant tradition, serving the people of the Washington, D.C. and the Nation.

MISSION

The University of the District of Columbia is an urban land-grant institution of higher education with an open admissions policy. It is a comprehensive public institution offering affordable post-secondary education to District of Columbia residents at the certificate, associate, baccalaureate and graduate levels. These programs will prepare students for immediate entry into the workforce, for the next level of education, for specialized employment opportunities and life long learning.

CAMPUS DIRECTORY

VAN NESS CAMPUS

Building 30 – Hangar Number 10

Building 32 – Mathematics and Architecture

Building 38 – Student Services and the Law School

Building 39 – Administration and Financial Aid, Counseling and Career Services

Building 41 – Arts and Sciences/Library

Building 42 – Engineering and Computer Science/Art

Building 44 – Life and Physical Sciences

Building 46 East – Auditorium

Building 46 West – Music, Dance and Theater

Building 47 – Athletic Center (Gymnasium)

Intelsat Building– 4000 Connecticut Avenue – Business and Public Administration, Community College Initiative Administration, Graduate Studies, International Programs, and Urban Agriculture

ACADEMIC DEPARTMENTS' CAMPUS DIRECTORY

COLLEGE OF ARTS AND SCIENCES

DIVISION OF ARTS & EDUCATION

Department of Education (Building 38, Room 109)

*Child Development and Nursery School
Education* 274-7404

Early Childhood Education 274-7404

Elementary Education..... 274-7404

Early Childhood Leadership

Institute 274-5281

Institute of Gerontology 274-6616

Health Education 274-7404

Special Education 274-7404

Teacher Education 274-7404

Department of English (Building 41, Room 413-04)

English 274-5137

Composition and Rhetoric 274-5137

Department of Languages and Communication Disorders (Building 41, Room 413-05)

English as a Second Language 274-7405

French..... 274-7405

Spanish..... 274-7405

Speech and Language

Pathology..... 274-7405

Department of Mass Media, Visual, and Performing Arts (Building 46, Room A03-B)

Art 274-7402

*Mass Media, Journalism,
& Television* 274-7402

Music..... 274-7402

Theater Arts..... 274-7402

DIVISION OF SCIENCE AND MATHEMATICS

Department of Biological and Environ- mental Sciences (Building 44, Room 103)

Biology and Biology Education 274-7401

Environmental Science..... 274-7401

*Water Quality and Marine
Science* 274-7401

Nutrition and Food Science 274-7401

Department of Chemistry and Physics (Building 44, Room 200-18)

Chemistry..... 274-7410

Physics 274-7410

Department of Mathematics (Building 32, Room B-01)

Mathematics..... 274-5153

Mathematics Education 274-5153

Department of Nursing and Allied Health (Building 44, Room 103C)

Medical Radiology..... 274-5940

Mortuary Science..... 274-5940

Respiratory Science 274-5940

Nursing..... 274-5940

**DIVISION OF URBAN AFFAIRS,
BEHAVIORAL AND SOCIAL
SCIENCES**

**Department of Urban Affairs, Social
Sciences, and Social Work
(Building 41, Room 406-413)**

Social Work 274-7403
Criminal Justice 274-7403
History..... 274-7403
Political Science..... 274-7403
Sociology..... 274-7403
Urban Studies..... 274-7403

**Department of Psychology and Counseling
(Building 44, Room 200-34)**

Psychology 274-7406
Clinical Psychology 274-7406
Counseling 274-7406

**SCHOOL OF BUSINESS AND
PUBLIC ADMINISTRATION**

**Department of Accounting, Finance, and
Economics (Intelsat Building –
4000 Connecticut Avenue NW)**

Accounting 274-7002
Computer Accounting Technology 274-7002
Economics 274-7002
Finance 274-7002

**Department of Management, Hospitality,
and Graduate Studies (Intelsat Building –
4000 Connecticut Avenue NW)**

Administration..... 274-7001
Business Administration..... 274-7001
Business Technology 274-7001
Business Management..... 274-7001
*Entrepreneurship Certificate
Program*..... 274-7001
*Hospitality Management
& Tourism* 274-7001
*Administrative Office
Management*..... 274-7001
*Master of Business
Administration*..... 274-7001
*Master of Public
Administration*..... 274-7001

**Department of Marketing, Legal Studies,
and Information Systems
(Intelsat Building –
4000 Connecticut Avenue NW)**

Administration..... 274-6510
Computer Science
Information Systems..... 274-6510
Legal Assistant..... 274-6510
Marketing..... 274-6510
*Procurement & Public
Contracting* 274-6510

**SCHOOL OF ENGINEERING AND
APPLIED SCIENCES**

**Department of Computer Science
(Building 42, Room 112)**

Applied Computing 274-5147
Computer Science 274-5147
Computer Science Technology..... 274-5147

**Department of Electrical Engineering
(Building 42, Room 109)**

Electrical Engineering 274-7409
*Electrical Engineering Technology*274-7409

**Department of Engineering, Architecture,
& Aerospace Technology
(Building 42, Room 213)**

Architecture..... 274-5126
*Architecture Engineering
Technology* 274-5126
Airway Science..... 274-5126
*Aviation Maintenance
Technology* 274-5126
Civil Engineering Technology..... 274-5126
*Construction Engineering
Technology* 274-5126
Civil Engineering 274-5126
Fire Science..... 274-5126
Mechanical Engineering..... 274-5126

**DIVISION OF GRADUATE
STUDIES AND RESEARCH**

Graduate Studies and Research.... 274-5838

FREQUENTLY USED STUDENT SERVICES OFFICES

- 1. STUDENT GOVERNMENT ASSOCIATIONS**
Building 38, Room A-2
(202) 274-5190 (Undergraduate)
(202) 274-5510 (Graduate)
- 2. CAMPUS BOOKSTORE**
Building 38, A Level
(202) 274-5110
- 3. CASHIER'S OFFICE**
Building 39, Room 201
(202) 274-5112
- 4. OFFICE OF THE REGISTRAR**
Building 39, Room A-08
(202) 274-6200
- 5. FINANCIAL AID**
Building 39, Room 101
(202) 274-5060
- 6. LEARNING RESOURCES (LRD)/ LIBRARY**
Building 41, A Level (LRD); 5th Floor (Library)
(202) 274-6009
- 7. TUITION MANAGEMENT SYSTEM (TMS) INSTALLMENT PAYMENT/ AGENCY PAYMENT**
Student Accounts
Building 39, Room A-09A
(202) 274-5168
- 8. STUDENT OUTREACH AND LEADERSHIP DEVELOPMENT**
Building 38, Room A-11
(202) 274-5767
- 9. DISABILITY RESOURCE CENTER**
Building 44, A-03
(202) 274-6152
- 10. VETERAN STUDENT SERVICES**
Building 39, Room A-09E
(202) 274-5901
- 11. SENIOR CITIZENS**
Institute of Gerontology
Intelsat Building
4000 Connecticut Avenue
(202) 274-6616
- 12. INTERNATIONAL ADMISSIONS**
Building 39, Room A-09H
(202) 274-6110
- 13. UNIVERSITY HEALTH SERVICES**
Building 44, Room A-33
(202) 274-5030
- 14. HEALTH INSURANCE WAIVER**
Building 38, Room A-09
(202) 274-5350
Or University Health Services
(See Item 13 above)
- 15. STUDENT IDENTIFICATION & VALIDATION CARD SERVICES**
Building 38, Room A-07
(202) 274-6181
- 16. UNIVERSITY POLICE/ COMMUNICATIONS**
Building 39, Room A-13
(202) 274-5050
- 17. CAREER DEVELOPMENT & STUDENT EMPLOYMENT PROGRAM**
Building 39, Room 120
(202) 274-6000
- 18. ATHLETICS**
Building 47, Room A-02
(202) 274-5024
- 19. COUNSELING AND STUDENT DEVELOPMENT CENTER**
Building 39, Room 120
(202) 274-6000

INFORMATION FOR ALL STUDENTS

CAMPUS POLICE, PARKING, AND ENVIRONMENTAL SAFETY

Your safety on campus is vitally important. It is the responsibility of the Department of Public Safety and Emergency Management (Campus Police) to keep the University community informed about safety, security, and environmental measures that are vital to your well being and quality of life.

CAMPUS SECURITY & CRIME AWARENESS

Consistent with federal mandate and associated reporting requirements encompassed by the “Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act” (originally known as the “Crime Awareness and Campus Security Act of 1990”), the Department of Public Safety is responsible for the compilation, publication, and distribution of an annual report by October 1 of each year. The purpose of this publication is to provide current and prospective students and employees with accurate, complete and timely information about safety on campus. Additional information mandated by this Act and provided by way of this annual publication includes campus safety policies and procedures, statistical information concerning crimes that occur on and near the campus, statements about campus law enforcement policies, campus security education and prevention programs, and other valuable information concerning crime awareness and campus safety. Copies of the Department’s annual report (*Campus Safety and Security Brochure*) can be obtained from the Office of Campus Police Communications (Building 39, Room A-13), the Office of the Vice President for Public Safety (Building 39, Room 301K), or the Office of the Vice President for Student Affairs (Building 39, Room 301-I). To view the Campus Safety and Security Brochure online visit www.udc.edu/downloads.

REPORTING CRIME, SUSPICIOUS OR UNUSUAL ACTIVITY, MEDICAL EMERGENCIES, FIRE, AND ENVIRONMENTAL SAFETY HAZARDS OR RISKS

All students, faculty, staff and visitors are encouraged to report all suspicious or unusual activity that they observe on campus or at any satellite locations. Should you become the victim of a crime, or should you witness a crime, use the following information and contact Campus Police immediately:

- Call (202) 274-5050
- Report in person at the Police Communications Center located in Building 39, Room A-13. Police Communications is staffed 24 hours a day, 7 days a week, year round.
- Emergency Call Stations: two-way communication call boxes are strategically located throughout the campus and allow for direct two-way communication with a University Police Officer housed in the Police Communications Center. When emergency call stations are activated, the location and origin of the call is displayed in Police Communications and an officer is immediately dispatched. Call boxes are easily identifiable. They are yellow in color and equipped with a blue strobe light that pulses upon activation.
- The Department has an excellent working relationship with the Metropolitan Police Department (MPD) as well as other federal, state and local law enforcement agencies. If you are a victim of a crime, whether on or off campus, the Campus Police stands ready to assist you with appropriate guidance. For direct access to municipal emergency response services (police, fire, and ambulance) dial 911 (or 9+911 from a University telephone).

CRIME PREVENTION

The Department participates in student, faculty and staff orientations, as well as various youth programs, and other functions that are sponsored by the University throughout the academic year. Additionally, preventative literature, presentations, and programs are made available to students, faculty and staff in order to ensure that appropriate and timely information about safety and security is communicated. Crime prevention information and safety related tips are also

disseminated by way of the University's email announcements or by way of a University-wide Campus Alert, as appropriate. To learn more about your safety and security on campus, as well as other services provided by the Department of Public Safety and Emergency Management, you may obtain a copy of the Campus Safety and Security Brochure (see previous segment entitled Campus Security and Crime Awareness). To learn more about crime prevention or to request a presentation, please call (202) 274-5148.

PARKING

In order to obtain a seasonal parking permit for the University parking facilities (including handicap parking) all students, faculty and staff members must register their vehicle(s) with the Cashier's Office and obtain the appropriate parking permit. Students, faculty and staff who choose not to purchase a seasonal parking permit must pay the \$3.50 per day rate, and must present a valid (student, faculty, or staff) I.D. All others must pay the \$8.00 per day rate. A valid parking permit (or daily pass) is required at all times. Parking permits may be purchased at the Cashier's Office, located in Building 39, Room 201. The Cashier's Office is open for business Monday through Friday from 8:30am – 5pm. Proof of course registration (class schedule) must be presented to the Cashier's Office in order to purchase a parking permit; therefore, students must complete the registration process prior to obtaining a parking permit (not applicable to University employees). Persons who violate the standard rules and regulations for parking services will be subject to the University's policies and procedures or district or federal laws accordingly.

ENVIRONMENTAL SAFETY

The University's Environmental Protection Specialist is located in the Intelsat Building (4000 Connecticut Avenue). For matters involving environmental safety and management, such as chemical spills, waste management, and other compliance and regulatory standards related to environmental safety, you may call (202) 274-7180 during University business hours. Outside of University business hours, and in emergency situations, contact Campus Police at (202) 274-5050.

SMOKING RESTRICTIONS

Pursuant to the provisions of the District of Columbia Smoking Restrictions Act of 1979, as amended, D.C. Code, §6-011, smoking shall be prohibited in all University facilities, including all portions of buildings and structures owned or leased by the University.

RECYCLING PROGRAM

We encourage each student to participate in the University's recycling program. Some of the materials currently being collected for recycling include office paper, aluminum cans, plastic bottles and toner cartridges. Recycling containers for office paper and toner cartridges are located in various sites in each building on campus. In addition, bins for aluminum cans and plastic bottles are conveniently placed around campus. For more information, call the Office of Environmental Safety (202) 274-7180.

INCLEMENT WEATHER

The following outlets will provide information on delayed openings and/or closings and cancellations of classes:

Radio – 93.9 FM(WKYS), 95.5 FM (WPGC), 103.5 (WTOP,) 105.9 (WJZW), 630 AM (WMAL), 90.9 FM (WGMS)

Television – Channel 98 (UDC)

Channel 4 (WRC), Channel 7 (WJLA)

Channel 9 (WUSA), Channel 5

(WTTG), Channel 20 (WDCA)

Alert DC – <https://textalert.ema.dc.gov>

UDC Home Page – www.udc.edu

UDC main telephone system – (202) 274-5000

LOST & FOUND

The University of the District of Columbia cannot be responsible for articles lost on University property. For any items found on University property, please report this information to security personnel located in the building where the item is found. Campus Police is located in Building 39, Room A-13. Telephone: (202) 274-5050.

STUDENT IDENTIFICATION AND VALIDATION CARD SERVICES

Photographic identification and validation card services are required of all students.

Location: Building 38, Room A-07

Telephone Number: (202) 274-6181

Preparation and validation services are free. Replacement cards cost \$15.00 per request.

Students who officially withdraw from the University must surrender their ID cards to the Office of Identification and Validation Card Services.

DINING SERVICES

The Firebird Inn (Building 38, Room B01) provides a convenient and pleasant atmosphere that is clean, attractive and appealing to the UDC community. The goal of Campus Services is to offer the community wholesome and nutritious meals. Hours of Operation: Monday – Friday, 6am – 5pm. These hours are subject to change.

OFFICE OF FINANCIAL AID

Building 39, Room 101; Telephone: 274-5060

All students are encouraged to apply for financial aid consideration. Financial aid is available for eligible students to ease the burden frequently associated with the costs of attending the University. The application deadline for “early” consideration for the fall semester is March 15th. As funds are limited, early application is strongly recommended. Additionally, students are encouraged to apply for the full-range of aid that is available at the University, including Pell Grants, College Work Study and other Federal and institutional scholarships and low-interest loans.

What is Financial Aid?

Financial aid is any fiscal resource that reduces or eliminates your cost of attending the University. Typically, the resources are grants, loans, employment, or scholarships. A grant is a financial award that does not have to be repaid. A loan is a financial award that must be repaid upon graduation or after you have stopped attending the University on at least a half-time basis. Employment is a financial award that requires you to work in order to receive funds. Scholarships are financial awards allocated based on evidence of academic achievement or other forms of talent.

General Eligibility/Satisfactory Academic Progress

To be eligible to receive assistance from the various financial aid programs, a student must

- Be enrolled on at least a half-time basis;
- Be in good academic standing maintaining at least a 2.0 (undergraduate) or 3.0 (graduate) cumulative grade point average while passing the required number of attempted hours (70%).

Students enrolled in less than 6 hours must pass all credit hours, demonstrate financial aid need and meet both the federal and University eligibility requirements.

Financial Aid Programs

Financial aid awards may consist of one or more types of aid programs based on your overall eligibility status. If your award includes two or more forms of financial aid, you have been awarded a “financial aid package” to meet your educational expenses. The amount of aid in your “package” will depend on the total funds available and the amount of your need. Generally, the earlier a student applies for financial aid consideration, the more likely it is that the student will receive a larger financial aid package.

Pell Grant – Federal grant program for undergraduate students. Awards range from \$200 to \$4,731 per academic year. Awards are adjusted according to a student’s enrollment level. Students enrolled for less than six credit hours have limited eligibility.

Federal Supplemental Educational Opportunity Grant (FSEOG) – Federal grant program for undergraduate students. Awards range from \$500 to \$1,200 per academic year. Applicants must be enrolled for at least six credit hours.

ACG/SMART Grants – To be eligible for ACG/SMART Grants, first and second year students must:

- Be a U.S. citizen;
- Have graduated from a “rigorous high school program”;
- Be Pell Grant eligible.

To be eligible, third and fourth year students must

- Be a U.S. citizen;
- Be Pell Grant eligible;
- Be a science major;
- Have a 3.0 cumulative GPA.

Institutional Grant (IG) – The objective of the Institutional Grant Program is to provide assistance to students with financial need who require assistance in meeting the educational costs of attending the University. To be eligible, an applicant must be enrolled for at least 6 credit hours in an undergraduate or graduate degree program and in good academic standing. Currently, awards range from \$500 to \$1,200.

FFELP Loan Program – Federal Loan program for eligible graduate, undergraduate students and in some cases eligible parents of UDC students. Awards range for \$3,500 to \$4,500 (depending on grade level) for subsidized loans (based on financial need) up to \$10,000 (depending on grade level) for unsubsidized loans (non-need based loans). Entrance and exit interviews are required. Repayment starts six months after a student is no longer enrolled on at least a half-time basis.

Federal Perkins Loan Program – Federal loan program for eligible undergraduate and graduate students. Awards range from \$600 to \$4,000 per academic year. Entrance and exit interviews are required. Repayment starts nine months after the student is no longer enrolled. At least half-time enrollment is required.

