



UNIVERSITY OF
THE DISTRICT
OF COLUMBIA



HOME OF THE FIREBIRDS

UNIVERSITY OF THE DISTRICT OF COLUMBIA

2010 – 2011 Student Handbook A University Information Guide

www.udc.edu

Book Front and Back Covers by Tolu Onasanya

General Statement: The 2010 - 2011 Student Handbook is a publication of the Division of Student Affairs under the direction of Dr. Epps, Vice President for Student Affairs of the University of the District of Columbia.

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WHO'S WHO IN THE UNIVERSITY

BOARD OF TRUSTEES

Mr. Joseph L. Askew Jr., (Esq.), Chair
Rev. Dr. Kendrick E. Curry, Vice Chair
Ms. Elaine Crider, Secretary
Ms. Beverly Franklin, Executive Secretary
Mr. Gerome Shelton, Treasurer
Mr. Verle B. Hammond
Mr. Reginald M. Felton
Ms. Grace Mulenga *
Dr. Allen L. Sessoms, (ex-officio)
Ms. Mary C. Thompson
*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, Vice President for Facilities and Real Estate
Mr. Hakeem Fahm, Acting Chief Information Officer
Mr. Craig W. Parker, J.D., 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, Chair, Community Outreach & Extension Services, College of Agriculture, Urban Sustainability and Environmental Sciences
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 accompanying 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. There are many areas in which you can explore and develop your interests.

For example, 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 or our excellent majors in one of the basic sciences. 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. There is a dedicated staff in the Office of Student Affairs to assist you in many ways.

Our nation and the global community needs the knowledge and skills that you will develop here. Thus, 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. You have enrolled at America's flagship university in Washington, D.C. I encourage you make new friends and examine other cultures by connecting with people from other countries, who speak different languages and have diverse views on popular topics. 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 housing, plans for a new student center, and a student information system just to name a few.

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.

The 2010-2011 Student Handbook is created with you in mind. It serves as an informational guide and provides a "snapshot" that highlights a 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. 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 *2010-2011 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 Services and Career Services

Building 41 – Arts and Sciences/Library

Building 42 – Engineering and Computer Science/Art

Building 44 – Life and Physical Sciences, Disability Resource Center

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-22
(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-08
(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 39, Room A-01
(202) 274-6181
- 16. UNIVERSITY POLICE/ COMMUNICATIONS**
Building 39, Room A-01
(202) 274-5050
- 17. CAREER DEVELOPMENT & PROFESSIONAL DEVELOPMENT CENTER**
Building 39, Room A-14
(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
- 20. STUDENT EMPLOYMENT PROGRAM**
Building 39, Room 120
(202) 274-6268

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 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 38, Room C-level. 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-01. Telephone: (202) 274-5050.

STUDENT IDENTIFICATION AND VALIDATION CARD SERVICES

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

Location: Building 39, Room A-13

Telephone Number: (202) 274-5050

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 Dining Services is to offer the community wholesome and nutritious meals. Hours of Operation: Monday – Friday, 7:30am – 7pm. 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

The University of the District of Columbia requires health insurance coverage for all students. Proof of personal health insurance coverage must be provided every semester or students must 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. Failure to present proof of health insurance coverage will result in charges of the premium rate for that registration period (i.e., \$166 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. Online health insurance waivers may be made at www.maksin.com/udc.aspx. Follow the prompts at this site to complete the waiver process. Ms. Adrienne Johnson 202- 274-5350.

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 must submit documentation from a licensed 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

Location not determined; Please call 274-6256 and 274-6277 for further details.

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 39, Room A-08; 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.

STUDENT EMPLOYMENT PROGRAM

Building 39, Room 120; Telephone: 274-6413

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 of operation are subject to change.

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.

NOTE: Effective Fall 2010, the practice of issuing paper grade reports will be discontinued. Grades may be accessed via the online web4students portal.

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-06; 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 Student Affairs.

Candidates must:

- Be enrolled full-time (12 credit hours or more) at UDC Flagship
- Have earned at least 27 credit hours at UDC Flagship;
- Be in good financial standing at UDC Flagship;
- 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;
- Will maintain full-time enrollment status
- 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 (amount to be determined by the V.P. for Student Affairs) and prizes.
- 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 UDC ID 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. Greek organizations must have a campus and graduate 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.

In order to be recognized as an active organization on campus, the organization must have a minimum of five (5) full-time 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 and Services 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 submit a written request to the Associate Vice President of Student Affairs to obtain written approval for a proposed membership intake process. The written request must include the signatures of the Campus and Graduate Advisors of the organization and a list of proposed intake applicants.
- Membership intake should take place once per academic year.
- 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 of the V.P. and Associate V.P. of Student Affairs accompanied by a written rationale/request.
- Each organization must have a University approved Campus Advisor.
- Each Intake “applicant” must be enrolled full-time in a four-year degree-granting academic program at the University, have completed a minimum of 24 credits at the University of D.C, 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
- Participating in unauthorized or undisclosed membership intake processes
- 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. Its 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. The Beta Kappa Chapter was founded through the foresight and persistence of Dr. Paul P. Cooke.

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 Thirkield 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

NAVY ROTC
George Washington University
Samson Hall
729 21st Street, N.W.
2nd Floor
Washington, D.C. 20052
Contact: Lt. Linver
(202) 676-5880

AIR FORCE ROTC
Howard University
Douglass Hall (Basement)
2401 6th Street, N.W.
Washington, D.C. 20059
Contact: Unit Admission Officer
(202) 806-6788

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 twelve (12) credits to receive tuition remittance, if eligible;
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 referenda 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.

NOTE: Effective Fall 2010, the university will discontinue the practice of issuing paper grades. Students may access grades online at web4students.portal.

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

*Approved by
The Board of Trustees of
The University of the District of Columbia*

August 12, 2009
*Emily Durso, Chairman of the Board
Dr. Allen Sessoms, President*

UNIVERSITY OF THE DISTRICT OF COLUMBIA

CODE OF STUDENT CONDUCT

The **Code of Student Conduct** is established to foster and protect the core missions of the University, to encourage the scholarly and civic development of the University's students in a safe and secure learning environment, and to ensure that the people, properties and processes supports the University and its mission. The core missions of the University are research, teaching and learning, and service. Preservation of academic freedom and free and open exchange of ideas and opinions for all members of the University are central to these missions.

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 reflect the University's mission and comply with this Code. The goals of this Code include:

1. Recognizing that the intellectual and educational climate of the University shall be maintained as the University's highest priority.
2. Protecting the opportunity for each student to attain his or her educational objectives.
3. Protecting the physical and mental health, safety and welfare of each member of the University community.
4. Protecting the property rights of all members of the University community.
5. Protecting and promoting the human rights of all members of the University community.
6. Ensuring that students have a right to privacy in accordance with the policy expressed in the Family Educational Rights and Privacy Act of 1974 (FERPA).
7. Ensuring that students have the right and responsibility to report, in good faith and without fear of retaliation, violations of this Code or any other policy of the University, to appropriate academic or administrative officers of the University.

The Code of Student Conduct (a) establishes the student judicial system, (b) identifies misconduct as academic misconduct or nonacademic misconduct that results in sanctions as outlined herein, (c) explains the step-by-step process and procedures for appeal of decisions, and (d) outlines the journal process by which a student shall challenge his or her treatment with respect to any aspect of grading or related issues of academic performance in the classroom. Violations of local ordinances, state or federal law on or off the University's premises during University activities, may result in 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 providing that criminal charges involving the same incident were dismissed or reduced.

Students are selected in concert by the Vice President for Student Affairs or designee, the Vice President of Academic Affairs or designee, the Undergraduate Student Government Association, and the Graduate Student Government Association 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. Students will be asked to recuse themselves on a case-by-case basis from a judicial committee if there is a conflict of interest.

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 the policies and procedures herein at any time.

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, Office of Judicial Affairs, Office of Student Life and Services, Student Government offices, Deans' offices, the Learning Resources Division, and the University website.

COOPERATION WITH LAW ENFORCEMENT AUTHORITIES

The University cooperates fully with law enforcement authorities. Violations of the Code that are also violations of federal or local law may be referred to the appropriate non- University authority. In such situations, a case may proceed concurrently under this Code while it is also being processed under the criminal justice system.

The University of the District of Columbia Police (UDCP) works closely with area law enforcement agencies, particularly the Washington, DC Metropolitan Police Department (MPD). UDCP officers have full powers of arrest, search and seizure on all University-owned and operated property, and are usually the first to respond to calls for police services on campus. However, complainants may request that MPD respond to any reported offense or incident that may violate the law.

STUDENT’S RIGHTS AND RESPONSIBILITIES

It is the student’s responsibility to adhere to the following:

PRESERVE AN ENVIRONMENT CONDUCTIVE TO LEARNING

The University has the inherent authority to maintain good order and discipline in the furtherance of its lawful mission. The Code of Student Conduct clearly and concisely identifies those behaviors that put students at risk of disciplinary action. The Code of Student Conduct also assures that students enjoy those protected behaviors inherent in their status as students and enumerated under the student’s rights including their right to receive fair and equitable evaluation of their academic performance and to challenge any evaluation they believe to be unfair or inappropriate. Students are held accountable to the University’s Code of Student Conduct.

RESPECT THE RIGHTS OF OTHERS

The strength of the University lies in its diversity. Respect for the differences each student, faculty, and staff person brings to the institution is essential. Such differences include race, gender, sexual orientation, ethnicity, background, beliefs, experiences, cultures, values, views, national origin, religion, and disability. Students come to the University with unique interests, and while they are on campus, as a result of their interactions in the formal classroom and in the co-curriculum activities of the campus, they are able to continue to develop and expand their pursuits.

OBEY FEDERAL, STATE AND LOCAL LAWS AND THE POLICIES OF THE UNIVERSITY

Teaching and learning require an atmosphere where dialogue, debate, and the exchange of ideas can flourish unfettered and unthreatened. The sanctity of the classroom, academic freedom, and the student’s freedom of expression all require a separate set of standards than those provided for by our society. Students must not only adhere to the rules of our society because they are the law, they must also adhere to those University policies which establishes the institution as a place where teaching and learning require a different set of standards.

COOPERATE WITH FACULTY, STAFF AND ADMINISTRATORS TO FURTHER THE MISSION OF THE UNIVERSITY

Accessing the opportunities offered by the University is dependent upon students’ ability to meet their responsibilities to provide accurate information, meet their financial obligations (i.e., meeting payment deadlines on tuition payment plans, filing for financial aid in a timely manner) and advocate for their needs. The freedom to teach and the freedom to learn are inseparable facets of the collegiate experience. Additionally, while enrolled in the University, students are expected to take an active voice in curricular and co-curricular interests (e.g., USGA, Debate Society, Homecoming, and the Honda All-Star Challenge Team); be active participants in the formulation of institutional policies, by serving on University wide committees; maintain the standards set for satisfactory academic progress; cultivate their life long learning skills, through community service; and act in a manner on and off campus which reflects positively upon themselves, the University and our community.

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 property, University sponsored activities or while representing the University in the community. Articles I- IX define the procedures and related policies for academic and non-academic misconduct and are outlined below:

ARTICLE I. ACADEMIC MISCONDUCT

Academic misconduct includes, but is not limited to activities and behavior defined below. Notwithstanding the definitions contained in this Article, the University reserves the right to determine that academic misconduct has occurred in any particular situation.

1. **AIDING OR ABETTING:** Knowingly helping, procuring or encouraging another person to engage in academic misconduct.
2. **CHEATING:** Includes, but is not limited to: (1) use of any unauthorized assistance in taking quizzes, tests, or examinations; (2) dependence upon the aid of sources beyond those authorized by the instructor in writing papers, preparing reports, solving problems, or carrying out other assignments; or (3) the acquisitions, without permission, of tests or other academic material belonging to a member of the University faculty or staff.
3. **FABRICATION:** Any dishonesty or deception in fulfilling an academic requirement including, but not limited to transcripts, identification, birth certificates or visas.
4. **PLAGIARISM:** Includes, but is not limited to, the use, by paraphrase or direct quotation, of the published or unpublished work of another person without 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.
 - 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, cell phones, iPods, calculators, programmed calculators, other technological aid, or computer programs not permitted for classroom use.
 - b.) Obtaining or furnishing assistance with or answers on assignments for which collaboration is not specifically allowed from another person with or without that person's knowledge.
 - c.) Representing as one's own an examination taken by another person.
 - d.) Taking an examination in the place of another person.
 - e.) Obtaining unauthorized access to the electronic or paper 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.

ARTICLE II. NON-ACADEMIC MISCONDUCT

Non-academic misconduct is all misconduct that is not academic. It includes, but is not limited to, the activities and behavior defined below. Notwithstanding the definitions contained in this Article, the University reserves the right to determine that non-academic misconduct has occurred in any particular situation.

1. **AIDING AND ABETTING:** Helping, procuring, or encouraging another person to engage in non-academic 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 which has not been authorized by a University official.
 - b.) Exhibiting behavior which indicates intoxication or drug use while on University owned or controlled property or while attending a University sponsored event.

- c.) Unauthorized use or possession of any controlled substance other than one duly prescribed by a licensed physician.
 - d.) Knowingly violating the University of the District of Columbia Drug and Alcohol Abuse policy whether the intoxication or drug use has occurred on campus or off-campus prior to coming onto University property. (See Appendix II)
3. **ASSAULT:** Knowingly or recklessly threatening or attempting to cause serious physical harm to another. This includes threats or attempts at physical abuse, verbal abuse, threats, intimidation, coercion and/or other conduct which threatens or endangers the health or safety of any person.
 4. **BATTERY:** Refers to an encounter where physical contact or abuse occurs or is threatened between two or more persons with weapons, blows or other personal violence and that may include pushing, shoving, and other acts of physical abuse.
 5. **ASSAULT/SEXUAL MISCONDUCT:** Refers to any unwanted touching or physical contact, directly or indirectly, of a sexual nature. In addition, this includes verbal or explicit verbal attacks such as lewd comments towards the victim in a sexual nature. Sexual misconduct may occur without regard to the gender of the actor or the victim. Violations of the University sexual harassment policy may also be considered misconduct under this section.
 6. **HARASSMENT:** Conduct, which has the foreseeable effect of unreasonably interfering with an identifiable individual's work or academic performance or creating an intimidating, hostile or offensive work or learning environment for an individual or a group of people. Also, refers to a form of verbal, visual, written or physical act directed at intimidating any member of the University community, either on or off-campus. This includes creating an environment that demeans and inflicts psychological or emotional harm, or results in undue stress to an individual. This also applies electronically through the use of technology (e.g. telephone, text-messaging, computer, electronic mail, faxes and iPods or other electronic devices/media).
 7. **DESTRUCTION OF PROPERTY:** Damaging, destroying, defacing, littering, or tampering with the property of the University or the property of another person or organization while on University property or while attending a University-sponsored event.
 8. **DISHONESTY AND MISREPRESENTATION:** Knowingly or recklessly furnishing false written or oral information including, but not limited to, false identification to University officials, or forging, altering, or misusing University documents or records.
 9. **DISRUPTION/OBSTRUCTION:** Disrupting, obstructing, or interfering with University functions, activities or the pursuit of the University mission, including but not limited to research, teaching, administration, disciplinary proceedings, or other University activities or events.
 10. **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 unlawful alcohol or drug usage.
 11. **FAILURE TO COMPLY AND IDENTIFY:** Failing to comply with the directions of University officials, administrators, campus police, or the Judicial Board acting pursuant to their duties or the written rules of the University.
 12. **FAILURE TO COMPLY WITH SANCTIONS: Failing to comply with sanctions imposed in accordance with the procedures herein.**
 13. **FALSE CHARGES OR STATEMENTS:** Knowingly furnishing false information, allegations or reports, including testimony at University judicial hearings to any University official.
 14. **GAMBLING:** Participating in games of chance that are prohibited by law or applicable policy.