D.C. Leveraging Education Assistance Partnership Program Grant – The D.C. Leveraging Education Assistance Partnership Program (LEAP) is a grant offered to DC residents for education or training beyond the high school level. In order to be eligible for this grant, the applicant must:

- Be an established DC resident for at least 18 months prior to filing the application for LEAP;
- Be a U.S. citizen or a permanent resident alien;
- Be enrolled or accepted for enrollment in an undergraduate program in an eligible college or university on at least a halftime basis;
- Be enrolled for a full academic year, have substantial financial need and be in good academic standing;
- File a new application for LEAP every year (receipt of an award in a previous year does not automatically qualify you for an award in a subsequent year);
- File a Free Application for Federal Student Aid (FAFSA) and submit a photocopy of the Student Aid Report (SAR) with the LEAP application.

Refunds and the Return of Title IV Federal Student Aid Funds Policy

Purpose: The purpose of this instructional notice is to state the University's institutional policies and procedures, as well as the Federal guidelines, pertaining to the Refund and Return of Title IV Funds.

Background: The Federal guidelines for Title IV Funds require that if a student withdraws, is suspended or is expelled from the University that he or she may be required to return all or a portion of the Federal Title IV funds awarded to them. If a recipient of Title IV aid (Pell Grant, Supplemental Educational Opportunity Grant, D. C. Leveraging Educational Assistance Partnership Program formerly SSIG, Family Educational Loan Subsidized and Unsubsidized) withdraws during a payment period (i.e., a period of enrollment), the University must calculate the amount of Title IV aid the student earned. Unearned Title IV funds must be returned to the Title IV programs.

Procedures – Official Withdrawal Process: The withdrawal process begins in the Registrar's Office (Building 39, Room A-08). A student may totally withdraw from the University (i.e., all classes for which they are enrolled) up to and including the last day of class (i.e., prior to the beginning of the final examination period).

Students who totally withdraw from the University must obtain the signature of the chairperson of the academic department offering their major and the dean of their college or school on the UDC- SRS – 529, Withdrawal/Leave of Absence Form. A student who totally withdraws from the University must apply for re-admission.

All students must pay a two-dollar (\$5.00) per course withdrawal fee in the Office of the Cashier (Building 39, Room 201).

Determining Withdrawal Date

The withdrawal date is the date of payment of the withdrawal fee to the Cashier's Office as posted on the Student Account Snapshot (screen 409) in the Student Information System (SIS). If a student fails to provide written notification of his or her withdrawal from the University in a timely manner, then the Office of Financial Aid determines the withdrawal to be used in the repayment calculation.

University's Responsibility to Return Title IV Funds and Order of Return

After notification by a student of his or her withdrawal from the University, the Office of Financial Aid has:

- 30 days to return Title IV funds;
- 30 days to notify a student of grant overpayment requirements;
- 30 days to notify a student of eligibility for post withdrawal disbursement;
- 90 days to send post withdrawal disbursement to a student and/or parent.

The University assesses tuition, fees, and books as allowable institutional charges in the calculation of the Return of Title IV Funds. A student who totally withdraws from the University and receives a refund check may be in an overpayment status.

Order of Return Policy:

- The University returns the lesser of unearned Title IV Aid or
- The University's charges for the period times the percentage of Title IV aid that was unearned
The University must return Title IV funds to the programs from which the student received aid in the following order, up to the net amount disbursed from each source:
- Unsubsidized Family Educational Loan
- Subsidized Family Educational Loan
- Perkins Loans
- PLUS Loans
- Federal Pell Grants
- Federal Supplemental Educational Opportunity Grant
- DC Leveraging Educational Assistance Partnership Program (LEAP)
- Other assistance under Title IV

Students' Responsibility to Return Title IV Funds:

The student must return funds to the Title IV fund from which it was received. The student must return the net amount disbursed from each funding source. A student is required to repay 50 percent of the grant assistance he or she received.

The student (or parent, if a Federal PLUS loan) returns funds to the loan programs in accordance with the terms of the loan, and to grant programs as an overpayment. In other words, the student will be repaying any unearned loan funds in the same manner that he or she will be repaying earned loan funds. Grant overpayments are subject to a repayment arrangement satisfactory to the University, or overpayment collection procedures prescribed by the Secretary of the Department of Education.

Note: The student automatically retains eligibility for Title IV assistance for 45 days after the University sends the notification of a grant overpayment and request for repayment arrangements to the student.

Procedures for Collection of Payment to Student:

- The student will be notified in writing within 30 days of the date of the University's determination that the student withdrew and a grant overpayment is due.
- The following repayment options are available: (A) Pay in full within 45 days. (B) Establish repayment arrangements with the University. (C) Establish repayment arrangements with the Department of Education.
- If student defaults in the repayment agreement, the University will report within 30 days to the Department of Education and National Student Loan Data System (NSLDS) that the student is in overpayment status.

Scholarships

Scholarships are awarded to students who show academic excellence, talent, and/or financial need. Faculty and staff participate in the scholarship evaluation and selection process. Students seeking such assistance should contact the Financial Aid Office or the chairperson of their major department. Numerous scholarships or grants are available in many academic departments. To obtain more information regarding the various methods of financing the costs of attending the University, please contact the Office of Financial Aid.

UNIVERSITY HEALTH SERVICES

Building 44, Room A-33; Telephone: 274-5030

The University Health Services (UHS) promotes a state of optimal physical and emotional health among students, faculty and staff. It provides mandatory and routine preventive health care, general medical and initial response to emergencies occurring on campus, and mental health therapy and referral. The preventive health services include lectures, workshops, disease screening, immunizations and a personalized, medically valid weight management program.

To register for classes at the University, all students under the age of 26 are mandated by DC Immunization Law 3-20 to show proof of immunization against diphtheria, tetanus, measles, mumps, rubella, hepatitis B, vaccinia (chicken pox), and polio. When you receive your letter of acceptance you should obtain your immunization record from your previous school and present it to UHS (not the Office of Admissions) on or before the day you come to register for classes.

Additionally, it is required that all incoming students, regardless of age, have a medical history on file with UHS that documents any chronic medical condition (e.g., allergies, seizures, diabetes, etc.). Students in the healthcare professions and athletics are also required to submit a recent physical examination. Medical history and examination forms with the relevant details are available from UHS.

All records must be written in English. If you are missing any of the above vaccines, please obtain the vaccine from your private physician or neighborhood health clinic.

The staff of the University Health Services consists of a physician, a nurse practitioner, registered nurses, medical assistants, a program manager and support staff. Physicians from the psychiatric residency program at the St. Elizabeth Hospital provide mental health therapy.

HEALTH INSURANCE

Building 38, Room A-09; Telephone: 274-5350

The University of the District of Columbia mandates health insurance coverage for all students. Students must show proof of personal health insurance coverage every semester or purchase the University's student accident and illness plan. The non-refundable insurance fee is collected or waived at each registration period (fall, spring or summer). Students must receive a waiver or enroll in the insurance plan between the first and last days of scheduled registration. If you fail to present proof of your health insurance coverage, you will be charged the premium rate for that registration period (i.e., \$175 for Fall, \$125 for Spring or \$65 for Summer). While the health insurance information contained at this printing of the Handbook is current, the premium rate is subject to revision at any time.

During registration, students may waive the University health insurance in Building 39, Room 119, or in the University Health Services, Building 44, Room A-33. The following items are proof of coverage: health insurance ID card, Medicaid ID card, military ID card, and military dependent ID card.

DISABILITY RESOURCE CENTER

Building 44, Room A03; Telephone: 274-6152

At the University of the District of Columbia, students with disabilities will be integrated as completely as possible into the University community. UDC does not offer a specialized curriculum for persons with disabilities nor does it assume the role of a rehabilitation center.

The University does share responsibility with the student for adapting to campus facilities and programs to assist with individual needs. Students with disabilities at UDC have access to tools and resources that will enable them to manage day-to-day life in college. Self-advocacy and assertiveness will help the student gain the most from the UDC experience. A willingness to function in an environment requiring adaptability and change is also vitally important. The keys to success for persons with disabilities at UDC include:

- The ability and openness to realize personal strengths and limitations.
- The desire and aptitude to take responsibility for managing daily routines, as well as academic and personal success.
- The maturity to utilize resources, services, and communicate with the Disability Resource Center about their needs.
- The patience to spend the extra time necessary to study effectively.

Eligibility for Services

- Students submit documentation from an appropriate professional to verify the presence and impact of the disability.
- A Disability Resource Center (DRC) counselor reviews the documentation and supporting materials to certify eligibility for services.
- A DRC counselor then meets with each student to determine academic adjustments and/or accommodations.
- Students pay the cost of professional verification.
- Students are encouraged to submit early notification for services in order that their needs are addressed in a timely manner.

The Role of the Disability Resource Center

- Provides general services, such as advocacy, readers, interpreters, scribes, test proctors, and counseling;
- Assists the University to comply with the provisions of the Americans with Disabilities Act of 1990 and Section 504 of the Rehabilitation Act of 1973;
- Provides reasonable accommodations to qualified students with documented disabilities;
- Assists the University community to understand the effects of disabilities and to eliminate the physical, technical, and attitudinal barriers that limit the range of opportunities for students with disabilities;
- Maintains and protects the confidentiality of students records as required by law;
- Provides DRC counselors on campus to work with students to determine appropriate accommodations and arrange support services;
- Maintains coordination with the instructors to ensure compliance with regulations.

OFFICE OF INTERNATIONAL PROGRAMS AND EXCHANGES

Intelsat Building, Room 6P-30&33; Telephone: 274-6256 and 274-6277

The mission of the Office of International Programs and Exchanges (OIP&E) is to build international and “glo-local” partnerships, to foster global competency as a learning outcome, to provide services to international students and to integrate a global perspective into the curriculum and across the university campus. This mission is achieved by developing and maintaining cooperation with international institutions; by educating University students and faculty regarding the substantive impact of globalization, post-globalization and global awareness issues; by developing support services for international students as well as promoting effective cultural exchange between international and native born students and faculty; and by faculty development, co-curricular activities at home and abroad, and the integration of global perspectives into the curriculum and faculty and student research.

INTERNATIONAL ADMISSIONS

Building 38, Room A-09H; Telephone: 274-6110

A subdivision of the Office of International Programs and Exchanges, International Admissions has a mandate to increase international educational opportunities for students from countries around the world. While the University had always enjoyed a diverse student population, its contingent of international students is growing. There are more than 120 countries represented in our multicultural undergraduate and graduate student bodies with Nepal, Nigeria, Kenya, El Salvador, Vietnam, and Trinidad and Tobago being the homelands for the largest number of our international students. The presence of international students on the campus gives UDC a cosmopolitan environment. This presence enhances opportunities for international understanding on our campus and this is one of the best ways we can help our students, faculty, and community prepare for the new challenges that await us.

International Admissions provides a supportive atmosphere to address the concerns of UDC’s international students and to create international opportunities for all students.

International Admissions seeks to raise international awareness at UDC and serves as the unit that assists in providing a variety of international programs, educational opportunities and services to international and domestic students.

STUDENT PUBLICATIONS

The Trilogy Newspaper and *the Flight Path Yearbook* are the publications financed by student fees and published by students. If you have writing, photography, editorial, or other publication skills and are interested in working with either publication, please contact the Office of Student Life and Services at (202) 274-5900.

COUNSELING AND STUDENT DEVELOPMENT CENTER

Building 39, Room 120; Telephone: 274-6000

The Counseling Services Office is responsible for providing assistance to students in clarifying values, learning about self, developing coping skills, exploring career options, and improving decision-making skills in order to enhance the achievement of their personal, academic, and career goals.

Personal, educational, and career counseling services are provided for students to guide them through the collegiate experience, enhance retention, and promote success. Students entering the University who are undecided on a vocational choice are provided services to assess their interests, aptitude, values and desired lifestyle as they relate to career choice.

OFFICE OF CAREER DEVELOPMENT

Building 39, Room 120; Telephone: 274-6000

The Office of Career Development provides an array of software programs, job fairs, resume writing workshops, dressing for success and other related workshops to support and guide students with employment opportunities, job placements, internships and career counseling services. In addition, students seeking on-campus employment should register with the Office of Career Development.

STUDENT EMPLOYMENT PROGRAM

Building 39, Room 120; Telephone: 274-6000

The Student Employment Program (SEP) is designed to offer students an opportunity to use and develop their skills and creativity for on-campus employment. SEP requires that each student seeking work or internship opportunities must:

- Be enrolled in a degree granting program;
- Have an expressed interest in career-related field;
- Have earned at least 24 credit hours of satisfactory academic progress;
- Have met the employment requirements of the District of Columbia government.

To begin the process, students may obtain a Work Site Placement form from the Office of Career Development and take the form to the supervisor of their proposed work site.

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION

The University of the District of Columbia actively subscribes to a policy of equal opportunity in education and employment and will not discriminate against any person in recruitment, examination, training, promotion, retention, discipline, or any other aspect of employment and education administration because of race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, familial status, family responsibilities, matriculation, political affiliation, disability, source of income, or place of residence or business or Vietnam Era veterans and disabled veterans are covered by this policy.

OFFICE OF STUDENT OUTREACH AND LEADERSHIP DEVELOPMENT

Building 38, Room A-11; Telephone: 274-5767

The Office of Student Outreach and Leadership Development (SOLD) is dedicated to the continued development of students through its many co-curricular and service-learning opportunities. The Student Ambassadors Program trains students for service in the name of the University that will enhance its profile both internally and externally. The Leadership Development Program helps students nurture and cultivate their leadership skills. The University of the District of Columbia Institute for Debate Education (UDCIDE) engages students in civil public discourse for the benefit of the University community. Additionally, through engaging workshops, discussions, and other collaborative events, SOLD brings together students, faculty, staff, and the external community to enhance and enrich the academic experience at the University of the District of Columbia.

4.0 LOUNGE PROGRAMS AND MEDIA SERVICES

Building 38, Room B-03; Telephone: 274-5537

The 4.0 Lounge Programs and Media Services are designed as a resource center for all students, staff and faculty at the University. The programs are committed to the cultural, social and recreational activities of the life of students, which are a vital part of a college education. The programs serve as a best practice model for co-curricular programming and an innovative link to enrollment management and retention. The programs facilitate and promote the student's involvement in the University by providing space for utilization by clubs and organizations, creating academic partnerships with the faculty and staff, and promoting social integration of the student into the University by broadening the context of education. It also offers a place where study groups congregate, where individual students can find assistance from peer tutors or just a place to rest and relax. The hours of operation for the 4.0 Lounge are Monday to Friday, 9:00 am – 8:00 pm. These hours are subject to change.

TRIO AND COLLEGE PREPARATORY PROGRAMS

Building 38, Room 103

The Office of TRIO and College Preparatory Programs serves as the articulation unit between the District of Columbia Public Schools, the residents of the District and the University. The University provides for low-income and first generation college students the opportunity to enroll in career and state of the art degree programs as well as experience the college environment that prepares students to become productive citizens of the District of Columbia. The office features students in the Upward Bound programs for grades 9-12; the Educational Talent Search program to assist students in grades 6-12; and Student Support Services for qualified college students.

LEARNING RESOURCES DIVISION (LRD)/LIBRARY

Building 41, A Level (LRD) and 5th Floor (Library); Telephone: 274-6009

The University maintains library and media facilities as one of its academic support services.

Collection

The collection consists of more than 500,000 books and more than 700,000 items, including microforms and media materials. Over 630 periodicals are received and online database subscriptions provide access to countless full-text articles and citations. The collection is housed in modern facilities with reading rooms, open stacks, and individual study carrels.

Consortium Membership

The Division is a member of the Washington Research Library Consortium. The Consortium libraries provide students, faculty and staff the opportunity to borrow materials from libraries of seven (7) Consortium universities. Interlibrary loan arrangements are maintained with libraries throughout the United States.

Services

Students and faculty have access to several services including reference assistance; use of multimedia and computer laboratories; a newly developed facility for instructional technology and distance learning; computers for the visually impaired; study rooms; a 125 seat auditorium equipped with video display and sound amplification; and local as well as remote access to ALADIN, our multi-platform digital library system, which also provides a gateway to the World Wide Web. Students also can borrow laptop computers for onsite wireless internet access. LRD online services can be reached at www.lrdudc.wrlc.org. The effective use of the University's resources is encouraged through the provision of bibliographic instruction and special classes.

Other Auxiliary Support

The Division of Learning Resources regularly conducts orientation sessions. A reserve collection is maintained for required reading. Also, reader-printers for microforms, printing from the World Wide Web and self-service copiers are available.

Hours of Operation

The hours for the University's Learning Resources Division's facilities are posted in the facilities and on its Web site (www.lrdudc.wrlc.org). A valid University I.D. is required for students to borrow materials.

UNIVERSITY LABORATORY RESOURCES AND SERVICES FOR INSTRUCTIONAL SUPPORT

The academic units of the College of Arts and Sciences, School of Business and Public Administration, and the School of Engineering and Applied Science coordinate their instructional support services in many laboratory settings. The laboratories are maintained to provide individual and small group tutorials, workshops, seminars, computer-assisted instruction, and research. Students are encouraged to use these facilities to enrich their educational experiences. For information, call the College of Arts and Sciences at (202) 274-5194, the School of Business and Public Administration, at (202) 274-7000 and the School of Engineering and Applied Sciences at (202) 274-5220.