15. HAZING: Includes, but is not limited to, an action taken or a situation created by an individual, or group organization, 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 organization), embarrassment, harassment or ridicule. Groups are held responsible for the actions of their members, including but not limited to pledges, pre-initiates, and associates.
16. IDENTIFICATION, MISUSE OF: Unauthorized transferring, lending, presenting borrowing or altering University identification or any record or instrument of identification, including the unauthorized use of such to change, alter, and deter grades or University records, and the unauthorized use of another individual's password.
17. INFORMATION TECHNOLOGY, MISUSE OF: Theft or abuse of information, (e.g. computer, electronic mail, voice mail, telephone, fax, iPods, or any other electronic devices/media), including but not limited to:
 - a.) Abuse of authorized entry into a file, computer system, or database 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.) Unauthorized use of information technology to send or receive obscene, threatening or sexual messages (i.e. pornographic images) in a public display (e.g. computer labs, classrooms, libraries, etc.).
 - e.) Unauthorized use of information technology to interfere with the work of another student, faculty member or University official.
 - f.) Unauthorized use of information technology to interfere with the normal operations of the University's systems.
 - g.) Unauthorized use of information technology to destroy data or files through tampering, creating viruses or other systems that impede access to the system.
 - h.) Unauthorized use of any other form of information technology which violates the Office of Information Technology's Internet Access and Use Policy, which can be found online at <http://oit.in2.udc.edu/docs/internet.pdf>.
18. LAW, VIOLATION OF: Violating criminal laws (federal, state or local) on campus where the foreseeable effect is to interfere with the University's organizational objectives, mission or responsibilities, or to violate any portion of this Code.
19. 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.
20. 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.
21. 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.
22. SAFETY EQUIPMENT, MISUSE OF: Unauthorized use or alteration of firefighting equipment, safety devices, fire alarms, fire extinguishers or other emergency devices. Failing to conform to safety regulations, such as falsely **reporting an incident or failure to evacuate facilities in a timely manner in emergency situations or in response to fire alarms.**
23. SMOKING POLICY, VIOLATION OF: Violating the smoking policy of the University, possessing a lit tobacco product or other illegal tobacco type substance anywhere inside a University building according to the UDC Board of Trustees Resolution No. 93-4 and DC Law 3-22.

24. **STOLEN PROPERTY, POSSESSION OF:** Unauthorized possession of property that has been stolen or that may be identified as property of the University or any person or entity.
25. **THEFT:** Unauthorized possession of property or materials of the University or member of the University community.
26. **TRESPASS OR FORCIBLE ENTRY:** Unauthorized trespass or forcible entry into any University building, structure or facility or onto University property.
27. **UNIVERSITY KEYS, MISUSE OF:** Unauthorized use, distribution, duplication or possession of any keys issued for any University building, laboratory, facility or room.
28. **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.
29. **WEAPONS:** Unauthorized possession or use of a firearm or explosive device of any description and anything knowingly used to threaten or harm including, but not limited to, firecrackers, compressed air guns, pellet guns, BB guns, paint guns, bow and arrow(s), knives, box cutters, sharp instruments, biological agents, dangerous chemicals, stun guns, brass or metal knuckles, and water guns will result in an immediate suspension from the University. This includes any object which can be used as a dangerous weapon and any items used that pose a potential threat to others.
30. **DISORDERLY CONDUCT:** Refers to a form of lewd and indecent behavior, of peace, or aiding, abetting, or procuring another person to breach the peace on the University's premises or at functions sponsored by or participated in by the University.
31. **HARBORING:** Knowingly harboring on, or transporting to, University-owned or operated property a fugitive, student, employee or any other individual who has been officially barred from the University or for whom there is an outstanding warrant.
32. **THREAT:** Knowingly to intend harm verbally or cause bodily harm to another person on campus either by that particular individual or by someone else who will bring harm onto that person as a second party.
33. **TERRORISTIC THREATS:** Any act including, but not limited to, the use of force or violence and/or threat thereof against any person or group(s) of persons whether acting alone or on behalf of, or in connection with, any organization(s) or government(s) committed for political, religious, ideological or similar purposes, including the intention to influence any government and/or to put the public or any of the public in fear. Also includes falsely reporting the presence of a bomb or any other dangerous device or condition. These acts will result in immediate suspension from the University.
34. **RETALIATION:** Harassment of complainant or other person(s) alleging misconduct, including, but, not limited to, intimidation, threats or unwanted physical contact. Person(s) found in violation of this section will receive an immediate suspension from the University.
35. **ARSON:** The malicious or fraudulent burning of property, creating fires or open flames, and/or lighting flammable materials in a building or facility on University premises. Causing or creating a fire or any other condition that jeopardizes the safety of individuals. These acts will result in immediate suspension from the University.
36. **OFF-CAMPUS STUDENT BEHAVIOR:** Individuals and groups sponsoring activities off-campus have a responsibility to conduct such activities within the laws and ordinances of the community. The University expects that students will conduct themselves in a manner that demonstrates their respect for the rights of others; this expectation is paramount when students are representing the University off-campus. The University reserves the right to take appropriate action when behavior of an individual group and/or organization interferes with the mission of the University and presents a danger to the health, safety and well being of others.

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 student teaching programs;
4. Off-campus student internships;
5. Community service and/or student internship programs;
6. Study abroad programs; and
7. Participation in Consortium Program of Colleges and Universities.

ARTICLE III. STUDENT GROUPS AND ORGANIZATIONS

- A. A student group or organization and its officers may be held collectively or individually responsible when those associated with the group or organization have received the tacit or overt consent or encouragement of the group or organization, or one of the group's or organization's leaders(s), officers or spokesperson(s) to violate the Code.
- B. The officers, 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 for Student Affairs or designee'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. SANCTIONS FOR MISCONDUCT

A student found by a preponderance of the evidence to be in violation of the Code of Student Conduct 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 psychiatric, psychological, or other counseling and/or testing of the student as deemed appropriate.

- A. **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 or designee or the Vice President of Academic Affairs or designee in accordance with University rules. Specification of the administrative hold will be noted on the student information electronic file (SIS+).
 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 requirements 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. Specification of the disciplinary probation will be noted on the student information electronic file (SIS+). Summary notations of the violations will be posted on the student information electronic file.

4. **Restitution:** Compensation for loss, damage or injury. The student is required to make payment to the University or to other persons, groups, or organizations for those damages incurred as a result of a violation of this Code.
5. **Discretionary Sanctions:** Work assignments, service to the University, or other related discretionary assignments (such assignments must have prior approval of the Vice President for Student Affairs or designee, or the Vice President for Academic Affairs or designee, as appropriate, although the relevant Vice President may delegate approval authority to the various Hearing Officers). The sanction must take place on the premises of the University of the District of Columbia.
6. **Suspension:** The student shall be prohibited from attending the University and from being present on University property without the permission of the sanctioning officer or 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 (whether in full or prorated) from the University. The student shall be required to apply for readmission to the University. Suspension requires the administrative review and approval of the Vice President for Student Affairs or designee, or the Vice President of Academic Affairs or designee. Specification of the suspension will be noted on the student information electronic file (SIS+). Summary notations of the violations will be posted on the student information electronic file.
7. **Interim suspension:** 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. The student shall begin the interim suspension immediately upon receipt of notice from the President, College Dean, the Vice President for Academic Affairs, or the Vice President for Student Affairs or a designee.
 - (a). An interim suspension restricts the student's physical access to campus if deemed necessary by the Vice President for Student Affairs or designee, or by the Vice President for Academic Affairs or designee 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). The interim suspension may be imposed pending the disciplinary process.
 - (c). Students on interim suspension are barred from University premises and University sponsored activities.
 - (d). The suspending official shall schedule a hearing within three (3) business 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. A student suspended on an interim basis shall be given an opportunity to appear before the Vice President for Student Affairs or designee or the Vice President for Academic Affairs or designee to discuss the following issues prior to the disciplinary hearing:
 - (i) The reliability of the information concerning the student's conduct; and

- (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 of normal University functions.
8. **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 to the University. Expulsion requires administrative review and approval by the President of the University. Specification of the expulsion will be noted on the student information electronic file (SIS+). Summary notations of the violations will be posted on the student information electronic file.
 9. **Sanctions on Student Organizations and Groups:** Student organizations and groups in violation of University policy shall be subject to a maximum sanction of termination 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. The club or organization in violation of the sanction must apply for reinstatement by the Vice President for Student Affairs or designee.
 10. **Other Disciplinary Sanctions:** Other sanctions may be imposed by the Hearing authorities with or without disciplinary probation, including but 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. Restriction of access to campus facilities; and/or
 4. Referral for psychological, psychiatric or other counseling evaluation.

ARTICLE V. PROCEDURES: ACADEMIC MISCONDUCT

A. Initiating Actions

1. Reporting Academic Misconduct: Academic misconduct shall be reported by any person with knowledge thereof. Academic misconduct should be reported to (1) the faculty member who is teaching the course and has responsibility for grading, and (2) the respective Dean of the College/School in which the academic misconduct allegedly occurred. Any University employee who becomes aware of alleged academic misconduct must immediately report said misconduct to the Office of the Vice President for Academic Affairs.
2. Notification of Interested Parties: Within five (5) business days of receiving an allegation of academic misconduct, the Office of the Vice President for Academic Affairs or designee will notify (1) the student, (2) the faculty member teaching the relevant course, (3) the Dean of the college in which the course is being taught and (4) the Dean of the student's home college.

B. First Level Informal Pre-Hearing Resolution

1. Resolution by faculty member: When possible, allegations of academic misconduct shall be resolved by the student and the appropriate faculty member. Upon receiving notification of a charge of misconduct, the faculty member shall schedule a meeting with the charged student in an attempt to resolve the allegation.
2. Remedies available to faculty member: After meeting with the student, the faculty member must take one of the following actions based on the nature of the action:
 - a. Dismiss the allegation,
 - b. Alter a grade,
 - c. Assign a failing grade to an assignment or course, and/or

d. Refer the matter for a Second Level Resolution.

These remedies remain in the discretion of the faculty member.

3. Notification of decision: The faculty member, within five (5) business days of taking action under subsection B. 2. of this Article, shall notify (1) the student, (2) the Office of the Vice President for Academic Affairs, (3) the Dean of the student's home college, and (4) the Dean of the college in which the course is taught. If the matter is not resolved at the faculty level, the Dean shall notify the Hearing Committee in the College/School in which the academic misconduct allegedly occurred within three (3) business days.
4. Student's right to appeal: The student may, within ten (10) business days of the date the faculty member transmits notice under subsection B. 3. of this Article, appeal the decision of the faculty member to the appropriate College Hearing Committee.

C. Second Level: Formal Hearing Resolution

Academic misconduct shall proceed to a formal hearing resolution if either (1) the faculty member determines that informal pre-hearing resolution is inappropriate, or (2) the student appeals the outcome of informal pre-hearing resolution.

1. College/School Hearing Committee: Formal hearing resolution shall be conducted by a College/School Hearing Committee, which shall investigate allegations of academic misconduct and recommend appropriate sanctions. Each college or school within the University shall maintain its own College/School Hearing Committee, following uniform standards promulgated by the Vice President for Academic Affairs.
 - a. Chair of College/School Hearing: Each College/School Hearing Committee shall be chaired by a Dean of the student's home college or a designee appointed by the Dean for the term of one calendar year beginning at the start of each academic year. The Dean or appointed designee shall be a non-voting member of the Committee, except in the event of a tie.
 - b. **Composition of Committee:** Each College/School Hearing Committee shall be composed of the Chair, two faculty members selected by the college faculty, and two students selected by the President, all of whom have received training in the University student code of conduct and the UDC academic policies and procedures; and, are selected at the start of the academic year and who serve a term of one calendar year beginning at the start of the academic year.
 - c. Quorum: A quorum of the Committee shall be the Chair, one faculty representative, and one student representative.
 - d. **Challenges to Committee members:** The student may challenge, for cause, the partiality of any student or faculty member of the Committee. Such challenge must be made to the Chair prior to the student's hearing before the committee or else the challenge to a Committee member's partiality is waived. The Chair shall determine whether the challenge has merit, and such determination will be final. At the start of the hearing procedure, the Chair shall establish with all members present if there is any conflict of interest that may compromise the integrity of the hearing. If so, the respective members of the Committee will be directed to recuse themselves immediately from the proceedings.
 - e. **Jurisdiction of Committee:** Students shall be subject only to the College/School Hearing Committee of their home college.
2. Formal Hearing Concerning Alleged Academic Misconduct

The relevant College/School Hearing Committee (hereafter referred to as the Committee) may conduct a formal hearing into an allegation of academic misconduct. The student must attend the hearing unless otherwise instructed by the Committee Chair.

 - If the student declines to attend the hearing (or participate by other means) the hearing shall proceed in the absence of the student.
 - The student may make a written submission to the hearing.

- The student may be accompanied at the hearing by an individual who is a member of the University. The individual is present as a support to the student and is not an advocate or spokesperson for the student. In exceptional cases, for example a student with a disability which affects communication, the Chair may give permission for the individual to speak on behalf of the student.
- Neither the student nor any other person participating in the hearing is entitled to be legally represented.