COLLEGE OF ARTS & SCIENCES

Mathematics

MathPower Laboratory: Building 32, Room B01-4

Calculus Computer Laboratory: Building 32, Room B02-B

Mathematics and Statistics Activity Center: Building 42, 2nd Floor, Glass Enclosure

Mass Media, Visual and Performing Arts

Television Studio Laboratory: Building 38, Room B-05

Journalism Laboratory: Building 42, Room A-10

Photography Laboratory: Building 41, Room 202

Music Computer Laboratory: Building 46, Room A-03A

The Little Theater: Building 46, Room C-06

Costume Construction Laboratory: Building 46, Room C-11; C-16

Languages and Communication Disorders

Language Learning Laboratory: Building 41, Room 423

Language Research Laboratory: Building 41, Room 307

Chemistry and Physics

Chemistry Research Laboratory: Building 42, Room 216

Nucleic Acid Synthesis Laboratory: Building 42, Room 215

Biological and Environmental Sciences

Electron Microscopy Laboratory: Building 44, Room 310

Molecular Biology Laboratory: Building 44, Room 312

Heavy Metal and Atomic Absorption Spectrophotometry Laboratory: Building 44, Room 217

Biological Sciences Laboratory: Building 44, Room 305

Plant Pathology Laboratory/ Greenhouse: Building 44, Room P-04

Biological Computer Laboratory: Building 44, Room 309

Marine Science Laboratory: Building 44, Room 214

Water Quality Laboratory: Building 44, Room 219

Air Studies Laboratory: Building 44, Room 205

Environmental Science Computer Laboratory: Building 44, Room 205-A

Psychology and Counseling

Learning Sciences and Technology Research Laboratory: Building 44, Room 106

Neuroscience Laboratory: Building 44, Room P-10

English

The Writing Center: Building 38, Room 104

Allied Health Services

Mortuary Science Laboratory: Building 44, Rooms: 215, 2F11

Medical Radiography: Building 44, Rooms: 111A, 111B, 112

Nursing: Building 44, Rooms: 107, 120

Respiratory Therapy: Building 44, Rooms: 117, 119

Urban Affairs, Social Sciences and Social Work

Institute for Public Safety & Justice: Building 41, Room 322

SCHOOL OF BUSINESS AND PUBLIC ADMINISTRATION

Business and Public Administration

Advising Center: Building 39, Room 106

SCHOOL OF ENGINEERING AND APPLIED SCIENCES

Architecture, Engineering and Technology

Metal Testing Laboratory: Building 32, Room C02

Welding Laboratory: Building 32, Room C03

Control and Dynamics Laboratory: Building 32, Room C04

Machine Shop: Building 32, Room C05

Electronics and Communications Laboratory: Building 32, Room A01

Circuits Laboratory: Building 32, Room A02
Digital Systems Laboratory: Building 32, Room A03
Electronics Shop Skills Laboratory: Building 32, Room A04
Senior Project and Computer Organization Laboratory: Building 32, Room 102
Energy Conversion and Power Laboratory: Building 32, Room 201B
Data Computer Laboratory: Building 32, Room 205
Communications and Microwave Antennas Laboratory: Building 32, Room 206/7
Fluids Laboratory: Building 42, Room 111
Computer-Aided Design and Senior Project Laboratory: Building 42, Room 114B
Research Laboratory: Building 42, Room 215C
Computer Labs: Building 32, Rooms: 101-E, 101-W, 201-A, 202, 202-B, 203
Computer Sciences, Printing and Graphic Design
Desktop Publishing: Building 42, Rooms: B-07, B-16, B-17
Graphic Design: TBA/see professor

DEPARTMENT OF ATHLETICS

Physical Activities Center – Building 47

Telephone: 274-5024

Philosophy Statement

As an integral part of the flagship university, the Department of Intercollegiate Athletics provides experiences that enhance the comprehensive development of students. With a commitment to excellence, the department embraces the overall mission of the NCAA with emphasis on the Division II strategic positioning platform that “*provides growth opportunities through academic achievement, learning in high-level athletic competition and development of positive societal attitudes in service to community.*” In addition, the Department of Intercollegiate Athletics is committed to providing a game environment that respects fairness, courtesy, and ethical conduct towards others. The department will uphold the fair and equitable treatment of all persons and will conduct its programs consistent with university guidelines as well as NCAA rules and regulations.

Intercollegiate Programs

The University of the District of Columbia Firebirds compete as an Independent Institution on the NCAA Division II level in the following sports:

- Basketball (men & women)
- Cross Country (men & women)
- Indoor and Outdoor Track & Field (women)
- Soccer (men)
- Tennis (men & women)
- Volleyball (women)

Intramural and Recreation Programs

All members of the university community are encouraged to promote their own personal well being through physical activity. The university offers a variety of intramural and recreational opportunities. Recreational facilities include racquetball and tennis courts, strength and conditioning center, basketball court and aquatics center. Users are asked to provide valid UDC identification.

Visit www.udcfirebirds.com for more information

INFORMATION FOR UNDERGRADUATE STUDENTS

ACADEMIC ADVISING

The academic advising process is the most important step in your matriculation at the University. Students must meet with their academic advisors at least three times a semester. It is especially important that students meet the advisors prior to each registration period. Advisors assist students in developing an academic plan that ensures that all University-wide, college or school major department requirements are taken in the appropriate sequence. In addition, advisors help students choose elective courses, practicum placements and co-curricular experiences that are maximally beneficial to their future career goals. Academic advisors also provide useful information about trends in the professional field as well as career options and paths available to students who complete a specific program of study.

ACADEMIC ADVISING OF NEW, CONTINUING AND READMITTED STUDENTS WITH A DECLARED MAJOR

Students who have selected a major are assigned a faculty advisor in the department/program in which they intend to major. The Department Chairperson is responsible for assigning an advisor to every student who has declared a major. Refer to the list of Department Chairpersons and office locations in the Schedule of Classes to identify the office you need to consult.

ACADEMIC ADVISING OF NEW, CONTINUING AND READMITTED STUDENTS WHO HAVE NOT DECLARED A MAJOR

Academic Advisors work with students who have not declared a major. These advisors are located in Building 41, Room A-06.

ACADEMIC ADVISING FOR SPECIAL STUDENTS

A faculty member or the academic chairperson of the department or program in which the student is pursuing study advises special students. Students should consult the chairperson, faculty coordinator or administrative staff of that department or program for assignment of an advisor.

CHANGING ADVISORS

Students who want to request assignment to a specific faculty advisor should submit a written request to the Department Chairperson.

CLASS ATTENDANCE POLICY

The University expects all students to attend all scheduled sessions on a regular basis. If a student finds it necessary to be absent from class because of illness or other personal reasons, the reason for the absence should be reported to the instructor. This is for the instructor's information only and in no way excuses the absence, nor does it relieve the student of the responsibility for assignments covered during the period of absence. Extenuating circumstances that may force a student to have an extended absence should be documented and reported to the instructor and chair of the department. The instructor will determine the amount of assistance a student will need to complete the course requirements.

CLASSIFICATION

A student who is enrolled at the University seeking to earn either an associate or baccalaureate degree is classified for the purposes of academic rank according to the number of credit hours completed.

Freshman	0-29 Credit Hours
Sophomore	30-59 Credit Hours
Junior	60-89 Credit Hours
Senior	90+ Credit Hours

GRADING SYSTEM

UNDERGRADUATE GRADING SYSTEM

The following grades are used to designate levels of performance and will appear on official transcripts:

- A – Excellent, 4 quality points per semester hour of credit
- B – Good, 3 quality points per semester hour of credit
- C – Satisfactory, 2 quality points per semester hour of credit
- D – Below Average, 1 quality points per semester hour of credit
- F – Failing, 0 quality points per semester hour of credit

Other notations which may appear on the transcript but which are not used in computing the GPA are:

- CR – Credit
- NC – No Credit

The symbols CR and NC are available for use in those courses designated by the academic department. The CR symbol will count toward the hours completed.

AU – AUDIT

The AU symbol will be used when a student audits a course. A student may register to audit a course during the period of registration and late registration only. The symbol AU will be preprinted on the class roster for the appropriate students.

W – WITHDRAWAL

The symbol W designates official withdrawals. A student may officially withdraw from a course or the University up to five weeks prior to the beginning of the scheduled final examination period. A student who fails to withdraw in the required manner will receive the grade of F (failure). A student may totally withdraw from the University at any point up to the last day of classes during the semester enrolled. A student who withdraws from the University will not be considered as an enrolled student for the purpose of readmission during the semester of withdrawal. A student who does not enroll in the next consecutive semester must reapply for admission.

I – INCOMPLETE

The symbol I is used if the student has not completed all of the required course assignments and is passing the course at the end of the term. A student has one term (exclusive of summer) to complete the required work. If not completed by the deadline stated during the next fall or spring semester term, the grade will become an F.

CALCULATION OF GRADE POINT AVERAGE (GPA)

- 1 – Multiply the numerical value of the grade by the number of credit hours to determine the quality points.
- 2 – Add up total quality points.
- 3 – Add up total course credits.
- 4 – Divide total quality points by total credits.

Sample Computation:

Grade		Numerical Value		Course Credits		Quality Value Points
A	=	4	X	3	=	12
B	=	3	X	2	=	6
C	=	2	X	1	=	2
D	=	1	X	3	=	3
		Total	=	9		23

$$23 \div 9 = 2.5 \text{ Grade Point Average}$$

ACADEMIC HONORS (DEAN'S LIST)

Students who maintain a cumulative grade point average of 3.00 and earn a term GPA of 3.30 or higher are placed on the Dean's List prepared by the Vice President for Academic Affairs at the end of each semester.

In order to qualify for the Dean's List a student must have completed a minimum of 12 credit hours with an earned grade of A, B, C, D, AU, or CR.

GRADE APPEAL PROCEDURE

Students who wish to appeal a grade for a course must see the Department Chair or the Dean of the college or school in which the grade was given.

TRANSCRIPTS

The transcript is the University's official or academic record of the courses taken by a student that reflects his or her performance in those courses. Students may request copies of their transcripts from the Office of the Registrar. The first transcript requested is free of charge. There is a \$5 charge for subsequent transcripts.

OFFICE OF THE REGISTRAR

The Office of the Registrar (Building 39, Room A-08) is the custodian of all official academic records for students of the University of the District of Columbia. The following descriptive processes should assist you in successfully monitoring your academic progress:

HOW TO REGISTER FOR A COURSE

- The student reports to his or her academic department (See "Academic Advising" on page 15 for details).
- The student meets with an academic advisor to receive personal identification number (PIN) and determine course selection.
- The student selects courses to be entered online (<http://web4students.udc.edu>).
- The student pays for selected course(s).
- Failure to pay at the time of registration will forfeit course selection.

HOW TO ADD OR DROP A COURSE

- The student reports to his or her academic advisor during change of schedule period.
- The student's academic advisor approves change of schedule and completes computer entry of course adjustment.
- The student pays a ten-dollar (\$10.00) fee for each course transaction.

HOW TO AUDIT A COURSE

- The student receives approval from the instructor or department chairperson.
- The student registers and pays for audit courses.
- The student receives a symbol of AU on his or her grade report.
- Audited courses cannot be used for receipt of financial aid funds.

HOW TO WITHDRAW FROM A COURSE

- The student obtains a Course Withdrawal/Leave of Absence form from the Office of the Registrar.
- The students who receive financial aid must report to the Office of Financial Aid (Building 39, Room 101) prior to completing the request to withdraw.
- The student completes the form and reports to Cashier's Office and pays a seven-dollar (\$7.00) per course withdrawal fee.
- The student returns to Registrar's Office with course payment receipt and form.
- The student receives a withdrawal (W) on student academic record.
- Failure to properly withdraw from a class will result in the student receiving a grade of (F) in the course.

HOW TO WITHDRAW FROM THE UNIVERSITY

- A student may withdraw from all classes up to and including the last day of classes.
- Students who receive financial aid must report to the Office of Financial Aid (Building 39, Room 101) prior to completing the request to withdraw from the University.
- The student obtains approval to withdraw from classes from the Dean of the student's respective college or school.
- The student follows the procedures for course withdrawal as stated above.

HOW TO REQUEST CREDIT BY EXAMINATION:

- The student obtains Credit by Examination form from the Office of the Registrar.
- The student must be currently enrolled in a degree program and in good academic standing.
- The student receives prior permission from the chairperson of the department offering the course.
- The student pays a fifty-dollar (\$50.00) per credit hour fee and any additional tuition costs prior to examination.
- Credit for course must be approved by the department chairperson and the dean.
- Credit earned will appear as CR on student's transcripts and not included in the grade point average (GPA).

HOW TO ENROLL IN A COURSE THROUGH THE CONSORTIUM

The University of the District of Columbia is an affiliate of the Consortium of Universities of the Washington Metropolitan Area. Other affiliates are The American University, The Catholic University of America, Gallaudet College, The George Washington University, Georgetown University, Howard University, University of Maryland (College Park Campus), George Mason University, National Defense University and Marymount University of Virginia. The associate members are Trinity University and Southeastern University.

To take courses at any of the member institutions in the Consortium of Universities of the Washington Metropolitan area, a student must:

- Be currently enrolled in a degree-granting program at UDC;
- Receive approval from the major department and the dean;
- Be in good academic standing with a minimum cumulative GPA of 2.00;
- Be in good financial standing with the University.

Students in associate degree programs should have completed 30 semester hours; students in bachelor degree program should complete 60 semester hours.

Students are limited to six (6) credit hours per semester through the Consortium. Consortium courses are not allowed during the summer session. Registration forms and instructions are available in the Office of the Registrar.

HOW TO CHANGE A MAJOR

- The student obtains Change of Major Course of Study form from the Office of the Registrar.
- The student and his or her current academic advisor complete the three-part form. The student then receives approval from the new major department.
- The student returns the official form to Registrar's Office.
- The data is recorded in the student's file.

HOW TO CHANGE PERSONAL INFORMATION

- The student completes the Personal Information form from the Office of the Registrar.
- The student submits certified documents to support change of name, social security number, and date of birth.
- Data is recorded on the student's file.

HOW TO REQUEST A TRANSCRIPT OF GRADES

- The student obtains a Transcript Request form from the Office of the Registrar.
- The student submits form to the Cashier's Office. First request for an official transcript is free. Additional copies cost five dollars (\$5.00) each.
- The student returns form to the Registrar's Office to be processed.

HOW TO REQUEST VERIFICATION OF ENROLLMENT

- The student obtains Verification of Enrollment form from the Office of the Registrar.
- The student completes the Verification request form.
- The student returns the form to the Office of the Registrar.
- Official copies are forwarded directly to the requesting agency, individual or institution.

Note: The University complies with Public Law 93-38, Family Education Rights and Privacy Act of 1975.

HOW TO REQUEST AN APPLICATION FOR GRADUATION:

- The student obtains the Application for Graduation from the Office of the Registrar.
- The student completes the form and reports to the Cashier's Office.
- The student pays the graduation application fee: undergraduate, fifty dollars (\$50.00); or graduate, sixty- five dollars (\$65.00).
- The student returns form to Registrar's Office and presents proof of fee payment on or before the deadline in the academic calendar.

HOW TO REQUEST VETERAN'S BENEFITS:

- The Student obtains Form 22-1990 from the Office of the Registrar.
- The student completes and mails the form to the Regional Processing Office or submits the form on-line by visiting www.gibill.va.gov.
- The eligibility of each veteran is determined according to chapter code guidelines established by the Armed Services Department of Veteran's Affairs.
- Proof of residency is validated according to active duty, selective service or National Guard status.

THE DIVISION OF STUDENT AFFAIRS

OUR INVITATION TO STUDENTS

Student Affairs invites you to a world of services and programs that addresses your needs, broadens your interests, and empowers you to succeed in the new millennium.

Student fees that are collected each semester fund the wealth of campus-wide activities. The out-of-class enrichment activities and events are designed to support the mission and goals of the University and provide to each student the opportunity to improve their quality of life and become productive citizens.

TRADITIONS

Convocations: The University holds major assemblies throughout the academic year. The Opening Convocation inaugurates the school year. The President hosts this convocation.

Other convocations include Founders' Day and the CLR James Honors Convocation. These assemblies are designed to inspire, inform and honor those alumni and students who have made significant accomplishments and achievements at the University.

Commencement: The University of the District of Columbia holds the annual graduation ceremony that recognizes those students who have satisfactorily completed the degree requirements in their chosen fields of study. Students in the undergraduate, graduate and law school programs join in the celebration of their achievement along with families and friends from around the world. The graduation ceremony is held on the second Saturday in May.

Homecoming: The annual student and alumni event that usually occurs in October is designed to bring alumni, students, and friends to celebrate at “home” the legacy of the University of the District of Columbia.

ALMA MATER

“OUR GLORIOUS UDC”

A path that’s paved in Red and Gold,
Leading to the dream that life holds,
Inspiring ev’ry growing mind to
Conquer mountains hard to climb.
You’ll always reign with equality,
Strength and love and unity,
Bringing life’s prosperity to
Those who pledge their loyalty.
UDC you’re praised and loved,
Bless’d with strength from God above,
Leading us on through ev’ry road to
UDC our strength to hold.

REFRAIN

We praise our UDC;
Your precepts we believe;
Always our hearts will sing to thee,
OUR GLORIOUS UDC.

Words by Larry Mills Music by Robert Felder

STUDENT LIFE AND SERVICES

Building 38, Room A-10; Telephone: 274-5900

The Office of Student Life and Services provides an exciting and dynamic array of programs that complement the formal instructional program of the University. These programs are designed to enhance extra- and co-curricular experiences and opportunities for students through their participation in student self-governance, social and intellectual forums, and multicultural exchanges, and by offering opportunities for physical, cultural, and scholastic assessment and development.

UNDERGRADUATE STUDENT GOVERNMENT ASSOCIATION

Building 38, Room A-22

The Undergraduate Student Government (known as the USGA) is a body of elected and appointed students who represent the interests of their peers at the University. Student participation in governance of the University is achieved through the association’s involvement with various University councils and committees. The undergraduate students elect the USGA representatives. Each year, the student body also elects a Student Representative who is a voting member to the University’s Board of Trustees.

The Undergraduate Student Government Association offers opportunities for students to exercise leadership skills in affairs related to student life and development. They provide forums for the exchange of ideas, skills, information, and other resources of the University and the public and private sectors. Students are encouraged to participate in the Student Government Associations.

MISS UNIVERSITY OF THE DISTRICT OF COLUMBIA (MISS UDC)

Miss UDC is an ambassador for and representative of the University of the District of Columbia. As such, the University will request that she participate in several events. To assist our Queen, the Division of Student Affairs, The Office of Student Life and Services and the Student Government Association will collaborate to provide Miss UDC with any required travel arrangements, to assist her with any required wardrobe expenses that would place an undue financial burden on her, and will arrange to prepare her for all appearances as required by the University. Miss UDC will also be provided an official chaperone for any off-campus appearances. For all wardrobe purchases, Miss UDC must be accompanied by the advisor or designee, and those purchases must be approved by the Associate Vice President for Student Affairs and the Vice President of the Division of Student Affairs.

Candidates must:

- Have earned at least 27 credit hours at UDC;
- Be in good financial standing at UDC;
- Have an cumulative minimum GPA of 2.5;
- Be willing and able to serve in this capacity for one full academic year;
- Have a talent and be willing to attend all rehearsals for the pageant, as prescribed by the staff advisor and event chairperson.

After being crowned, Miss UDC must:

- Meet with the Student Life advisor or designee immediately for information and consultation to schedule and plan all historical activities;
- Be available for training and preparation for different events, as scheduled by the Office of Student Life;
- Establish a calendar, beginning in May, that will prioritize any University events that will require her presence;
- Be willing to travel with a Student Life advisor or designee as the official chaperone;
- Consult with the Student Life advisor or designee on performances, speeches and wardrobe for every event;
- Maintain a cumulative GPA of 2.5 or better during her reign. The Queen's court, Miss Firebird and Miss Homecoming, also must maintain a GPA of 2.5 or better during their reign.

Each will receive the following scholarships and prizes:

- Miss UDC will receive a one year scholarship and gifts.
- Miss Firebird, the first place runner-up, will receive a \$500.00 scholarship and gifts.
- Miss Homecoming, the second place runner-up will receive a \$250.00 scholarship and gifts.

TEAM 100 (TOGETHER TO EDUCATE, ACHIEVE, AND MATRICULATE)

Building 39, Room 120; Telephone: 274-6000

Team 100 is a program initiative geared primarily toward working with first time, full-time freshman at the University of the District of Columbia. The program initiative focuses on the challenges students face as freshman. In this program, faculty and peer mentors provide academic and social support, encourage students to think critically, and assist them with academic choices. In an effort to retain students, group sessions, student development workshops and one-on-one meetings are provided to allow students to explore various topics geared toward helping freshman become successful in their first academic year. These sessions also provide a forum for students to discuss their personal expectations and the challenges of college life in a less formal, out-of-class environment.

STUDENT SUPPORT SERVICES

Building 38, Room A-05; Telephone: 274-6241

The Office of Student Support Services is responsible for providing a variety of academic, psychological, and social support to increase the retention and graduation rates of first generation college students, eligible low income students, and students with disabilities who are U.S. citizens or permanent residents. Enrolled students receive individual and small group tutorials, academic and personal enrichment workshops, and counseling services to enhance adjustment to collegiate life. Registration assistance, accommodations for testing, classroom accessibility scheduling, and ancillary services are provided for students with disabilities.

CLUBS AND ORGANIZATIONS

Building 38, Room A-10; Telephone: 274-5900

Clubs and organizations are a vital part of the University community. Students may seek membership in any of the more than 70 clubs and organizations representing diverse interests and concerns. Some clubs and organizations reflect the local or national social climate, while others represent the multi-ethnic composition of the student body. Still others relate to academic disciplines or scholarship. Membership requirements vary with each club or organization. A list of clubs and organizations at UDC is included in this handbook.

HOW TO CHARTER A CLUB OR ORGANIZATION

Students who are interested in achieving chartered status for their club or organization must comply with the following requirements:

- Student members must be currently enrolled in the University.
- Membership must consist of a minimum of ten (10) students.
- A list of officers must be compiled and submitted to the Student Life and Services Specialist.
- A roster of members, including social security numbers, telephone numbers, and addresses must be compiled and submitted.
- Members must have a 2.0 GPA and be in good standing with the University.
- Each club or organization must have a faculty advisor.
- The President gives final approval for all chartered clubs and organizations.

Campus organizations are categorized in the following groups:

- Major-related (Business, Engineering, etc.)
- Greek Letter Sororities and Fraternities
- Chapters of National and International Organizations
- Special Interests Groups
- Honor Societies

Applications for charter are submitted to the Office of Undergraduate and Graduate Student Government Associations. Recommendations for charter status are submitted to the Student Life and Services Specialist and forwarded to the Associate Vice President of Student Affairs.

University of the District of Columbia Clubs & Organizations

Accounting Club

African Student Association

American Humanics Student Association

American Institute of Architecture Students

American Society for Civil Engineers

American Society for Mechanical Engineers

American Transcendental Meditation

Animation Club

Art Student Union

Baha'i Club (Chartered but Inactive)
Black Women United (Chartered but Inactive)
Business Finance Association Inc. (Chartered but Inactive)
Business Management Association (Chartered but Inactive)
Caribbean Student Association
Chemistry & Physics Club
Chinese Club
Chorale (Chartered but Inactive)
Cine Media Club (Chartered but Inactive)
College Democrats of America Association (Chartered but Inactive)
Collegiate Cancer Council
Communicative Arts Association (Chartered but Inactive)
Computer Science and Information Technology Club (Chartered but Inactive)
Cooke Society
Council for Exceptional Children, UDC Chapter
Criminal Justice Association
Dance Company
Drama Club
Early Childhood Education Club
Economic & Finance
Elementary Education Club (Chartered but Inactive)
Environmental Science Club (Chartered but Inactive)
Fashion Association
Firebird Cheerleaders
French Club
Freshman Class (Chartered but Inactive)
Health Education Professional Student Association
History Club (Chartered but Inactive)
Honda Varsity Team
Hospitality & Tourism Club
Institute of Electrical and Electronics Engineers
Integrated Marketing Club (Chartered but Inactive)
International Students Association
Journalism Club
Latino Student Association
Lesbian, Gay, Bisexual and Transgender Support Association
Literary Club
Management Club (Chartered but Inactive)
Minority in Agriculture Natural Resource and Related Sciences
Mortuary Science
Music Education National Conference (Chartered but Inactive)
Music Student Senate (Chartered but Inactive)
Muslim Student Association (MSA)

NAACP – UDC Student Chapter
National Institute of Science (Chartered but Inactive)
National Society for Black Engineers (Chartered but Inactive)
National Student Speech Language/Hearing Association (Chartered but Inactive)
Paralegal/Legal Assistant Studies Organization (Chartered but Inactive)
Persons with Abilities
Photography Club
Political Science Association (Chartered but Inactive)
Psychology Students for Social Responsibility
Public Contracting Club (Chartered but Inactive)
Reparations Study Club
Respiratory Therapy Club
Social Work Association
Society for Human Resource Management
Society of Aviation Professionals (Chartered but Inactive)
Sophomore Class (Chartered but Inactive)
South Asian Students Association (Chartered but Inactive)
Spanish Club
Special Activities Club (Chartered but Inactive)
Student Dietetic Association
Student National Education Association
Student Nursing Association
Student Support Services Student Organization (Chartered but Inactive)
Student Teaching Club
Taekwon Do Club (Chartered but Inactive)
Theatre Arts Ensemble (Chartered but Inactive)
Truth Club
Turkish Student Association (Chartered but Inactive)
UDC Buddhist Discussion Group
UDC Cheerleaders (Chartered but Inactive)
UDC Collective Dance Works (Chartered but Inactive)
UDC Debate Society (Chartered but Inactive)
UDC Firebird Marching Concert Band (Chartered but Inactive)
UDC Voice (Chartered but Inactive)
Undergraduate Psychology Club (Chartered but Inactive)
Undergraduate Speech/Language/Pathology Club (Chartered but Inactive)
Veterans Club (Chartered but Inactive)

Honor Societies

Alpha Phi Omega
Beta Kappa Chi Scientific Honor Society (Chartered but Inactive)
Delta Mu Delta International Honor Society - Epsilon Sigma Chapter
Epsilon Delta Chi Chapter Honor Society (Chartered but Inactive)
Epsilon Tau Sigma Honor Society (Chartered but Inactive)

Kappa Delta Honor Society (Chartered but Inactive)
Kappa Delta Pi International Honor Society In Education - Theta Sigma Chapter
Omicron Delta Epsilon International Honor Society in Economics - Epsilon Chapter
Phi Eta Sigma Honor Society
Phi Sigma Pi National Honor Fraternity-Rho Chapter (Chartered but Inactive)
Pi Sigma Alpha – Chi Rho Chapter
Psi Chi Honorary Society in Psychology
Sigma Tau Delta International English Honor Society

Greek Letter Organizations

Alpha Kappa Alpha Sorority, Inc. - Beta Lambda Chapter
Alpha Phi Alpha Fraternity Inc. - Omicron Omicron Chapter
Delta Sigma Theta Sorority Inc. - Beta Iota Chapter
Iota Phi Theta Fraternity, Inc. - Theta Chapter
Kappa Alpha Psi Fraternity, Inc. - Beta Kappa Chapter
Omega Psi Phi Fraternity Inc. - Omicron Gamma Chapter
Phi Beta Sigma Fraternity, Inc. - Gamma Lambda Chapter
Sigma Gamma Rho Sorority Inc. - Beta Chapter
Zeta Phi Beta Sorority, Inc. - Kappa Alpha Chapter

GREEK-LETTER FRATERNITIES AND SORORITIES

The University of the District of Columbia Greek Organizations foster activities leading to wholesome fraternity and sorority life and high scholastic standards as set for the by the national organizations.

All active Greek Sororities and Fraternities must be represented on the University Pan Hellenic Council.

Organization Members must have a minimum GPA of 2.5 or better.

Active organizations must have a minimum of five (5) members in good academic and financial standing with the University of the District of Columbia.

Each active organization must, at the beginning of each semester provide to the Office of Student Life an updated roster of members and officers.

All organizations are governed by the University policy and guidelines for approved Campus Advisors.

University of the District of Columbia Policy on Intake:

- Organizations must inform UDC Pan Hellenic council and the Office of Student Life and Services of any proposed membership intake
- Membership intake should take place in the Fall or Spring Semesters.
- Intake must occur before the last day of class and will not be permitted during final exams.
- Summer intake is allowed only by special permission with a written rationale/request.
- Each organization must have a University approved Campus Advisor.
- Each Intake “applicant” must have completed a minimum of 24 credits with a cumulative GPA of 2.5

Policy on Hazing:

Hazing is a violation of District of Columbia Law. As such, it is punishable by fine and/or imprisonment consistent with the provisions of the statutes of the District of Columbia.

At the University of the District of Columbia, it is the responsibility of all student organizations to encourage an atmosphere of learning, social responsibility, and respect for human dignity, and to provide positive influence and constructive development for members and

aspiring members. “*Hazing*” is an unproductive and hazardous custom that is incongruous with this responsibility and has no place in university life, either on or off UDC’s campus.

The Division of Student Affairs defines hazing as any action taken or situation created, intentionally, whether on or off fraternity premises, to produce mental or physical discomfort, embarrassment, harassment, or ridicule. Such activities may include but are not limited to the following:

- Paddling
- Requiring or forcing exercise and calisthenics
- Road trips (involuntary excursions)
- Requiring or enforcing exposure to uncomfortable elements
- Requiring or enforcing activities which impair academic efforts
- Verbal harassment
- Physical harassment
- Requiring or forcing nudity
- Requiring or forcing consumption of any liquid or solid substance
- Any activity which would degrade or otherwise compromise the dignity and free will of the individual
- Any activity that would reflect poorly on the fraternity/sorority system
- Any illegal activities
- Any other activities which are not consistent with University policy as stated in the University Student Handbook.

Greek Letter Fraternities and Sororities at the University of the District of Columbia

Alpha Kappa Alpha Sorority, Inc.

Alpha Kappa Alpha is a sisterhood composed of women who have consciously chosen this affiliation as a means of self-fulfillment through volunteer service. Alpha Kappa Alpha cultivates and encourages high scholastic and ethical standards; promotes unity and friendship among college women; alleviates problems concerning girls and women; maintains a progressive interest in college life; and serves all mankind through a nucleus of more than 170,000 women in the United States, the Caribbean, Europe, and Africa.

In 1908, Alpha Kappa Alpha Sorority became America’s first Greek-letter organization established by Black college women. It’s roots date back to Howard University, Washington, D.C., where the idea for formation was conceived by Ethel Hedgeman Lyle of St. Louis, Missouri. She viewed the Sorority as an instrument for enriching the social and intellectual aspects of college life by providing mental stimulation through interaction with friends and associates.

Alpha Phi Alpha Fraternity, Inc.

The founders of Alpha Phi Alpha Fraternity, Inc. were no ordinary achievers. Given racial attitudes in 1906, their accomplishments were monumental. As founder, Henry Callis stated - because the half-dozen African American students at Cornell University during the school year 1904–05 did not return to campus the following year - the incoming students in 1905–06, in founding Alpha Phi Alpha, were determined to bind themselves together to ensure that each would survive in the racially hostile environment. In coming together with this simple act, they preceded by decades the emergence of such on-campus programs as affirmative action, upward bound and remedial assistance. The students set outstanding examples of scholarship, leadership and success-preceding the efforts even of the NAACP and similar civil rights organizations. Students interested in joining the brotherhood of Alpha Phi Alpha must meet the academic standards of the fraternity through a written application.

Delta Sigma Theta Sorority, Inc.

Delta Sigma Theta Sorority, Inc. was founded at Howard University on January 13, 1913 by twenty-two undergraduate students. The sorority maintains a vital interest in public service through its National Five Point program, which focuses on Educational Development, Economic Development, Physical and Mental Health, Political Awareness and Involvement. The 200,000 plus women of Delta Sigma Theta Sorority, Inc. hold membership in more than 900 chapters located in the United States, Germany, Japan, the Republic of Korea, the islands of Bermuda and Bahamas, and the Virgin Islands.

Iota Phi Theta Fraternity, Inc.

On September 19, 1963, at Morgan State College (now Morgan State University), 12 students founded what is now the nation's fifth largest, predominately African-American social service fraternity: The Iota Phi Theta Fraternity, Incorporated. Based upon their ages, heightened responsibilities, and increased level of maturity, this group had a slightly different perspective than the norm for college students. It was this perspective from which they established the Fraternity's purpose, "The development and perpetuation of Scholarship, Leadership, Citizenship, Fidelity, and Brotherhood among Men." Additionally, they conceived the Fraternity's motto, "Building a Tradition, Not Resting Upon One!" Today, Iota Phi Theta® consists of over 250 chapters located in 40 States, the District of Columbia and the Republic of Korea. The scope of the organization extends throughout the nation, from California to New York; from Wyoming to Florida; and from Wisconsin to the Bahamas Islands.

Kappa Alpha Psi Fraternity, Inc.

It was the vision of these astute men that enabled them in the school year 1910 – 11, more specifically the night of January 5, 1911, on the campus of Indiana University at Bloomington, Indiana, to sow the seed of a fraternal tree whose fruit is available to, and now enjoyed by, college men everywhere, regardless of their color, religion or national origin. It is a fact of which KAPPA ALPHA PSI is justly proud that the Constitution has never contained any clause that either excluded or suggested the exclusion of a man from membership merely because of his color, creed, or national origin. The Constitution of KAPPA ALPHA PSI is predicated upon, and dedicated to, the principles of achievement through a truly democratic Fraternity. Chartered and incorporated originally under the laws of the state of Indiana as Kappa Alpha Nu on April 15, 1911, the name was changed to KAPPA ALPHA PSI on a resolution offered and adopted at the Grand Chapter in December 1914.

Omega Psi Phi Fraternity, Inc.

On Friday evening, November 17, 1911, three Howard University undergraduate students, with the assistance of their faculty advisor, gave birth to the Omega Psi Phi Fraternity, Inc. This event occurred in the office of biology Professor Ernest E. Just, the faculty adviser, in the Science Hall (now known as Thirkfield Hall). The three liberal arts students were Reverend Edgar A. Love, Oscar J. Cooper and Frank Coleman. From the initials of the Greek phrase meaning "friendship is essential to the soul," the name Omega Psi Phi was derived. The phrase was selected as the motto. Manhood, Scholarship, Perseverance and Uplift were adopted as Cardinal Principles. The Omicron Gamma Chapter of Omega Psi Phi exists at the University of the District of Columbia.

Phi Beta Sigma Fraternity, Inc.

Phi Beta Sigma Fraternity, Inc. an international organization of college and professional men was founded in 1914 at Howard University. Its principles are Brotherhood, Scholarship and Service. The principles are exhibited in the Fraternity motto, "Culture for Service and Service to Humanity." Its membership exceeds 110,000 men with 650 chapters throughout the world. Students interested in becoming members must have a cumulative grade point average of not less than 2.5 and have completed at least 24 credit hours.

Sigma Gamma Rho Sorority, Inc.

The Sigma Gamma Rho Sorority, Inc. was founded on the campus of Butler University on November 12, 1922, by seven school teachers in Indianapolis, Indiana. It was incorporated within the state of Indiana in December 1922 and as a national collegiate sorority on December 30, 1929, at which time a charter was granted and the Alpha chapter was established.

Zeta Phi Beta Sorority, Inc.

Founded January 16, 1920, Zetas began as an idea conceived by five coeds at Howard University in Washington, DC: Arizona Cleaver, Myrtle Tyler, Viola Tyler, Fannie Pettie and Pearl Neal. These five women, also known as the Five Pearls, dared to depart from the traditional coalitions for black women and sought to establish a new organization predicated on the precepts of Scholarship, Service, Sisterly Love and Finer Womanhood. The chapter has a membership of 800+ chapters throughout the world. Students interested in membership must be pursuing a baccalaureate degree with a track record of community service.

MILITARY SCIENCE (ROTC)

Students interested in enrolling in an ROTC program should contact the appropriate staff person listed below.

ARMY ROTC

Howard University

Douglass Hall (Basement)

2401 6th Street, N.W.

Washington, D.C. 20059

Contact: Enrollment Officer

(202) 806-6784

AIR FORCE ROTC

Howard University

Douglass Hall (Basement)

2401 6th Street, N.W.

Washington, D.C. 20059

Contact: Unit Admission Officer

(202) 806-6788

NAVY ROTC

George Washington University

Samson Hall

729 21st Street, N.W.