Prior to the hearing, the Committee shall provide the student with a copy of (or access to) all written materials and other evidence available to the committee.

The Committee may call witnesses to give evidence at a hearing or may receive written statements of evidence. If the Committee thinks it appropriate or if the student requests it, the Committee may require persons to attend the hearing and answer questions. The student may ask questions of any witnesses in attendance at the hearing.

The student may make submissions to the Committee after the evidence of all witnesses has been given. The student's submissions may be oral or in writing.

As an outcome of the hearing, the Committee may take one of the following actions:

1. Dismiss the complaint of academic misconduct;
2. Provide the student with a warning together with information about acceptable academic conduct;
3. Decide that the student is guilty of academic misconduct and impose a penalty as defined in the Sanctions for Misconduct section.

The student shall be informed in writing of the decision of the Committee, including the reasons for the decision. Should the decision affect the enrollment status of the student, notification will also be sent to the Registrar who will annotate the academic record with the specific disciplinary action.

If a student has been found guilty of academic misconduct on more than one occasion and has previously been penalized, the penalty shall normally be expulsion from the program, unless in the opinion of the relevant Committee there are mitigating circumstances.

3. Committee's Recommendation: The Chair, no later than five (5) business days after the Committee makes its recommendation, shall notify the Dean of the home college or school of the recommendation.
4. Committee Decision: The Chair shall take one of the following actions:
 - a. Approve the Committee's recommendation,
 - b. Modify and approve the Committee's recommendation, or
 - c. Remand the case to the Committee with instructions for further review.
5. Notification of decision: The Chair shall, within five (5) business days of taking action under Subsection C.4. of this Article, shall notify (1) the student, (2) the Office of the Vice President for Academic Affairs, (3) the Dean of the student's home college and (4) the Dean of the college in which the course is being taught.
6. Student's right to appeal: The student may, within five (5) business days of the date the Chair transmits notice under Subsection C.4. of this Article, appeal the decision of the College/School Hearing Committee to the Student Appeals Committee, as set forth in Article VII.

ARTICLE VI. PROCEDURES: NON-ACADEMIC MISCONDUCT

A. Initiating Actions and Preliminary Notices

1. Reporting Non-Academic Misconduct: Non-academic misconduct may be reported by any person with knowledge thereof. Non-academic misconduct should be reported to (1) any member of the University of the District of Columbia Police Department or (2) the Office of the Vice President for Student Affairs. Any University employee

who becomes aware of alleged misconduct must immediately report said misconduct to the Office of the Vice President for Student Affairs. All members of the University community should always call 9-1-1 or the University Police Department at (202) 274-5050 in case of an emergency.

2. Notification of Interested Parties: Within five (5) business days of receiving an incident report from the Office of Public Safety or an allegation of non-academic misconduct, the Office of the Vice President for Student Affairs will notify (1) the student, (2) the Dean of the student's home college, and (3) other interested parties pertaining to the matter as deemed appropriate by the Office of the Vice President for Student Affairs.
3. **Failure to Appear:** If the accused student fails to appear at any scheduled non-academic resolution hearing held before the Judicial Hearing Committee, then the accused student will automatically be found in violation of the allegation(s). If the accused student fails to appear before the Student Appeals Committee on the date and at the time and place specified in the notice, then the Student Appeals Committee may take the testimony and evidence from the Judicial Hearing Committee and reach a decision on the basis of that evidence. Also, the Appeals Hearing Officer can ultimately dismiss the hearing due to a failure to appear.
4. **Student Advisor Listing:** Students who receive notice to appear at a judicial proceeding may choose an advisor from a list which consists of impartial University faculty or staff. The student may meet and confer with their advisor regarding what to expect as it relates to the procedures of the judicial process. The student may also have the advisor present during the judicial hearing if the advisor complies. The advisor may not actively participate during the hearing procedure. The list of advisors will be available in the Office of the Vice President for Student Affairs.
5. **Disclosure:** Section 487(a) (26) of the Higher Education Act of 1965(20 U.S.C. § 1094(a)(26)) provides that the University shall, upon written request, disclose to an alleged victim of any crime of violence or a non- forcible sex offense, the report on the results of any disciplinary proceeding conducted by the University against a student who is alleged to be the perpetrator of such crime or offense.
6. If any committee or officer has procedural questions regarding this code during a hearing, they may seek the consultation of the Vice President for Student Affairs or designee.

B. Judicial Hearing Resolution

1. Judicial Hearing Resolution: Judicial Hearing resolution shall be conducted by the University Judicial Hearing Committee, which will investigate allegations of non-academic misconduct and recommend appropriate sanctions. The committee shall follow standards promulgated by the Vice President for Student Affairs.
 - a. **Judicial Hearing Officer:** The Judicial Hearing Officer shall be the Vice President for Student Affairs or a designee appointed to a term of one calendar year beginning at the start of each academic year.
 - b. **Judicial Hearing Committee:** The Judicial Hearing Committee shall be composed of the Judicial Hearing Officer, faculty representative, and a student representative.
 - c. **Quorum:** A quorum of the Committee shall consist of the full Judicial Hearing Committee.
 - d. **Challenges to Committee members:** The student may challenge, for cause, the partiality of any student, staff or faculty member of the Committee. Such challenge must be made to the Judicial Hearing Officer prior to the student's hearing before the committee, or else the challenge to a Committee member's partiality is waived. The Judicial Hearing Officer shall determine whether the challenge has merit, and as such the determination will be final. At the start of the hearing procedure, the Judicial Hearing Officer shall establish with all members present if there is any conflict of interest that may compromise the integrity of this hearing. If so, the respective Committee members will be directed to recuse themselves immediately from the proceeding.

2. **Option of Resolution by Judicial Hearing Officer:** A student charged with alleged non-academic misconduct may choose to have a hearing before only the Judicial Hearing Officer only. Otherwise, the student may elect to have a hearing before the Judicial Hearing Committee. Any student wishing to participate in a Judicial Hearing Resolution must sign a waiver consenting to a hearing before the Judicial Hearing Officer.
3. **Judicial Hearing:** The Judicial Hearing will be the forum in which the accused and victim will have an opportunity to meet before the committee to go through a complete adjudication of the entire case. Both parties will be able to present evidence, information, bring witnesses, and have their advisors present. All advisors cannot actively participate during the hearing procedure. All hearings will be audio-taped.
4. **Remedies Available to Judicial Hearing Officer:** During Judicial Hearing Resolution, the Judicial Hearing Officer or Committee shall have available the full range of sanctions for non-academic misconduct, subject to the provisions of this Code.
5. **Committee's Recommendation:** The Judicial Hearing Officer or designee, no later than five (5) business days after the Committee makes its recommendation, shall notify the Vice President for Student Affairs of the recommendation.
6. **Notification of decision.** The Vice President for Student Affairs shall, within five (5) business days of receiving notice of this decision, shall notify (1) the student, (2) the Dean of the student's home college, and (3) all interested parties pertaining to the case.
7. **Student's right to appeal:** The student may, within five (5) business days of the date the Vice President for Student Affairs transmits notice under Subsection C.4 of this Article, appeal the decision of the Judicial Hearing Committee to the Student Appeal Committee, as set forth in Article VII.