2nd Floor

Washington, D.C. 20052

Contact: Lt. Linver

(202) 676-5880

THE CHARTER OF THE UNDERGRADUATE STUDENT GOVERNMENT ASSOCIATION

The Preamble

The undergraduate students of the University of the District of Columbia (UDC), recognizing the need for a governing body to promote the concerns and welfare of the undergraduate student community and to assure undergraduate student representation pertaining to student life and development, hereby propose to the Board of Trustees this Charter.

Article I – Name and Purpose

Section 1 Name

The name of this organization shall be the Undergraduate Student Government Association of the University of the District of Columbia (USGA).

Section 2 Purpose

The purpose of the USGA shall be:

- A. To provide a centralized organization which functions with the University administration, faculty, and staff for the development, coordination, and representation of the undergraduate student body to promote the best interests of all students at the University.
- B. To establish an elective and appointive process for student representation, in accordance with the provisions of this Charter.
- C. To advise the Vice President of Student Affairs of the needs and interests of the undergraduate student body and to work to assure capable student representation in all campus and University organizations and committees dealing with the needs and interests of students.
- D. To maintain channels of communication on University policies between undergraduate students and the administration.
- E. To participate in the establishment and allocation of student activity fees for the support of undergraduate student activity programs through a budget approved by the Student Activity Fee Allocation & Utilization Committee.
- F. To sponsor activities that enhance the intellectual, cultural, political, and social development of the undergraduate student community.
- G. To advocate the advancement and well-being of the undergraduate student community.
- H. To serve as a learning opportunity through which undergraduate students can acquire and apply technical and functional skills in the democratic process of student self-governance.
- I. To recommend student organizations for charter by the Board of Trustees in accordance with rules established by the Board of Trustees.

Article II – Membership

Section 1

All undergraduate students who are currently enrolled and who have paid the student activity fee are members of the Undergraduate Student Government Association and have the right to vote in USGA elections.

Section 2

All eligible members have the right to seek and hold office in the USGA, as specified in this Charter.

Section 3 Qualifications for Elected Office

In order to be a candidate for and serve in an elected USGA office, a student shall:

1. Be currently enrolled in the University as an undergraduate student with a course load of at least nine (9) credits;
2. Be in good financial standing with the University;
3. Have earned at least twenty-four (24) credits at UDC; and
4. Have and maintain at least a 2.5 cumulative grade point average.

Section 4 Term of Office

A. Elected Positions

1. The elected members of the USGA shall serve for a term of one (1) year from noon Commencement Day of the year they are elected to noon of the following Commencement Day.
2. Elected officials shall serve no more than two (2) full terms in the same position.
3. An undergraduate elected to a USGA position may continue to serve in a position until a replacement is elected.

B. Appointed Positions

1. Undergraduate positions, which are subject to appointment, are not restricted to one term.
2. An undergraduate appointee who serves at the pleasure of the appointing USGA branch or committee may be removed from the position at anytime unless otherwise specified by this Charter.

3. An undergraduate appointee may continue to serve in a position until a replacement is appointed and confirmed.

Article III – Organization

The USGA shall be organized into three (3) branches: the Executive Council, the Student Senate, and the Judiciary Council.

Section 1 Executive Council

- A. The Executive Council shall be composed of four (4) elected members as follows: President, Vice President, Treasurer, and Secretary.
- B. The Executive Council shall implement legislation passed by the Student Senate. The Executive Council may delegate functions to committees. The Executive Council shall carry out student government functions according to University policies and procedures and the USGA Charter.
- C. The Executive Council shall be responsible for the daily operations of the student government and oversight of USGA committees.
- D. The Executive Council shall ensure that the affairs of each committee of the student government functions according to University policies and procedures and the USGA Charter.
- E. The Executive Council shall develop a budget and establish expenditures for the various categories of USGA spending for submission to the Student Senate, the Student Activity Fee Allocation and Utilization Committee and the Vice President of Student Affairs for approval.
- F. The Executive Council shall adopt procedures not in conflict with the USGA charter that will ensure the effective operation of the USGA.
- G. The Executive Council may create an ad hoc committee as it deems necessary to discharge functions that are not in conflict with Standing Committees.
- H. Office and Duties – The President of the USGA shall:
 1. Have the authority to veto legislation enacted by the Student Senate within fifteen (15) calendar days of passage with justification in writing.
 2. Be available to attend standing committee meetings on an emergency basis.
 3. Upon presentation of a requisition for an expenditure to implement an approved budget, sign the requisition and forward it to the Office of Student Life and Services within three (3) calendar days. If the USGA President does not sign, then he or she shall indicate in writing the reason(s) for not having done so to the requester, Dean of Students, and the Judiciary Council.
 4. Be the official spokesperson of the USGA, chair the Executive Council, and be responsible for the day-to-day operations of the USGA.
 5. Appoint USGA members as chairpersons with the concurrence of the Executive Council to the following Standing and Quasi-Independent Committees with twenty (20) calendar days after installation to office and forward the names of the nominees to the Student Senate for approval.
 - a. Chartering and Recruitment Committee
 - b. Elections Board
 - c. Evening Students Committee
 - d. Freshman Students Advisory & Orientation Committee
 - e. Homecoming Committee
 - f. International Student Committee
 - g. Public Affairs Committee
 - h. Off-Campus Site Committee
 - i. Student Activities and Special Events Committee

- j. Student Services Committee
 - k. UDC Student Beautification Committee
6. Make temporary appointments to fill vacant elected positions when the rules for succession do not apply.
 7. Appoint student representatives as needed that are not in conflict with the Standing and Quasi-Independent Committees.
- I. Office and Duties – The Vice President of the USGA shall:
1. In the event the USGA President resigns, becomes incapacitated, or for other reasons is unable to complete the term of office, assume the Presidency and complete the unexpired term.
 2. Have the right to debate agenda items during discussion in regularly scheduled Student Senate meetings, but shall vote in the event of a tie of Senate members.
 3. Prepare semi-annual reports on recommended changes to improve the operations of the USGA for the Executive Council and the Student Senate.
 4. Coordinate training programs for students serving on the various committees.
 5. Sign requisitions in the documented absence of the USGA President.
 6. Assume other duties or responsibilities as assigned by the USGA President which are not in conflict with this Charter.
- J. Office and Duties – The Treasurer of the USGA shall:
1. Prepare and make available to students a monthly USGA financial report.
 2. Sign checks for expenditures of the USGA approved budget. If the Treasurer does not sign a check within three (3) calendar days, the Treasurer shall submit a reason in writing to the requester, the USGA President, and the Executive Council.
 3. Chair the Executive Council's Committee on Budget and Finance.
 4. Participate as a member of the Student Activity Fee Allocated and Utilization Committee.
 5. Develop and maintain procedures to be utilized when revenue is generated from the use of student activity fees by the USGA and ensure that financial accountability reports on such ventures are prepared and made available to the student community.
 6. Review canceled checks, paid requisitions, and invoices drawn against the USGA account to reconcile the accuracy of expenditures.
 7. Upon installation, secure an internal University audit of the prior year's use of student activity fee revenues and expenditures by the USGA.
 8. Be available to attend standing committee meetings on an emergency basis for the purpose of signing requisitions.
 9. Receive and review requisitions from various entities. Upon approval, forward requisitions within three (3) calendar days to the USGA President for signature.
 10. Upon rejection of any requisition, return it to the respective entity with written justification within three (3) calendar days after receipt of the requisition.
- K. Office and Duties – The Secretary of the USGA shall:
1. Be the archivist for USGA records and coordinate the official correspondence of the USGA.
 2. Prepare, maintain and distribute minutes of Executive Council meetings and actions taken by the Executive Council in accordance with enabling legislation of the Student Senate.
 3. Sign checks in the absence of the Treasurer.
 4. Maintain a current Directory of all USGA elected appointed and volunteer students.
 5. Provide for the orderly management of the USGA offices, order supplies, oversee student volunteers, and provide for the efficient operation of the USGA office.

Section 2 Student Senate

- A. The Student Senate shall be comprised of two (2) students elected by the students from each school and each class president.
- B. The functions of a Student Senator are:
 1. To serve as the liaison between the undergraduate students he or she represents and the Student Senate.
 2. To maintain liaison with the college deans and department chairs for the purposes of promoting student interests and welfare.
 3. To conduct monthly meetings with constituents.

The Student Senate shall pass legislation that will enable the Executive Council to conduct the business of the USGA and has the authority to override, by a two-thirds (2/3) majority vote of the full Senate legislation vetoed by the USGA President.

The Student Senate may buy a two-thirds (2/3) majority vote if the full Senate removes any member of the Executive Council or the Student Senate.

The first meeting of the Student Senate shall be conducted by the Vice President, at which time the Chairperson and Vice Chairperson of the Student Senate will be elected.

The Student Senate shall create the following standing committees to discharge its functions: (1) the Elections Committee; (2) the Confirmation Committee, and (3) the Charter Review Committee. Additional committees, not in conflict with standing committees, may be created by vote of the Senate if deemed necessary. Adopt election procedures for use in conducting USGA elections.

The Student Senate shall receive the comprehensive USGA budget from the Executive Council, take action on approval of the budget and resubmit the USGA budget to the Executive Council for transmittal to the Vice President of Student Affairs and to the Student Activity Fee Allocation and Utilization Committee.

Student Senator Officers and Duties

The Student Senate shall be comprised of the following officers with the indicated duties:

1. The Chairperson of the Student Senate shall:
 - a. Conduct meetings of the Student Senate and serve as its official spokesperson.
 - b. Appoint and dismiss Student Senate committee chairpersons with the approval of the Student Senate.
 - c. Transmit legislation to the Executive Council and monitor the progress of the Senate.
 - d. Appoint a secretary to perform clerical duties for the Senate. The appointed person shall not have voting privileges unless said person is appointed from among the elected membership of the Student Senate.
2. The Vice Chairperson of the Student Senate shall:
 - a. Conduct meetings during the absence of the chairperson.
 - b. In the event the Student Senate chairperson resigns, becomes incapacitated or for any other reason is unable to complete the term of office, assume the position of chairperson and complete the unexpired term.
 - c. Prepare fiscal reports to indicate accurately the decisions of the Student Senate.
 - d. Assume other duties as assigned by the chairperson.

Section 3 Judiciary Council

- A. The Judiciary Council shall be composed of one student representative elected by each school. Each class (excluding class presidents) and one ex-officio non-voting representative from both The Executive Council and the Student Senate.

- B. The Judiciary Council shall elect from among its voting members a Chief Justice, Associate, and a Recorder in its first meeting which shall be convened by the USGA election Board chairperson.
- C. The Arbitrator and Assistant Arbitrator will be appointed by the Student Senate and confirmed by the Judiciary Council.
- D. The Judiciary Council may issue rulings and decisions on the interpretation of the Charter and By-laws as they relate to the implementation of the student government processes by the Executive Council and Student Senate.
- E. The Judiciary Council has authority to settle conflicts between the Executive Council and the Student Senate as it relates to the USGA charter and the By-laws.
- F. The Judiciary Council can intercede only upon written request from one of the conflicting branches to settle disputes. Such requests must specify the nature of the problem needing resolution.
- G. The Judiciary Council, in resolution of a conflict may declare an emergency, suspend the charter provisions for that branch and any other student procedures of that branch, and take whatever corrective actions it deems appropriate to resolve the problem or conflict.
- H. The Judiciary Council may dismiss the Student Arbitrator and Assistant Arbitrator for cause.
- I. The Judiciary Council shall establish guidelines for hearing and the role of the Student Arbitrator and the Assistant Student Arbitrator.
- J. The Judiciary Council receives proposed charter amendments, conducts hearing and reviews and makes recommendations and comments to the Vice President of Student Affairs.
- K. Office and Duties – The Chief Justice of the Judiciary Council
 - 1. Shall record, maintain, and disseminate copies of all proceedings of each session of the council to all judiciary members.
 - 2. Shall notify members and disputing parties of the time and place of judiciary council sessions.
 - 3. Shall be responsible for the secure maintenance of all records related to judicial proceedings.
- L. Office and Duties – The Associate Chief Justice
 - 1. Shall act in the absence of the chief justice.
 - 2. Assume other duties as assigned by the chief justice.
- M. Office and Duties – The Recorder
 - 1. Shall record, maintain, and disseminate copies of all proceedings of each session of the Council to all judiciary members.
 - 2. Shall notify members and disputing parties of the time and place of Judiciary Council sessions.
 - 3. Shall be responsible for the secure maintenance of all records related to judicial proceedings.
- N. The Student Arbitrator of the Judiciary Council
 - 1. Shall accept or reject consideration of issues presented in accordance with the established guidelines of the Judiciary Council.
 - 2. Shall share reports of all reviews for the Judiciary Council’s information prior to the determination of a hearing before the Judiciary Council.
 - 3. Shall observe any meeting and/or activities of the USGA branches and committees.
- O. The Assistant Student Arbitrator of the Judiciary Council
 - 1. Shall in the event the student arbitrator resigns, becomes incapacitated, or for any reason is unable to complete the term of office, will temporarily assume the position of student arbitrator until a replacement appointed by the Student Senate is confirmed by the Judiciary Council.

2. Shall provide support services to the student arbitrator.
3. Shall assume other duties as assigned by the student arbitrator.

Section 4 USGA Standing Committees

The functions of the USGA standing committees are as follows:

- A. The Chartering and Recruitment Committee shall:
 1. Assist with organization of student clubs, organizations, and classes.
 2. Develop recruitment strategies to assist with soliciting student volunteers.
 3. Make recommendations to the USGA President on student group requests for charter by the USGA.
 4. Annually review all student organization charters to ensure compliance with procedures governing the operations of such chartered clubs and organizations.
 5. Act as liaison to the Vice President of Student Affairs.
- B. The Evening Students Committee shall:
 1. Organize and recruit students to address the particular needs and interests of evening students.
 2. Survey evening student opinions.
 3. Identify and develop proposals for evening student services.
- C. The Freshmen Advisory and New Student Orientation Committee shall:
 1. Consist of members who have a cumulative GPA of 2.5 or higher.
 2. Serve as peer advisory leaders to incoming freshmen and assist the Office of the Vice President for Student Affairs during New Student Orientation.
 3. Convene the first meeting no later than the beginning of the summer session.
 4. Develop programs and activities for freshmen involvement in campus life.
- D. The Homecoming Committee shall:
 1. Coordinate homecoming events with the Vice President of Student Affairs that maximize the involvement of students in Homecoming festivities.
 2. Work with the students, in administration, faculty, staff, and alumni in developing activities.
- E. The International Students Committee shall:
 1. Ensure that chartered, international undergraduate student clubs or organizations are annually organized and operating.
 2. Study and recommend programs and services to encourage international student involvement.
- F. The Student Activities and Special Events Committee (SASE) shall:
 1. Organize, plan, promote, conduct, and evaluate student extra-curricular, political, educational, social, recreational, and culture programs for the good of the full student body.
 2. Annually devise and implement a plan to recruit and utilize student volunteers.
 3. Identify and coordinate community service events.
- G. The Student Public Affairs Committee shall:
 1. Develop and distribute information concerning University activities and events to the student community through the various media.
 2. Prepare a monthly newsletter for distribution to the student community to inform students about the operations or changes in operations of various University services.
- H. The Student Services Committee shall:
 1. Receive, investigate, and seek to resolve complaints regarding University Services.
 2. Evaluate, assess, and recommend student service proposals.

- I. The UDC Beautification Committee shall:
 - 1. Assess the condition of classrooms, common areas, and grounds on a monthly basis to ensure cleanliness. This information shall be disseminated to all branches of the USGA, faculty, staff, and the Vice President of Student Affairs.
 - 2. Submit recommendations of ways to improve campus beautification in writing to the Vice President of Student Affairs.
 - 3. Sponsor programs involving students, faculty, staff, and administrators that promote the necessity of maintaining an aesthetically pleasing, clean, and safe environment.
- J. The Subcommittees
Each committee of the USGA shall create such subcommittees, as it deems necessary to properly execute its duties and responsibilities.

Section 5 Quasi-independent Committees

Quasi-independent committees are intended to provide continuous operation without the day-to-day oversight of the USGA. Operations shall not be in conflict with this Charter. Creation of a Quasi-independent Committee must have the approval of the Student Senate and the Executive Council prior to charter amendment.

- A. The Election Board shall:
 - 1. Be comprised of two (2) representatives from each college who are elected by the Student Senate. The chairperson of the Elections Board shall be appointed by the USGA president in consultation with the Vice President of Student Affairs and the confirmation of the Student Senate. Members of the Board shall be independent of the Executive Council and Student Senate, and can only be removed by a 2/3-majority vote of the full Senate.
 - 2. Oversee the elections of the USGA in accordance with the elections procedures adopted by the Student Senate and the provisions of this Charter.
 - 3. Participate in the certification of the eligibility of candidates with the assistance of the Office of Student Life and Services and the Office of the Registrar.
 - 4. Oversee the conduct of referenda when approved by the Student Senate.
 - 5. Recommend changes in the elections procedures for consideration by the Student Senate.
 - 6. The chairperson of the Elections Board shall sign requisitions by the Elections Board. Approved requisitions shall then be forwarded to the Vice President of Student Affairs.

Section 6 Classes

A. Freshman Class Sophomore Class Junior Class Senior Class

- 1. Each class shall elect a representative (excluding class presidents) to serve on the Judiciary Council.
- 2. Each class president shall serve as a member of the Student Senate.

Article IV – Finances

All matters regarding the finances and the Student Activity Fee Allocation Utilization and Requisition Procedures Manual shall govern the budget of the USGA.

Article V – Meetings

Section 1 USGA Meetings

Each component of the USGA may utilize the following types of meetings:

- A. Regular meeting schedules shall be published and disseminated so that anyone may attend the meetings. Decisions that will be binding on the USGA, or on any of its committees, must be acted upon in a regular meeting.
- B. Special Meeting – may be called by the chairperson with two (2) calendar days (not including weekends or holidays) written notice. The notice shall state the purpose of the special meeting.

Section 2 Meeting Requirements

- A. The various branches and committees of the USGA shall conduct regular meetings at least once a month. The Judiciary Council shall also meet whenever deemed necessary.
- B. The chairperson of a committee is required to communicate to committee members in writing the agenda, at least twenty-four (24) hours in advance of all regular meetings.
- C. The quorum for the Judiciary Council, Student Senate, and Executive Council shall be fifty percent (50%) plus one (1) of the branch's current membership.
- D. Minutes of meetings must be recorded, duplicated, and disseminated to the members of the USGA branch or committee.
- E. Robert's Rules of Order, Newly Revised, shall govern the conduct of all meetings of the USGA and organizations authorized and established except as otherwise provided in this Charter.

Article VI – Elections

Section 1 General Elections

- A. The Elections Board shall conduct the general election of the USGA annually on the second Monday in April.
- B. The election shall be in accordance with procedures adopted by the Student Senate.
- C. The general election shall be utilized to decide matters requiring the undergraduate student body approval via referendum and to elect the USGA executive council, Student Senate, and Judiciary Council.

Section 2 Judiciary Council Elections

- A. The members of the Judiciary Council shall be elected as follows:
 - 1. One (1) representative from each School and College via the USGA General Election.
 - 2. One (1) representative from each School and College via the USGA General Election.
- B. Elective office as a Judiciary Council member is limited to two (2) terms. An incumbent Council member may be elected to serve a second term.
- C. If a member of the Judiciary Council (1) fails to attend two consecutive meetings without prior notification to the Chief Justice, (2) becomes incapacitated or is unable to complete the term of office, or (3) fails to discharge the duties of a Judiciary Council member, by two-thirds (2/3) majority vote of the entire membership, the Council can declare the member inept and a replacement shall be elected within ten (10) calendar days.

Section 3 Special Elections

The Elections Board shall conduct special elections when directed by the Student Senate in accordance with the elections procedures and this Charter.

Section 4 Election

Irregularities

- A. The election procedure shall include a process for making challenges to the Elections Board.
- B. Decisions of the Elections Board may be appealed in writing within three (3) calendar days to the Judiciary Council, if in the opinion of the chief justice of the Judiciary Council, any or all of the following occurs:
 - 1. New evidence is developed that could alter the decision of the Elections Board.
 - 2. A documentable error was made in the Elections Board actions.

Article VII – Amendments

A. This Charter may be amended through the following process:

1. Any student senator may propose an amendment. An amendment must be adopted by a two-thirds (2/3) majority vote of the Student Senate.
2. The Judiciary Council then reviews the proposed amendment.
3. The Judiciary Council makes recommendations and comments to the Vice President of Student Affairs on the appropriateness and efficiency of the amendment.
4. Through a referendum vote, a 2/3 majority of voting undergraduate students is required to ratify an amendment to the Charter.
5. The Vice President of Student Affairs will transmit the proposed amendment to the University president for approval of the Board of Trustees.

Article VIII – Referendum

A proposed referendum must originate in the Student Senate. Upon a two-thirds (2/3) majority vote of the full Senate, a referendum will be conducted during the next general election or special election. The proposal will be sent to the Vice President of Student Affairs to be forwarded to the University President for approval by the Board of Trustees.

Article IX – By-laws

Section 1

The USGA shall establish the By-laws of the USGA as directed in this Charter and as otherwise necessary to fulfill the responsibilities and functions of the USGA.

Section 2

The By-laws of the USGA may be an amendment to the By-laws set forth in the By-laws of the USGA.

Section 3

The initial bylaws of the USGA and each amendment to the By-laws shall be forwarded to the President of the University by the Vice President of Student Affairs upon adoption by the USGA. Unless the President of the University determines that a provision of the By-laws or an amendment to the By-laws would exceed the authority of the USGA under this Charter or violate the University Rules or the laws of the District of Columbia, the action of the USGA shall be approved. The President of the University shall inform the USGA of the disposition of amendments to the By-laws of the USGA. Approved amendments shall be effective upon receipt of notice of approval by the USGA.

INFORMATION FOR GRADUATE STUDENTS

ACADEMIC ADVISING

As a graduate student, you have been admitted to a specific department and degree program. Either the graduate program director or another faculty member in the program will be identified as your academic advisor. Students should consult with the Chairperson or the Program Director to identify an advisor.

HOW TO CHANGE PERSONAL INFORMATION:

- The student completes the Personal Information form from the Office of the Registrar.
- The student submits certified documents to support change of name, social security number, and date of birth.
- Data is recorded on the student's file.

HOW TO REQUEST A TRANSCRIPT OF GRADES:

- The student obtains a Transcript Request form from the Office of the Registrar.
- The student submits form to the Cashier's Office. First request for an official transcript is free. Additional copies cost five dollars (\$5.00) each.
- The student returns form to the Registrar's Office to be processed.

HOW TO REQUEST VERIFICATION OF ENROLLMENT:

- The student obtains Verification of Enrollment form from the Office of the Registrar.
- The student completes the Verification request form.
- The student returns the form to the Office of the Registrar.
- Official copies are forwarded directly to the requesting agency, individual or institution.

Note: The University complies with Public Law 93-38, Family Education Rights and Privacy Act of 1975.

HOW TO REQUEST AN APPLICATION FOR GRADUATION:

- The student obtains the Application for Graduation from the Office of the Registrar.
- The student completes the form and reports to the Cashier's Office.
- The student pays the graduate student graduation application fee of sixty- five dollars (\$65.00).
- The student returns form to Registrar's Office and presents proof of fee payment on or before the deadline in the academic calendar.

HOW TO REQUEST VETERAN'S BENEFITS:

- The Student obtains Form 22-1990 from the Office of the Registrar.
- The student completes and mails the form to the Regional Processing Office or submits the form on-line by visiting www.gibill.va.gov.
- The eligibility of each veteran is determined according to chapter code guidelines established by the Armed Services Department of Veteran's Affairs.
- Proof of residency is validated according to active duty, selective service or National Guard status.

GRADUATE STUDENT GOVERNMENT ASSOCIATION

Building 38, Room A-22

The Graduate Student Government Association (GSGA) consists of elected and appointed students who represent the interests of their peers at the University. Student participation in governance of the University is achieved through the association's involvement with various University councils and committees. The graduate students elect the GSGA representatives. Each year, the students also elect a Student Representative, who is a voting member to the University's Board of Trustees.

The GSGA offers opportunities for students to exercise leadership skills in affairs related to student life and development. It provides forums for the exchange of ideas, skills, information, and other resources of the University and the public and private sectors. Students are encouraged to participate in the Student Government Association.

GRADUATE STUDENT CLUBS AND ORGANIZATIONS

English Graduate Student Association

Graduate Clinical Psychology Club

Graduate Counseling Club

Graduate Early Childhood Council (Chartered but Inactive)

Graduate Student Government Association

Master of Public Administration Student Association

For other information regarding Graduate Student Clubs and Organizations, please contact the Office of Student Life and Services at 202-274-5900.

THE CHARTER AND BY-LAWS OF THE GRADUATE STUDENT GOVERNMENT ASSOCIATION

The Preamble

The graduate students of the University of the District of Columbia shall work both collectively and individually to exchange ideas, share wisdom, and maintain a creative environment for achieving academic excellence and developing a viable University. Toward these ends, the Graduate Student Government Association of the University of the District of Columbia shall address the concerns, represent and serve as the protectorate of the welfare of the graduate student body and of those organizations functioning to serve the needs and interests of graduate students. Therefore, the Graduate Student Government Association of the University of the District of Columbia does hereby accept the trust and privileges vested in it by the Board of Trustees Charter Resolution Number 81-41, and, as a means for exercising these powers, does hereby formulate and establish the Constitution and By-laws.

Article I – Name

Section 1.0

As attested to and authorized by Board of Trustees Resolution Number 81-41, the name of this organization and governing body shall be “The Graduate Student Government Association of the University of the District of Columbia,” herein or otherwise referred to as the “GSGA.”

Article II – Purposes

Section 2.0

The purposes of this association shall be to elect a representative graduate student government and to act as the duly authorized representative coordinating body for all graduate students and chartered Graduate Student University organizations.

Section 2.1

The GSGA shall provide leadership, motivation, and coordination for all graduate students toward achieving social and academic excellence; shall coordinate the academic, cultural and social activities of its membership with those of the faculty and administration of the University; and shall provide a forum for the exchange to ideas, skills, information, and other resources of the University community, as well as of the public and private sectors.

Section 2.2

The GSGA shall plan for the utilization of graduate student activity fees, present a budget in support of such plans, and participate with other graduate student organizations in making recommendations to the University administration concerning the establishment and allocation of activity fees for support of graduate student activity programs, subject to the final approval of the President of the University.

Article III – Membership

Section 3.0

Membership in this association shall be restricted to currently enrolled graduate students of the University of the District of Columbia.

Section 3.1

Each graduate student, duly registered at the University, is entitled to vote for the elective officers of GSGA. Proxy voting in GSGA elections is not allowed.

Section 3.2

Membership in this association terminates when the graduate student is no longer enrolled in a semester session of the University, at which time all rights and privileges of a GSGA member cease.

Article IV – Governing Council

Section 4.0

The Governing Council of the GSGA shall comprise two (2) entities: the Executive Committee and the Advisory Board.

Section 4.1

The Executive Committee shall consist of five (5) elective, voting officers: the President, the Vice President, the Treasurer, the Recording Secretary, and the Corresponding Secretary. The Committee shall also consist of two (2) appointive, non-voting officers: the Sergeant-at-Arms and the Parliamentarian, for a total of seven (7) Executive Committee members.

Section 4.2

The duties and functions of the Executive Committee shall be:

- a. To transact the general business and affairs of the association.
- b. To establish and maintain the rules and procedures necessary to the proper and efficient conduct of the business and affairs of the association, which shall govern the activities of the GSGA in all cases in which they are applicable and in which they are not in conflict with the Constitution and Bylaws. Such rules and procedures shall be established, abolished and/or modified by majority vote of the voting members of the Executive Committee.
- c. To establish a calendar of all regular meeting dates to include, but not limited to, meetings to nominate and elect officers, approve budgets, and complete audits.
- d. To prepare orientation materials and programs for members of the GSGA.
- e. To approve membership of standing and special committees.
- f. To ensure that all graduate student representatives are kept apprised of GSGA activities.
- g. To present reports to general GSGA meetings.
- h. To develop plans in coordination with the Faculty Advisor for the installation of officers.
- i. To develop prepare and submit to the GSGA, for approval, a budget and program for the fiscal year, which would include a sub-budget for each of the participating organizational members of the GSGA.
- j. To fulfill routine budget and program needs within the limits of the approved budget and sub-budgets in accordance with the policies of the University.
- k. To notify officers when they become derelict in their duties and functions with regard to GSGA.
- l. To schedule and hold regular monthly meetings of the Committee during the Fall and Spring Semesters.

Section 4.3

The Advisory Board Shall Consist of one (1) representative from each student organization in the graduate degree-granting program and one (1) representative from each of the other duly chartered University-wide graduate clubs and organizations.

Section 4.4

The duties and functions of the Advisory Board shall be:

- a. To represent and transmit to the Executive Committee the interest of the graduate students of the respective degree-granting-programs and of the other duly authorized University-wide graduate clubs and organizations.
- b. To appraise their respective graduate student population, which they represent, of all applicable information and activities of GSGA.
- c. To schedule and hold at least one meeting in the Fall and one meeting in the Spring Semester and to schedule and hold such other meetings as necessary.

Section 4.5

The Vice-President shall chair the meetings of the Advisory Board. Except in the instance of having to break a tie vote of that body, he/she shall be a non-voting chair.

Section 4.6

For the proper and efficient operation of its affairs, the Advisory Board by majority vote may establish from time to time as needed committees and chairs for those committees.

Article V – Faculty Advisor

Section 5.0

The Governing Council of the GSGA shall be advised by a Faculty Advisor. The Faculty Advisor shall be appointed by the Vice President of Student Affairs of the University upon the recommendation of the GSGA Executive Committee.

Section 5.1

The Faculty Advisor shall:

- a. Provide technical assistance to the GSGA in order that the association may carry out its goals and objectives effectively and efficiently.
- b. Apprise the GSGA of University policies, procedures and guidelines, and any changes relative thereto, sources for the benefit and welfare of the University's graduate students.
- c. Meet regularly with the GSGA, the designated meetings being the Biannual meetings and a meeting to approve the proposed annual budget.

Article VI – Election/ Appointment of Officers/ Representatives

Section 6.0

The election and appointment of Executive Committee Officers shall be governed by the following requirements:

- a. Nomination of officers shall take place in the month of February of each year.
- b. Election of officers shall take place in the month of March of each year.
- c. The President, Vice President, Treasurer, Recording Secretary and Corresponding Secretary shall be elected to office by the membership of GSGA.
- d. Installation of election officers shall take place within two (2) weeks of their election.
- e. The Sergeant-at-Arms and Parliamentarian shall be appointed by the President, with the approval of the Executive Committee.
- f. The appointment of appointive officers shall take place within a period of two (2) weeks after the installation of elective officers.
- g. The term of office shall be for a period of one (1) year, or for such time until a successor is elected or appointed.
- h. A person shall not be eligible to serve more than two (2) consecutive terms in the same office.

Section 6.1

The election and/or appointment of representatives to the Advisory Board shall be governed by the following requirements:

- a. Each graduate student organization shall conduct an annual election of its membership and elect the graduate student representative to the Advisory Board.
- b. If a student organization belonging to a graduate degree-granting-program is unable to elect its representative by April 1 of each year or if the organization is not yet formed, the GSGA Executive Committee shall appoint the representative on or before April 15 of each year.
- c. The name of the representative of each student organization in each graduate degree-granting program shall be submitted to the Executive Committee in writing over the signature of the respective Department Chairperson by April 1 of each year, otherwise the Executive Committee shall appoint the representative on or before April 15 of each year.

- d. The name of the representative of each University wide graduate student organization shall be submitted to the Executive Committee in writing over the signature of the respective Faculty Advisor by April 1 of each year; otherwise the Executive Committee shall appoint the representative on or before April 15 of each year.
- e. The term of office shall be for a period of one (1) year or for such period until a successor is elected or appointed.

Section 6.2

Only graduate students duly registered in the University and in good academic and financial standing with the University may run for and/or hold elective office, or be appointed to appointive office. They shall have completed nine (9) credit hours with a grade point average of 3.0 in their graduate work; and must have been enrolled in a minimum of six (6) graduate academic hours at the time of their nomination, election, installation, and/or appointment to office and while they hold office.

Section 6.3

A person shall not be eligible to serve on both the Executive Committee and the Advisory Board at any given time, with the notable exception of the Vice President of GSGA; nor shall a person be eligible to hold two offices at any given time within either body, except as the qualifying chair of a committee. The President of GSGA shall be an ex officio non-voting member of all standing and special committees of the Executive Committee.

Article VII – Duties of Officers

Section 7.0

The President of GSGA shall:

- a. Preside at the meetings of the GSGA and the Executive Committee.
- b. Coordinate the work of the officers and committees of the GSGA.
- c. Represent the GSGA at public and private functions.
- d. Sign all requisitions for the expenditure of graduate student funds and countersign, when appropriate and necessary, checks for disbursement as authorized by the Executive Committee and/or the GSGA.
- e. Appoint all Standing and Special Committees with approval of the Executive Committee.
- f. Perform such other duties as assigned to him/her by the GSGA or Executive Committee and/or as additionally prescribed in the Constitution and By-laws.

Section 7.1

The Vice President of GSGA shall:

- a. Perform the duties of the President during his/her absence or disability.
- b. Chair meetings of the Advisory Board. Break tie votes.
- c. Perform such other duties as assigned to him/her by the GSGA or the Executive Committee and/or as additionally prescribed in the Constitution and By-laws.

Section 7.2

The Treasurer of GSGA shall:

- a. Chair meetings of the Financial Committee.
- b. Maintain an accurate account of receipts and expenditures.
- c. Make disbursements in accordance with approved budgets as authorized by the Executive Committee and/or the GSGA in accordance with University guidelines.
- d. Countersign requisitions for disbursement of graduate student funds, and sign, when appropriate and necessary, checks for disbursement as authorized by the Executive Committee and/or GSGA.

- e. Perform annually a review of canceled checks, paid requisitions, and invoices drawn against the GSGA account, and report summary findings to GSGA. The annual review and report shall be presented to the GSGA before the Treasurer relinquishes his/her office, or as otherwise directed by the GSGA, but not later than the annual election of GSGA officers.
- f. Perform such other duties as may be assigned to him/her by the GSGA or the Executive Committee, and/or as additionally prescribed in the Constitution and By-laws.

Section 7.3

The Recording Secretary of GSGA shall:

- a. Record the minutes of all meetings of the GSGA, the Executive Committee, and the Advisory Board, and serve as the custodian for all official GSGA records.
- b. Maintain GSGA documents to include, but not limited to, the Constitution and By-laws, minutes of meetings, reports of committees, publications, and of events and other appropriate materials as a part of the permanent record of the GSGA.
- c. Maintain up-to-date records of the chairpersons and officers of the graduate student organizations of the degree granting- programs and other graduate student clubs and/or organizations.
- d. Maintain a record of regulations, guidelines, resolutions and other documents of the University which pertain to the GSGA.
- e. Perform such other duties as may be assigned to him/ her by the GSGA or the Executive Committee and/or as additionally prescribed in the Constitution and By-laws.

Section 7.4

The Corresponding Secretary of GSGA shall:

- a. Notify the general graduate student body of meetings and other activities.
- b. Maintain a listing of all duly enrolled graduate students and their latest recorded address.
- c. Maintain a listing of all representatives to the Advisory Board from all qualifying graduate student programs, organizations and clubs.
- d. Perform such other duties as may be assigned him/her by the GSGA or the Executive Committee and/or as additionally prescribed in the Constitution and By-laws.