ARTICLE VII. APPEALS

- A. Initiating an Appeal:** Parties shall have the right to appeal actions resulting from disciplinary proceedings taken in accordance with the Code. An appeal shall commence upon written notice to the appropriate Office of the Vice President. All written notices of appeal for academic misconduct shall be forwarded to the Office of the Vice President for Academic Affairs. All written notices of non-academic misconduct shall be forwarded to the Office of the Vice President for Student Affairs. In either case, appeals must be received by the appropriate Office of the Vice President within five (5) business days. An official appeal form will be sent to the parties' respective addresses to complete and return to the appropriate Office of the Vice President.
- B. Grounds for Appeal:** The appropriate Vice President or designee shall make the sole and final determination as to whether there exist grounds for appeal. Grounds for appeal are limited to the following:
 1. **Discovery of new information:** Discovery of information unavailable to the student at the time of his or her hearing shall constitute grounds for appeal, provided that (a) the unavailability of the information is due to a factor other than the failure of the student to introduce it at the hearing, and (b) the new information is reasonably likely to affect the outcome of the hearing.
 2. **Procedural error:** Failure by the University to conform to this Code or the regulations established pursuant to it in a manner reasonably likely to have affected the outcome of the student's hearing shall be grounds for appeal.
 3. **Sanction not within permissible scope of discipline:** Sanctions that are clearly excessive given the particular student and alleged misconduct shall constitute grounds for appeal.
- C. Student Appeals Committee:** All appeals arising under this Section shall be heard by representatives from the Student Appeals Committee, which shall be composed of four faculty representatives, and four student representatives. The Academic Senate will appoint the four faculty representatives in consultation with the Deans of each college; the Undergraduate Student Government Association will appoint the four student representatives in concert with the Offices of the Vice President for Student Affairs and Vice President for Academic Affairs.

1. **Appeals Hearing Officer:** The Student Appeals Committee shall be chaired by the Appeals Hearing Officer, who shall be the appropriate Vice President or a designee appointed for the term of one calendar year beginning at the start of each academic year.
 2. **Non-voting member:** The Appeals Hearing Officer shall be a non-voting member of the Committee, except in the event of a tie.
 3. **Standard of review:** The Committee shall not reverse any findings from a lower committee except those which are clearly erroneous and without any evidentiary basis. The burden of proof shall rest solely with the student.
 4. **Quorum:** A quorum will consist of the Appeals Hearing Officer or designee, one faculty representative, and one student representative.
 5. No member of the Student Appeals Committee shall have served on the Judicial Hearing Committee below which has heard the matter at issue.
- D. Appeals Procedure:** The appropriate Vice President or designee shall promulgate procedures for appeal which shall, at a minimum, comply with the following:
1. **Record on appeal.** The record before the appeals committee shall consist of (1) the electronic recording of the disciplinary hearing, and (2) the entire file of the disciplinary proceeding, which shall be maintained by the appropriate Office of the Vice President. All such materials shall be made available to the student for review prior to the hearing. All materials cited above will be the property of the appropriate Office of the Vice President. Requests to have an audio copy of the hearing will cost \$5.00, payable to the Cashier's Office.
 2. **Party's statement:** A party shall file a written statement containing its argument on appeal (i.e. discovery of new information, procedural error, or excessive sanction), addressed and submitted to the appropriate Office of the Vice President within (5) business days of requesting the appeal. The statement may be mailed, hand delivered, e-mailed, or faxed to the appropriate Office of the Vice President. Failure to submit a written statement timely shall result in dismissal of the appeal.
 3. **Presiding Official's statement:** The presiding official who heard the matter from which the student has filed an appeal may file a written statement or present the written determination of the final decision of the Committee below.
- E. Waiver of full appeal hearing:** The student may, upon execution of a written waiver, elect to have an expedited hearing before the Appeals Hearing Officer. Any such hearing shall have the same effect as if it were before the full Committee.
- F. Appeal Hearing:** The Appeals Hearing Committee will hear an appeal based on the above criteria as stated in section (B) only. The Appeals Hearing Committee may ask the alleged violator of the Code of Conduct to provide all or certain details to help illustrate some facts pertaining to the case. The Appeals Hearing Officer may ask the alleged violator for certain evidence, information, and or witnesses to provide testimony during the appeal process.
- G. Appeals Hearing Committee's Recommendation:** The Appeals Hearing Committee shall either (a) dismiss the appeal, or (b) remand the matter to the Committee below with instructions. The Appeals Hearing Officer, no later than five (5) business days after the Committee makes its recommendation, shall notify the appropriate Vice President of the Committee's recommendation and issue a written report.
- H. Final Action:** If the Committee dismisses the appeal, the appropriate Vice President shall uphold the dismissal unless the decision of the Committee is against the weight of the evidence. If the appropriate Vice President determines that the decision of the Appeals Hearing Committee is against the weight of the evidence, the Vice President may elect to modify the decision in consultation with the Office of the General Counsel, where appropriate. The decision of the appropriate Vice President shall constitute final disciplinary action from which no further appeal may be taken. The decision of the appropriate Vice President to modify a committee's decision shall be supported in writing.

- I. Notification of Decision:** The appropriate Vice President shall, within five (5) business days of taking action under Subsection H. of this Article, notify in writing (1) the student, and (2) the Dean of the student's home college.
- J. Failure to Appear:** If a party fails to appear before the Student Appeals Committee on the date and at the time and place specified in the notice, the Student Appeals Committee may take the testimony and evidence from the Judicial Hearing Committee on the second level review and reach a decision on the basis of that evidence. Also, the Appeals Hearing Officer may ultimately dismiss the hearing due to a failure to appear.

ARTICLE VIII. PROCEDURES & GUIDELINES: GENERALLY

Notice: Notices required by this Code shall be transmitted in accordance with this Section. Such notice shall be presumed sufficient.

- A. Method of Notification to Students:** Any notification sent to a student shall be mailed to the student's (1) home address of record and (2) UDC e-mail address.
- B. Method of Notification to Faculty and Staff:** Any notification sent to a UDC employee shall be sent to the employee's (1) office duty station, and (2) UDC e-mail address.
- C. Former Students:** In cases where the charged student is not currently enrolled at the University, a registration hold shall be placed on the student's account until the conclusion of the disciplinary action. Also, the student will not be eligible to receive their degree or transcript until the disciplinary matter has been completely resolved. If a student decides to transfer to another institution their transcript on file with the Office of the Registrar will not be released or transmitted until the judicial matter is resolved. The notice will be mailed to the former student's last known address.
- D. Reporting Misconduct:** Misconduct should be reported in accordance with the procedures noted above. However, it shall be the responsibility of any University employee who becomes aware of misconduct to report the same to the Office of the Vice President for Student Affairs or the Vice President for Academic Affairs, as appropriate.
- E. Determining the Existence of Misconduct:** Prior to the commencement of disciplinary action, the Vice President for Student Affairs or Vice President for Academic Affairs shall have the power to summon any University student or employee for the purposes of determining the exact nature of the alleged misconduct, but not for the purposes of imposing sanctions of any kind.
- F. Hearings:**
1. Attendance: Attendance at disciplinary proceedings shall be restricted to the student and the hearing officer or committee, except as otherwise provided herein.
 - a. Witnesses: Witnesses shall be present at hearings only for the time during which they give testimony.
 - b. Student's Advisor: The charged student may be accompanied by an advisor. However, the advisor shall not be authorized to address the hearing officer or committee on behalf of the student.
 - c. University Representative: The University administration may elect to have a representative, including but not limited to legal counsel, present at any disciplinary hearing as a non-participant.
 2. Evidence:
 - a. Witnesses: Only witnesses with personal knowledge of alleged misconduct, or lack thereof, may testify. No character witnesses are permitted. Witnesses are strongly encouraged to testify in person. However, witnesses who are unable to appear in person may elect to submit a signed and notarized affidavit containing, to the witness's knowledge, all relevant and pertinent facts. The affidavit must be delivered to the appropriate Office of the Vice President no later than two (2) business days before the hearing.

b. Electronic Record: All disciplinary proceedings shall be tape recorded. The recordings shall be housed in the appropriate Office of the Vice President in a secure manner for a period of seven (7) calendar years.