Section 7.5

The Sergeant-at-Arms of GSGA shall:

- a. Maintain order at all meetings and functions of the GSGA.
- b. Perform other duties as assigned by the President and/or the Executive Committee and/or as additionally prescribed in the Constitution and By-laws.

Section 7.6

The Parliamentarian of GSGA shall:

- a. Assist and advise the presiding officer of GSGA, Executive Committee and Advisory Board meetings on points of parliamentary law, and also give similar advice to other members of the GSGA, Executive Committee and Advisory Board when they so request.
- b. Perform other duties as assigned by the President and/or the Executive Committee and/or as otherwise prescribed in the Constitution and By-laws.

Article VIII – Standing and Special Committees

Section 8.0

There shall be four (4) Standing Committees of GSGA until otherwise provided in the Constitution and Bylaws. The four Standing Committees shall be:

- a. The Program Committee.

The duties this committee shall be to conduct education and social programs for the graduate and University wide student communities.

b. The Legislation Committee.

The duties of this committee shall be to consider and recommend action on proposed amendments to this Constitution and By-Laws, as well as to initiate amendment proposals deemed appropriate to the efficient functioning of the GSGA.

c. The Financial Committee.

The duties of this committee shall be to initiate and prepare GSGA's annual budget; to recommend GSGA action on proposed sub-budgets of the graduate student organizations referred to in Section 4.2 (h) of this document; conduct an annual audit of GSGA's financial status; and to carry out overall financial oversight of the GSGA.

d. The Judicial Committee.

The duties of this committee shall be to interpret and adjudicate disputes arising from the administration of the Constitution and By-laws.

Section 8.1

Special Committees may be formed from time to time for purposes necessary for the proper and efficient functioning of the association.

Section 8.2

Members of each Standing and Special Committee shall be selected and appointed by the President, from among the members of the Governing Council and/or the general GSGA membership, with the advice and consent of the Executive Committee.

Section 8.3

The Chairperson of each Standing and Special Committee shall be selected and appointed by the President, from among the members of the Governing Council and/or the general GSGA membership, upon the advice and consent of the Executive Committee with the following notable exception, the Treasurer of GSGA shall chair the Financial Committee.

Section 8.4

The Executive Committee is responsible for supervising the activities of the Standing and Special committees. The chairperson of each committee shall present the committee's plan of work to the Executive Committee for approval prior to the implementation of any Committee activity or work.

Section 8.5

The chairperson and members of a Standing Committee or Special Committee shall serve for a period of one (1) year and/or until a successor has been appointed or elected.

Section 8.6

The President of the GSGA shall be an ex-officio member of all Standing and Special Committees.

Section 8.7

The chairperson of all Standing and Special committees shall submit to the Recording Secretary a listing of all members of the committee, as well as copies of all official committee documents.

Article IX – Meetings

Section 9.0

There shall be biannual meetings of the GSGA, one during the fall semester and the other during the spring semester of the academic year, commencing with spring of each year. The fall semester meeting shall be held in October of each year and shall include orientation activities as a part of the agenda. The spring semester meeting shall be held in February of each year and shall include the nomination of candidates for the elective offices of the GSGA Executive Committee as a part of its agenda. The biannual meetings shall be held as prescribed above unless otherwise requested by a two-thirds (2/3) vote of the Executive Committee. Notice of biannual meetings, signed by the Corresponding Secretary (or other officer designated by the Executive Committee) shall be mailed to the last recorded address of each graduate student at least fourteen (14) days before the time appointed for the meeting.

Section 9.1

Special meetings of the GSGA may be called by the President or upon majority vote of the members of the Executive Committee. Notice of any special meeting shall be mailed to each graduate student at his last recorded address at least fourteen (14) days in advance of the meeting date, with a statement of time, place and information regarding the subjects to be considered in the meeting.

Section 9.2

Meeting of the Executive Committee shall be governed by the following provisions:

- a. The Executive Committee shall schedule and hold regular monthly meetings during the fall and spring semesters of the academic year.
- b. The President of GSGA shall preside at the meetings.
- c. Meetings other than the regularly scheduled meetings may be called by the President or by a majority vote of the Executive Committee officers, with due prior notice having been given to all officers.
- d. A quorum of the Executive Committee at any of its meetings shall consist of at least three of its elective officers, with due prior notice having been given to all officers.
- e. Any member of the Executive Committee unable to attend a meeting shall give prior notice of his/her absence to the President or the Corresponding Secretary (or other designated officer). If an Executive Committee member is absent from three (3) consecutive meetings for reasons which the Executive Committee declares insufficient, the resignation of that Executive Committee member shall be deemed tendered and accepted.

Section 9.3

Meetings of the Advisory Board Shall be governed by the following provisions:

- a. The Advisory Board shall schedule and hold at least one meeting in the fall semester and one meeting in the spring semester of the academic year.
- b. The Vice President shall preside at the meetings. Except in the instance of having to break a tie vote of the Advisory Board, he/she shall be a nonvoting chair.
- c. Other meetings may be scheduled and held as needed.
- d. A quorum of the Advisory Board constitutes two-thirds (2/3) of the currently serving members.

Article X – Vacancies

Section 10.0

A vacancy occurring in the office of the President shall be filled by the Vice President, who shall succeed to that office.

Section 10.1

A vacancy occurring in the GSGA Executive Committee office, other than the President, shall be filled by appointment of the President with the approval through majority vote of the Advisory Board.

Section 10.2

A vacancy occurring in any GSGA Advisory Board shall be filled by appointment of the President upon the recommendation of the appropriate graduate program, organization and/or club, with the approval of the Advisory Board through majority vote.

Section 10.3

All vacancies shall be filled within two (2) weeks of their occurrence. Article XI – Expulsion and Recall

Section 11.0

Expulsion and recall of any GSGA officer shall be governed by the applicable provisions of the latest edition of Robert's Rules of Order Revised.

Article XII – Parliamentary Authority

Section 12.0

The latest edition of Robert’s Rules of Order Revised shall govern the activities of the GSGA in all cases in which they are applicable and in which they are not in conflict with the Constitution and By-laws of the GSGA.

Article XIII – Bonding

Section 13.0

At the direction of the Executive Committee, any officer of the GSGA shall furnish a fidelity bond, at the expense of the GSGA, in such a sum as the Executive Committee shall prescribe.

Article XIV – Resolution

Section 14.0

By resolution of the Executive Committee, the GSGA may provide for the indemnification of any or all of its officers or former officers against expenses actually and necessarily incurred by them in connection with the defense of any action, suit or proceeding in which they, or any of them in connection with the defense of GSGA, except in relation to matters of which such an officer or former officer shall be adjudged in such action, suit, or proceeding to be liable for negligence or misconduct in the performance of duty, and to such matters as shall be settled by agreement predicated upon the existence of such liability for negligence or misconduct.

Article XV – Amendments

Section 15.0

This Constitution and By-laws may be amended by the membership of the GSGA through the procedure hereinafter provided. A quorum of the Executive Committee shall consider and affirm the proposed amendments by two-thirds (2/3) votes thereof. Notice of amendment or amendments, including instructions regarding voting procedures, shall be mailed by the Corresponding Secretary or an otherwise designated member of the Executive Committee to the membership at least fourteen (14) days before the date upon which the vote is to be tabulated. Approval shall be effected upon an affirmative vote of two-thirds (2/3) or more of the membership in accordance with instructions and shall have been set forth in the notice provided by the Executive Committee for the approval of the proposed amendment.

Section 15.1

All amendments to the Constitution and By-laws are subject to the approval of the Board of Trustees of the University.

UNIVERSITY OF THE DISTRICT OF COLUMBIA

CODE OF STUDENT CONDUCT

This Code is under review by the University and may be changed during the 2009-2010 Academic Year. Please contact the Office of the Vice President for Student Affairs for further details.

PREAMBLE

The University of the District of Columbia is a community of scholars in which the ideas of freedom, inquiry, thought, expression and individuality are sustained and the rights of everyone are respected. Students who are admitted and attend the University shall take responsibility for conducting themselves in ways that continue the pursuit of the University's mission. To that end, the Code of Student Conduct emphasizes specific student responsibilities:

1. To recognize that the intellectual and educational climate of the University shall be maintained as the University's highest priority.
2. To protect the opportunity for each student to attain their educational objectives.
3. To protect the physical and mental health, safety and welfare of each member of the University community.
4. To protect the property rights of all.
5. To promote the human rights of all members of the University community.

The Code of Student Conduct (a) establishes student judicial system, (b) identifies misconduct as academic misconduct or nonacademic misconduct that results in sanctions as outlined herein, and (c) explains the step-by-step process and procedures for appeal of decisions. Violations of local ordinances, state or federal law on or off University's premises during University activities may subject a student to disciplinary action.

The University reserves the right to take appropriate actions to protect its interests and to secure its continuing operations. In cases of action by civil authorities, the University reserves the right to proceed with disciplinary action even if criminal proceedings are pending. The outcome of a disciplinary action will not be subject to challenge because criminal charges involving the same incident were dismissed or reduced.

Students are selected by the President of the University of the District of Columbia to assume positions of responsibility in the University's student judicial system so that they might contribute their skills and insight to the resolution of disciplinary cases. The provisions of the Code of Student Conduct are not to be regarded as contractual covenants between the University and the student. The University reserves the right to change procedures herein at any time during the student's term of enrollment. The Code of Student Conduct will be made available to all new students. In addition, the Code of Student Conduct will be made available for review in the following locations: Division of Student Affairs, Student Government offices, Deans' offices and the Learning Resource Center.

CODE OF STUDENT CONDUCT

The Code of Student Conduct identifies those behaviors considered unacceptable in academic and nonacademic settings and are not permitted by students of the University while on University properties, University sponsored activities or while representing the University in the community. The behaviors of academic and nonacademic misconduct are defined below:

ARTICLE I: ACADEMIC MISCONDUCT

- A. Academic misconduct includes but is not limited to the following behavior:
1. **AIDING OR ABETTING ACADEMIC MISCONDUCT:** Knowingly helping, procuring or encouraging another person to engage in academic misconduct.
 2. **CHEATING:** Any dishonesty or deception in fulfilling an academic requirement such as:
 - a. Use or possession of unauthorized material or technology during an examination (any written or oral work submitted for evaluation and/or grade), such as tape cassettes, notes, tests, calculations, or computer programs.

- b. Obtaining or furnishing assistance with or answers to questions during examinations or tests which are given in a classroom setting that is overseen by the instructor or proctor from another person with or without that person's knowledge.
 - c. Representing as one's own examination taken by another person.
 - d. Taking an examination in the place of another person.
 - e. Obtaining unauthorized access to the computer files of another person or agency, or altering and/or destroying those files.
 - f. Possession, use, distribution, or sale of unauthorized copies of an examination, or computer program.
3. FABRICATON: Falsification of any information or citation in an academic exercise.
 4. PLAGIARISM: The use by paraphrase or direct quotation, of the published or unpublished work of another person without giving full and clear acknowledgment. It also includes the unacknowledged use of materials prepared by another person or agency engaged in the selling of term papers or other academic materials.

ARTICLE II: NONACADEMIC MISCONDUCT

A. Nonacademic misconduct includes but is not limited to the following behavior:

1. AIDING AND ABETTING NONACADEMIC MISCONDUCT: Helping, procuring, or encouraging another person to engage in nonacademic misconduct.
2. ALCOHOL AND DRUG, UNAUTHORIZED USE:
 - a. Consuming or possessing alcoholic beverages on University premises to include failing to comply with local laws governing the transporting or sales of alcoholic beverages.
 - b. Exhibiting behavior which indicates intoxication or drug use while on University owned or controlled property or while attending a University sponsored event.
 - c. Using or possessing any controlled dangerous substance, illegal drugs or narcotics (except in the use of substances prescribed by a licensed physician).
 - d. Knowingly violating the University of the District of Columbia Alcohol and Drug Abuse policy. (See Appendix I)
3. ASSAULT: Knowingly or recklessly causing or attempting to cause serious physical harm to another.
4. DESTRUCTION OF PROPERTY: Damaging, destroying, defacing, littering, or tampering with the property of the University or the property of another person or organization.
5. DISHONESTY AND MISREPRESENTION: Knowingly or recklessly furnishing false written or oral information including false identification to University officials, faculty or staff, forgery, alteration, or misuse of the University documents or records.
6. DISRUPTION/OBSTRUCTION: Disrupting, obstructing, or interfering with University functions or activities or the pursuit of the University mission, including but not limited to research, teaching, administration, disciplinary proceedings, or other University activities or events.
7. DISTURBING THE PEACE: Disturbing the peace of the University including but not limited to, disorderly conduct, failure to comply with an order to disperse, fighting, quarreling, and/or being in a state of intoxication or impairment due to drug usage.
8. FAILURE TO COMPLY AND IDENTIFY: Failing to comply with the directions of University officials, administrators, campus police, or the Judicial Board acting in the performance of their duties or with written rules when requested to do so.
9. FAILURE TO COMPLY WITH SANCTIONS: Failing to comply with sanctions imposed in accordance with the procedures described which, may result in additional sanctions.
10. FALSE CHARGES OR STATEMENTS: Knowingly furnishing false information, allegations or reports, including testimony at University judicial hearings, to any University official.

11. **GAMBLING:** Participating in illegal games of chance prohibited by law or applicable policy.
12. **HAZING:** Hazing, includes but is not limited to an act or a situation created by an individual, groups or organizations, that can possibly impart any form of physical or emotional distress (e.g. generally an act or situation which endangers the mental or physical health or safety of a student for the purpose of initiation, admission into, affiliation with, or as a condition of continued membership in a group or organization).
13. **IDENTIFICATION, MISUSE OF:** Unauthorized transferring, lending, presenting someone else's, borrowing or altering University identification or any record or instrument of identification.
14. **INFORMATION TECHNOLOGY, MISUSE OF:** Theft or abuse of information, e.g. computer, electronic mail, voice mail, telephone, fax, including but not limited to:
 - a. Authorized entry into a file to use, read or change the contents, or for any other purpose.
 - b. Unauthorized transfer or distribution of a file.
 - c. Unauthorized use of another individual's identification and password.
 - d. Use of information technology to send obscene or threatening messages.
 - e. Use of information technology to interfere with the work of another student, faculty member or University official.
 - f. Use of information technology to interfere with normal operations of the University's systems.
 - g. Use of information technology to destroy data or files through tampering, creating viruses or other systems that impede access to the system.
15. **LAW, VIOLATION OF:** Violating criminal laws (federal, state and/or local) on campus where the foreseeable effect is to interfere with the University's organizational objectives, mission or responsibilities.
16. **MENACING:** Knowingly causing another person to believe that the offender will cause serious physical harm to another, a member of their immediate family or their property.
17. **PROPERTY OR SERVICES, UNAUTHORIZED USE:** Unauthorized use or possession of property or resources of the University or of a member of the University community or other person or entity.
18. **PROBATION, VIOLATION OF:** Violating the Code of Student Conduct while on University disciplinary probation or violating the specific term of that probation will be cause for additional sanctions.
19. **SAFETY EQUIPMENT, MISUSE OF:** Unauthorized use or alteration of fire fighting equipment, safety devices, fire alarms, fire extinguishers or other emergency devices.
20. **SMOKING POLICY, VIOLATION OF:** Violating the University's smoking policy.
21. **STOLEN PROPERTY:** Unauthorized possession of property that has been stolen or that may be identified as property of the University or any person or entity.
22. **THEFT:** Unauthorized possession of property or materials of the University, person or entity.
23. **TRESPASS OR FORCIBLE ENTRY:** Unauthorized trespass, or forcible entry into any University building, structure or facility or onto University property.
24. **UNIVERSITY KEYS, MISUSE OF:** Unauthorized use, distribution, duplication or possession of any keys issued for any University building, laboratory, facility, or room.
25. **UNIVERSITY POLICIES OR RULES, VIOLATION OF:** Any violation of published University of the District of Columbia policies or rules is a violation of the Code of Student Conduct.
26. **WEAPONS:** Unauthorized possession or use of a firearm or explosive device of any description and anything used to threaten or harm including but not limited to firecrackers, compressed air guns, pellet guns, BB guns, paint guns and water guns.

ARTICLE III: STUDENT GROUPS AND ORGANIZATIONS

- A. A student group or organization and its officers may be held collectively or individually responsible when violations of this Code by those associated with the group or organization have received the tacit or overt consent or encouragement of the group or organization or of the group's or organization's leader(s), officers or spokesperson(s).
- B. The officers or leaders or any identifiable spokespersons for a student group or organization acting on the group's or organization's behalf may be directed by the Vice President for Student Affairs or a designee to take appropriate action designed to prevent or end violations of the Code. Failure to make reasonable efforts to comply with the Vice President's directives shall be considered a violation of the Code by the officers, leaders, or spokesperson for the group or organization and by the group or organization itself.

ARTICLE IV: OFF-CAMPUS ACTIVITIES

- A. The Code of Student Conduct shall apply to all lands leased or owned by the University, as well as to any location where students are engaged in University activities. Examples of such coverage include but are not limited to:
 - 1. University athletic and academic teams traveling to off-campus events;
 - 2. student government associations off-campus activities;
 - 3. student clubs and/or organizations engaging in off-campus events or activities;
 - 4. off-campus student internships;
 - 5. community service and/or student teaching programs;
 - 6. study abroad programs; and
 - 7. participation in Consortium Program of Colleges and Universities.

ARTICLE V: SANCTIONS FOR MISCONDUCT

- A. Students found to be in violation of the Code of Student Conduct based on preponderance of evidence will be subject to University sanctions. Sanctions shall be imposed according to the severity of the misconduct. In all cases, the University shall reserve the right to require counseling and/or testing of students as deemed appropriate. The University may proceed through the disciplinary process as outlined below in Article VII: Procedures, regardless of any action by civil authorities.
- B. Definition of Sanctions: The following sanctions as defined below may be consequences of a violation of the Code of Student Conduct. Each sanction may be separately or cumulatively applied should the behavior call for the imposition of a more severe penalty.
 - 1. Administrative Hold: A status documented in the Registrar's official file which precludes the student from registering, from receiving transcripts or from graduating until clearance has been received from the Vice President for Student Affairs in accordance with University rules.
 - 2. Disciplinary Reprimand: The student is warned in writing that his or her behavior is unacceptable and further misconduct may result in further sanctions or disciplinary action.
 - 3. Disciplinary Probation: A student may receive specified restrictions and/or extra requirement for a specified period of time. The student may be restricted from participating in intercollegiate activities, extracurricular events, or other activities not academic in nature but consistent with the mission of the University. During the probationary period, the student shall not represent the University in any extracurricular activity, run for, or hold office in any student group or organization. Additional restrictions or conditions may also be imposed. A student may be required to meet periodically with designated persons. Notification will be sent to appropriate University offices. Failure to comply with the conditions of probation may result in disciplinary suspension or dismissal from the University.

4. Suspension: The student shall be prohibited from attending the University and from being present without the permission of the sanctioning officer or his or her designee on University property for a specified period. The appropriate hearing authority shall determine the effective beginning and ending dates of the suspension. A suspended student will be withdrawn from all divisions of the University for at least the remainder of the semester or session in progress. A student who is suspended from the University is not eligible for return of tuition or fees paid to the University. The student shall be required to apply for readmission to the University.
5. Expulsion: The student shall be permanently separated from the University. A notation will appear on the student's transcript. The student will also be barred from being on any University property, except by permission of the President of the University. A student who is expelled from the University is ineligible for the return of tuition and fees, paid or owed to the University. Expulsion requires administrative review and approval by the President of the University.
6. Interim suspension: The student shall begin the interim suspension immediately upon receipt of notice from the President, College Dean or the Vice President for Academic Affairs or Vice President for Student Affairs or a designee.
 - (a) An interim suspension restricts the student's physical access to campus if deemed necessary in order to:
 - (i) protect the safety and health of any person;
 - (ii) maintain order on University property;
 - (iii) stop interference in any manner with the rights of citizens while on University owned or controlled property, while on professional practice assignment or while representing the University;
 - (iv) preserve the orderly functioning of the University and the pursuit of its mission;
or
 - (v) protect University property and the property of members of the University community
 - (b). An interim suspension is effective immediately without prior notice whenever there is evidence that the continued presence of the student on the University campus or property poses a substantial threat to himself or herself, to others, or to the stability and continuance of normal University functions.
 - (c). The interim suspension may be imposed pending the application of the disciplinary process.
 - (d). Students on interim suspension are barred from University premises and University sponsored activities.
 - (e). The suspending officer shall schedule a hearing within 5 days of the interim suspension notice for the purpose of determining if the interim suspension shall remain in effect, be modified, or be revoked pending a disciplinary hearing.
 - (f). A student suspended on an interim basis shall be given an opportunity to appear before the Vice President for Student Affairs to discuss the following issues:
 - (i) The reliability of the information concerning the student's conduct; or
 - (ii) whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the student on the University campus or property poses a substantial threat to himself or herself, to others, or to the stability and continuance or normal University functions.
 - (g). As such this shall be a temporary suspension, which may be imposed pending the application of the disciplinary process. The suspending official shall schedule a hearing within 5 days of the interim suspension notice. The purpose of the hearing will be to determine if the interim suspension shall remain in effect, be modified, or be revoked pending a disciplinary hearing.

7. Other Disciplinary Sanctions: Other sanctions may be imposed by the Hearing authorities with or without disciplinary probation including but are not limited to:
 1. monetary payments for restitution because of damage to or misappropriation of University or a University community member's property;
 2. service to the University and/or University community;
 3. restrict access to campus facilities; and/or
 4. referral for psychological and/or psychiatric evaluation.
8. Sanctions on Student Organizations and Groups: Student organizations and groups in violation of University policy shall be subject to a maximum sanction of termination of registration with the University, or any lesser sanction including but not limited to restriction or suspension of the use of facilities and services of the University, suspension of the privilege to sponsor fund raising events, the loss of funds allocated by the University, or restitution of damages.

ARTICLE VI: INITIATING ACTIONS

- A. Pending Actions. The University reserves the right to proceed through the disciplinary process outlined below even if other actions are pending (e.g. city/state police) under the laws of any jurisdiction.
- B. Notice. Students will be issued a written notice for a judicial conference to the student's local address on record with the University, by U.S. mail or hand delivered and such notice will be deemed delivered within the time limits of standard business days. This notice of action shall be adequate, unless the student can show just cause as to why the receipt of notice did not allow sufficient time to prepare for the hearing.
- C. Former Student. In cases where a student leaves the University and/or is not registered as a student when charged, a bar to future registration will be issued and placed on the student's record. The Office of the Registrar will be notified to remove the bar after the disciplinary action has been resolved.
- D. Reporting Misconduct. All instances of alleged misconduct shall be reported without unnecessary delay from the date of the discovery of the alleged offense to the appropriate offices. Alleged academic misconduct should be reported to the Dean of the respective college or school. Alleged nonacademic misconduct should be reported to the Vice President for Student Affairs or designee. In cases, where the misconduct cannot be immediately determined, the Office of the Vice President for Student Affairs or designee and the Dean's Office or designee shall confer to ascertain how to handle the matter and subsequently notify all parties.

ARTICLE VII: PROCEDURES

- A. Academic Misconduct
 1. First Level Resolution
 - a. Jurisdiction. Cases involving academic misconduct should first be with the faculty member in whose course the alleged academic misconduct occurred.
 - b. Notice. If a faculty member suspects a student of academic misconduct, he/she must inform the student without unnecessary delay and provide the student with an opportunity to respond before taking any action.
 - c. Status. Student suspected of academic misconduct whether or not they acknowledge the matter shall be permitted to continue in the course without prejudice pending the disciplinary action.
 - d. Action. If proper notice to the student has been given, the faculty member may take one or more of the following actions:
 - (i) alter a grade;
 - (ii) assign a failing grade in the assignment, examination or the course; or
 - (iii) recommend additional sanction(s) to the Dean or Dean's designee.

- e. Time lines. If any of the actions are taken, the faculty member must notify the student in writing of the action taken with a copy to the Dean of the college in which the misconduct occurred and the student's "home" college generally within 5 days of informing the student.
 - f. Within 5 days of receipt of the faculty member's notice of action, the Dean or designee of the student's home college shall determine whether the matter was resolved and inform the student and the faculty member as follows:
 - (i) If the matter is resolved and the appropriate sanction accepted, the matter shall be recorded with a copy to the Vice President of Student Affairs and the matter closed.
 - (ii) If the matter is not resolved, either party may request that the matter go before the Vice President for Academic Affairs for action. Any such request shall be made to the Dean or designee within 7 days of receipt of notice.
 - g. Failure on the part of the faculty to either
 - (1) notify the Dean of the sanction or
 - (2) notify the student of rights to appeal a sanction is not grounds for voiding the sanction.
2. Second Level Resolution
- a. When the first level of resolution is not possible, a College Hearing Committee shall be convened without unnecessary delay from the date of notification to the Dean.
 - b. The charge of the Committee shall be to investigate the alleged violations and to recommend appropriate sanction(s).
 - c. The jurisdiction shall reside in the "home" college of student against whom the charge has been brought.
 - d. The committee shall consist of the Hearing Officer, two representatives selected by the college faculty who shall hear the case, and two student representatives selected by the President.
 - e. The Hearing Officer shall be the Dean or designee of the student home college.
 - f. A quorum is present when the Hearing Officer and at least one faculty representative and one student representative are present. The Hearing Officer shall vote only in the event of a tie.
 - g. Either party may challenge for cause a specific member's presence on the committee by notifying the Hearing Officer of the challenge. The Hearing Officer shall decide whether the member is unbiased. If the challenge is granted, a substitute will be appointed and the same option to challenge will exist.
 - h. The Hearing Officer shall send the committee's final recommendation to the Dean and to the student generally within 5 days after the hearing.
 - i. If more than one student is charged with the same academic misconduct, the Vice President for Academic Affairs will serve as the Hearing Officer along with a representative (Dean) from each student's college, and two students selected by President.
 - j. The quorum is composed of the Hearing Officer, one student representative, a Dean from each college.
 - k. The Hearing Officer will only vote in case of a tie by the committee. Any party may challenge for cause a specific member's presence on the committee by notifying the Hearing Officer of the challenge. The Hearing Officer shall decide whether the member is unbiased. If the challenge is granted, a substitute will be appointed and the same option to challenge will exist.
 - l. The Hearing Officer shall send the committee's final recommendation to the Dean and to each student within 5 days after the hearing.

3. Action on Committee Recommendations

- a. Actions by the Dean on College Hearing Committee recommendations shall be within 5 days after receipt of the committee's recommendations.
- b. The Dean shall take one of the following actions and notify all parties in writing: (1) concur, (2) modify sanction, or (3) send back to the Hearing Committee for further review and recommendation.
- c. The student shall be notified in writing of the Dean's decision and of the appeal process.
- d. If the student does not appeal the Dean's decision within 5 days, the sanction(s) approved by the Dean shall be in effect.
- e. The Dean shall submit recommendations for University suspension or dismissal to the Vice President for Academic Affairs who can (1) concur, (2) modify sanction, or (3) send back to the Hearing Committee for further review and recommendation.

B. Nonacademic Misconduct

1. First Level Resolution

- a. First level resolution shall be attempted. University faculty and staff may act as facilitator, mediator, and/or observer as requested. Without unnecessary delay from the date of receipt of misconduct report, the Vice President for Student Affairs or designee shall inform the student in writing of the alleged misconduct.
- b. If the Vice President for Student Affairs and student resolves the allegation with no penalty to the student, the matter is closed.
- c. If the allegation is resolved by the Vice President for Student Affairs and the student with penalty, a record of the resolution shall be maintained by the Office of the Vice President for Student Affairs and the Dean's Office of the student's major, and the matter closed.
- d. If the matter is not resolved, a second level review committee shall be convened.

2. Second Level Resolution

- a. When the first level, administrative resolution is not possible due to the nature and/or severity of the misconduct as determined by the Vice President for Student Affairs or the Dean or designee, an Administrative Review Committee shall be convened without unnecessary delay.
- b. The committee's charge is to hear the reported allegations, to submit a report and to recommend appropriate sanctions to the Vice President for Student Affairs.
- c. Administrative Review Committee: The committee shall consist of the Hearing Officer, a representative of the charged student's college/school designated by the Dean and two student representatives. When more than one college/school is involved, a nonvoting representative of the college/ school in which the incident occurred should participate fully in the hearing.
- d. The Hearing Officer shall be the Vice President for Student Affairs.
- e. A quorum consists of the Hearing Officer, the Dean's representative (student's major) and at least one student representative.
- f. The Hearing Officer will only vote in the case of a tie by the committee.
- g. Any party may challenge for cause a specific member's presence on the committee by notifying the Vice President for Student Affairs of the challenge. The Hearing Officer shall decide whether the member is unbiased. If the challenge is granted, a substitute will be appointed and the same option to challenge shall exist.
- h. The Hearing Officer shall send the committee's final recommendation to the college Dean and to the student within 5 days after the hearing.
- i. Within 7 days, the Vice-President shall take one of the following actions and notify all parties in writing: (1) concur, (2) modify sanction, (3) send back to the Administrative Review Committee for further review and recommendation.
- j. The student shall be notified in writing of the Vice President's decision and of the appeal process. If the student does not appeal the Vice President's decision within 5 days, the sanctions approved by the Vice President shall be in effect immediately.

ARTICLE VIII: COMMITTEE GUIDELINES

Academic and Nonacademic Misconduct

- A. Hearings shall be restricted to those individuals involved except as otherwise noted.
- B. The student may elect to have an advisor present who may counsel but not actively participate as a spokesperson or vocal advocate in the hearing.
- C. A University representative may be present as an observer.
- D. Witnesses are strongly encouraged to be present for hearings. However, if they are unable to attend, notarized statements may be submitted.
- E. If the student, faculty or staff member chooses not to attend the hearing, his/her written statement shall be reviewed at that time and judged on the basis of the information available.
- F. When more than one student is involved in the allegation of misconduct and they are in a different college, designees from each college Dean shall be present at the hearing.
- G. When more than one student is involved in an allegation of misconduct, any involved student may request a separate hearing. Such request shall be made to the Hearing Officer at least two days (48 hours) prior to the scheduled hearing.
- H. Hearings shall be tape-recorded. A copy of the taped record shall be available to the student at any time after the hearing. Upon permission of the Hearing Officer, the student may independently tape proceedings.
- I. The Office of the Vice President for Student Affairs maintains records relating to a disciplinary action as educational records separate from a student's academic records.
- J. Upon written requests, victims of violent crimes may be informed of the results of the campus disciplinary proceedings.

ARTICLE IX: APPEAL PROCESS

- A. A student found to have violated the Code of Student Conduct should have the right to appeal to the Student Appeals Committee (SAC).
- B. All appeals shall be addressed to Student Appeals Committee and filed in writing to the Vice President for Student Affairs within 3 days of receipt of the sanction(s) decision letter from the Vice President for Student Affairs and shall set forth the specific grounds for the appeal.
- C. Grounds for appeal are restricted to the following:
 - 1. Discovery of new information – embodies information not available at the time of the hearing to include substantiated bias on the part of the Hearing Officer.
 - 2. Procedural error – a substantial error was made in the Code of Conduct procedures as outlined in the Code of Student Conduct publication, which resulted in a fundamental change in the outcome.
 - 3. Harshness of sanction – the sanction imposed is not commensurate with the violation.
- D. Appeals will be granted and heard solely on the basis of the written statements of the individuals involved in the action taken by the Vice President for Student Affairs except for appeals based on the discovery of new information. In such cases, limited hearings will be held to present new information.
- E. SAC shall be composed of an Appeals Hearing Officer appointed by the President, one student (from a pool of students annually appointed by the President) and one University college representative appointed by the Dean of the college in which the student is matriculated or registered.
- F. The University's Student Appeals Committee pool shall consist of four faculty members selected annually by the University Senate, three undergraduate students and three graduate students named annually by the President.
- G. The Appeals Hearing Officer shall be responsible for selecting one faculty and one undergraduate student for an undergraduate case or one graduate student for a graduate case.

- H. The Student Appeals Committee may not review the factual findings of the disciplinary committees, including any finding that the student violated the Code of Student Conduct, except as related to the provision of new information, fair process or harshness of sanction.
- I. The burden of persuasion before the Student Appeals Committee is the sole responsibility of the student.
- J. The Appeals Hearing Officer shall chair the committee and vote only in the case of a tie vote by the Committee.
- K. A student may waive his/her right to appeal to the Student Appeals Committee and instead submit to an expedited appeal before the Appeals Hearing Officer.
- L. The taped record of the second level disciplinary hearings will be available to the appealing student and the Student Appeals Committee.
- M. When an appeal is filed, the entire file will be forwarded to the Appeals Hearing Officer and will be available to the student for review.
- N. If the student fails to file a written statement within the time limits specified by the Appeals Hearing Officer, the appeal will be dismissed.
- O. After the student files a written statement, the Second Level Hearing Officer that heard the matter may file a written statement.
- P. Taped records and notes pertaining to the appeal shall be separate from a student's academic record and maintained by the Office of the Vice President for Student Affairs.

ARTICLE X: FINAL ACTIONS

- A. Within 5 days after the appeal hearing the Appeals Hearing Officer shall report the Committee's recommendations to the appropriate Vice President and notify all parties in writing.
- B. The Student Appeals Committee may:
 - 1. Determine that there is no merit to the appeal and recommend dismissal of the appeal to the President. The original sanctions stand.
 - 2. Determine that the appeal has merit, and may recommend to the President reconsideration with recommendation for sanctions in light of the Committee's findings.
- C. Action by the Vice President:
 - 1. Within 5 days of receipt of the Student Appeals Committee or Appeal Hearing Officer's decision, the Vice President may take one of the following actions and shall notify all parties in writing:
 - (a) Concur with the decision.
 - (b) Modify sanction(s)
- D. Action by the President: Decisions by the President are final.

APPENDIX I

The University of the District of Columbia Drug and Alcohol Abuse Policy

The unlawful possession, use, or distribution of illicit drugs and alcohol by students on University property or as part of any University activity is prohibited. Federal and District of Columbia laws prohibit the unlawful use, manufacture, possession, control, sale and dispensation of any illegal narcotic, dangerous drug, or alcohol.

The health risks associated with the use of illicit drugs and the abuse of alcohol include physical and mental impairment, emotional and psychological deterioration, fine and gross motor degeneration, and death.

Students who unlawfully possess, use, or distribute illicit drugs or alcohol shall be sanctioned. Sanctions may include referral for criminal prosecution, expulsion, suspension, reprimand, or requiring the student to complete an appropriate rehabilitation program. The University of the District of Columbia provides confidential counseling and referral services to students with problems related to drug use and alcohol abuse. The University also provides information about substance abuse and treatment programs available to UDC students.

Students who desire information regarding substance abuse or treatment programs should contact the University Health Services in Building 44, Room A-33 or call (202) 274-5030.

APPENDIX II

Sexual Harassment and Racial Harassment Policy Statement

It is the policy of the University of the District of Columbia that sexual harassment and racial harassment in any way of its students, staff, and applicants for employment or admission to the University are prohibited.

The University will provide work sites and classrooms free of sexual harassment and monitor conditions so that instances of sexual harassment are prevented or detected soon after their occurrence. The University will examine impartially all complaints of sexual harassment and attempt to resolve them as promptly as possible.

Filing a Complaint

Persons who believe they have been discriminated against (including sexual harassment) may file a complaint by contacting the EEO/AA Coordinator located in the Office of Human Resources in Building 38, Suite 301-14, telephone: (202) 274-5020.

APPENDIX III

Americas Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973 Policy Statement.

Complaints alleging that a qualified individual with a disability has been excluded from participation in been denied the benefits of, or otherwise has been subjected to discrimination in University programs or activities should contact the Office of Services for Students with Disabilities (OSSD) / in Building 38, Room A-11 202-274-6417 and the Section 504 Compliance Coordinator, located in Building 38, Room 301-14, 202-274-5020.



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