3. Burden of Proof:

a. Generally: In all first level resolution proceedings, the burden shall be by a preponderance of the evidence, and shall rest with the University.

b. Appeals: In all appeals hearings, the burden of proof shall be on the student. The Committee above shall only overturn findings of the Committee below if the findings are clearly erroneous.

G. Records: The appropriate Office of the Vice President shall maintain records of all disciplinary matters in compliance with all applicable federal and local laws and regulations. Only the student charged with misconduct may view their disciplinary records in the presence of a Student Affairs or Academic Affairs administrator. The student may be requested to provide proof of identification in such instances. The Office of the Vice President for Student Affairs and the Office of the Vice President for Academic Affairs each comply with requirements of the Jeanne Clery Act, as well as the Family Educational Rights and Privacy Act.

H. Pendency of Other Actions: The University reserves the right to proceed with disciplinary actions under this Code notwithstanding any pending criminal, civil, or administrative investigation or proceeding.

I. Pool of students for Committee Service: The President or Vice President for Student Affairs or for Academic Affairs or designee shall establish a pool of both undergraduate and graduate students from which to select members for service on the various disciplinary committees. The students shall be members of the pool for the term of one calendar year beginning at the start of each academic year. Undergraduate students shall serve on committees hearing charges with respect to undergraduate students, and graduate students shall serve on committees hearing charges with respect to graduate students. Students shall be appointed by the USGA and GSGA.

ARTICLE IX. INTERIM SUSPENSION – NON-ACADEMIC MISCONDUCT

A. Grounds: A student shall be placed on immediate interim suspension upon a finding by the Vice President for Student Affairs or designee that a credible allegation has been made regarding the student with respect to one of the following types of misconduct:

1. Fighting;
2. Hazing;
3. Gambling on University premises;
4. Assault;
5. Battery;
6. Sexual misconduct;
7. Menacing;
8. Drug use or possession;
9. Unlawful possession of alcohol or public intoxication;
10. Arson;
11. Threat, either verbal or knowingly to cause bodily harm to another person while on campus;
12. Off-campus behavior in violation of the Code of Conduct; (i.e., athletic and extracurricular activities, events, trips, and conferences);
13. Terroristic threats;
14. Weapons possession;
15. Retaliation;

16. Harboring, any employee or student that has been barred from campus, or any fugitive that has an outstanding warrant. This also includes athletic off-campus housing; and
17. Tampering with safety equipment.

- B. Condition of an Expedited Interim Suspension:** A student will have the option to elect an expedient interim suspension. A resolution hearing will be held on the same day the Office of the Vice President of Student Affairs is notified of the event or the second day after the event, dependent on the opportunity to conduct an investigation as expediently as possible. The expedient interim suspension will last no longer than three business days from the date the Office of the Vice President of Student Affairs is notified of the incident.
- C. Condition of an Interim Suspension:** A student on interim suspension is prohibited from entering University premises or participating in University-sponsored activities. The University is required to preserve the orderly functioning of the University and to protect the safety of University students, faculty, staff, visitors, and property.
1. Classes: Students on interim suspension may not attend class. Faculty may, at their sole option, make alternate arrangements such as distance learning.
 2. Escort for Hearings: Students on interim suspension who must attend disciplinary hearings shall report to the Office of Public Safety (Building 39, A-Level) and must be escorted by a University police officer at all times while on campus.
- D. Hearing on Interim Suspension:** The Judicial Hearing Officer shall conduct a hearing within three (3) business days of the interim suspension to determine whether the student's conduct and circumstances reasonably indicate that the continued presence of the student on University property poses a substantial threat to the safety of the student or others, or to the stability and continuance of normal University operations. If the Judicial Hearing Officer determines that no substantial threat exists, the suspension may be lifted. If the Judicial Hearing Officer determines that a substantial threat does exist, the suspension shall remain in effect until the conclusion of the disciplinary proceeding.

APPENDIX I

GLOSSARY OF TERMS

Business Day -- Any day on which University administrative offices are open and operating on a normal schedule. Business days do not include weekends, holidays, or administrative closing days.

Code -- University of the District of Columbia's Code of Student Conduct.

Faculty Member -- Any person hired by the University of the District of Columbia to conduct classroom activities.

Home College/School -- For students in degree programs, the college in which their program exists. For students in non-degree programs accused of academic misconduct, the college in which they are alleged to have committed misconduct. For students in non-degree programs accused of non-academic misconduct, the college of the majority of the student's current classes or other college determined by the Vice President for Student Affairs or designee.

Member of the University of the District of Columbia Community -- Any person who is a student, faculty or staff official of the University of the District of Columbia. A person's status in a particular judicial case shall be determined by the Vice President for Student Affairs or designee, or the Vice President for Academic Affairs or designee, as appropriate.

Officer -- Any sworn Police Officer in the Office of Public Safety and Emergency Management, who presents facts, statements, evidence and/or charges in a case during a judicial hearing or proceeding.

Official Holiday -- Days that are observed by the government of the District of Columbia: New Year's Day, Rev. Dr. Martin Luther King, Jr.'s Birthday, President's Birthday, Emancipation Day, Memorial Day, Independence Day, Labor Day, Columbus Day, Veterans Day, Thanksgiving Day, and Christmas Day.

Policy -- The written regulations of the University of the District of Columbia as found in, but not limited to, the Code of Student Conduct, Student Handbook, David A. Clarke Law School Code of Conduct, Student Athlete Code of Conduct, and the Graduate/Undergraduate Catalogs.

Student Organization -- Persons who have complied with the formal requirements for student organizations at the University of the District of Columbia.

Possession -- The actual or constructive act of having possession of a thing or object or when a person has the power to control possession of a thing or object.

Student -- All persons who officially: (1) register and enroll on a full-time or part-time basis; (2) who maintain current enrollment status; or (3) who may attend any other postsecondary educational institution while matriculating at the University; (4) who may be attending or studying internationally at either a partner University or postsecondary educational institution abroad.

University -- University of the District of Columbia.

University Official -- Any person employed, contracted or associated with the University in performing assigned administrative or professional responsibilities.

University Premises -- All land, buildings, facilities, and other property in the possession of or owned, used, or controlled by the University of the District of Columbia as authorized and defined by the Government of the District of Columbia.

APPENDIX II

THE UNIVERSITY OF THE DISTRICT OF COLUMBIA DRUG AND ALCOHOL ABUSE POLICY

DISCLAIMER: *In accordance with 20 U.S.C. § 1011i (the “Higher Education Act”), the University of the District of Columbia provides herein a description of the applicable legal sanctions under local, State, or Federal law for the unlawful possession or distribution of illicit drugs and alcohol. The University of the District of Columbia has provided the aforementioned information on alcohol and/or controlled substance violations of local and federal law for general information and general use by the University community only. This information is subject to change and is not intended to provide legal advice for any particular situation. Legal advice can only be provided in the course of an attorney-client relationship with reference to all of the facts of a given situation. Accordingly, this information must not be relied upon as a substitute for obtaining legal advice and consultation from a licensed attorney. Further, the sanctions listed below are subject to change pursuant to subsequent action by local or State governments, acts of Congress, and/or other enforcement agencies charged with prosecuting such sanctions.*

The unlawful possession, use, or distribution of illicit drugs and alcohol by students on University premises or as part of any University activity is prohibited. Members of the University community who unlawfully possess, use, or distribute illicit drugs or alcohol shall be sanctioned. Sanctions may include referral for criminal prosecution, expulsion, suspension, termination, reprimand, or requiring the individual to complete an appropriate rehabilitation program.

Federal, State, and District of Columbia laws prohibit the unlawful use, manufacture, possession, control, sale and dispensation of any illegal narcotic, dangerous drug, or alcohol.

Penalties for Illegal Possession or Distribution of Alcohol under D.C. Law

In the District of Columbia,

- ▶ It is unlawful to consume or possess an alcoholic beverage in an open container in a vehicle, public area or place of business not licensed to sell alcoholic beverages. Violations of this provision may result in a fine of up to \$500 and/or a prison term of up to 90 days. **D.C. Code § 25-1001.**
- ▶ Persons under age 21 are prohibited from possessing, drinking, purchasing or attempting to purchase an alcoholic beverage. Persons are also prohibited from falsely representing their age in an attempt to purchase alcohol or enter an establishment where alcohol is served. Violations of this law may result in:
 - A fine of up to \$300 and suspension of driving privileges in the District for up to 90 days for the first violation;
 - A fine of up to \$600 and suspension of driving privileges in the District for up to 180 days for the second violation; or
 - A fine of up to \$1,000 and suspension of driving privileges in the District for up to one year for the third violation and each violation thereafter.

D.C. Code § 25-1002.

- ▶ Persons who purchase, sell or in any other way deliver alcoholic beverages to persons under 21 may be
 - Fined up to \$1,000 and/or imprisoned for up to 180 days for the first violation;
 - Fined up to \$2,500 and/or imprisoned for up to 180 days for the second violation if within 2 years of the previous violation; or
 - Fined up to \$5,000 and/or imprisoned for up to one year for the third violation if within 2 years of the previous violation.

D.C. Code § 25-785.

Penalties for Possession or Distribution of Illegal Drugs under D.C. Law

In the District of Columbia,

- ▶ Intentional possession of a controlled substance (other than pursuant to a valid prescription), is punishable by a fine of up to \$1,000 and/or 180 days' imprisonment. The intentional manufacture, distribution, or possession with intent to manufacture or distribute a controlled substance is punishable by prison terms ranging from not more than 180 days to not more than 30 years and/or fines ranging from not more than \$1,000 to not more than \$500,000. **D.C. Code § 48-904.01.** Controlled substances are defined in **D.C. Code § 48-901.02** and include, but are not limited to, drugs such as marijuana, cocaine, crack, PCP, LSD, and other narcotics. *See also* **D.C. Code §§ 48-902.04, 48902.06, 48-902.08, 48-902.10, 48-902.12.**
- ▶ Persons over age 21 who are found to have distributed a controlled substance to anyone under age 18 is subject to even heavier penalties. Any person convicted of a second or a subsequent offense may be fined up to twice the amount authorized and/or imprisoned for a term of up to twice that authorized. **D.C. Code § 48-904.06.**
- ▶ Anyone found to have enlisted or encouraged an individual under age 18 to distribute or sell any controlled substance is subject to an additional fine of \$10,000 and an additional prison term of up to 10 years. **D.C. Code § 48-904.07.**
- ▶ A finding that an individual has attempted to commit any of these offenses subjects the individual to the same fines and terms of imprisonment as if the crime were actually committed. **D.C. Code § 48-904.09.**
- ▶ The use, sale, delivery or possession with intent to deliver, use, or sell, of drug paraphernalia to prepare or use illegal controlled substances is prohibited.
 - First conviction: \$1,000 fine or a prison term of up to six months.
 - Second conviction: Up to \$5,000 fine and/or imprisonment for up to 5 years.

Drug paraphernalia includes pipes, tubes, roach clips, cocaine spoons and vials, bongs, ice pipes or chillers, scales, blenders, bowls, containers, spoons and other devices used for mixing or compounding a controlled substance, and capsules, balloons, envelopes and any other containers used to package, use or store a controlled substance. Delivery of paraphernalia to a minor at least 3 years younger results in a fine of up to \$15,000 and/or imprisonment for up to 8 years. **D.C. Code §§ 48-1101, 48-1103.**

Penalties for Illegal Possession or Distribution of Alcohol under Maryland Law

In the State of Maryland,

- ▶ It is illegal for an occupant of a motor vehicle to possess an open container that contains any amount of an alcoholic in a passenger area of a motor vehicle on a highway. **MD Code, Criminal Law § 10-125.**
- ▶ It is illegal for an individual under the age of 21 to possess or have under their charge or control an alcoholic beverage. It is also illegal for an individual under the age of 21 to consume an alcoholic beverage. Any individual found to be in violation of the law is subject to
 - A fine of \$500.00 for a first offense;
 - A fine of \$1,000 for subsequent offenses; and
 - Negative effects on the offending party's driver's license, whether or not issued by the State of Maryland.

MD Code, Criminal Law §§ 10-114, 119.

- ▶ It is illegal for an individual under the age of 21 to knowingly and willfully make a misrepresentation or false statement as to the age of that individual or another to any person licensed to sell alcoholic beverages, for the purpose of unlawfully obtaining, procuring, or having unlawfully furnished an alcoholic beverage to an individual. Furthermore, in Maryland it is illegal for an individual under 21 to possess a card of document which falsely identifies the age of the individual. **MD Code, Criminal Law §§ 10-113, 114.**

- ▶ It is illegal for an individual to obtain, or attempt to obtain an alcoholic beverage from any other person alcoholic beverages for consumption by others under the age of 21. Any individual found to be in violation of the law is subject to
 - A fine of \$2,500 for a first offense;
 - A fine of \$5,000 for subsequent offenses; and
 - Negative consequences for the offending party's driver's license, whether or not issued by the State of Maryland.

MD Code, Criminal Law §§ 10-116, 119.

Penalties for Possession or Distribution of Illegal Drugs under Maryland Law

In the State of Maryland,

- ▶ A person may not possess or administer to another a controlled dangerous substance without a prescription.
 - The penalty for violating this law is a fine not to exceed \$25,000 and up to four years imprisonment.
 - If the controlled substance is marijuana, the fine is not to exceed \$1,000 and the imprisonment no more than 1 year.

MD Code, Criminal Law § 5-601.

- ▶ It is illegal for a person to distribute or dispense a controlled substance or possess a controlled dangerous substance in sufficient quantity reasonably to indicate under all circumstances an intent to distribute or dispense a controlled dangerous substance. **MD Code, Criminal Law, § 5-602.**
- ▶ It is illegal for a person may to manufacture a controlled dangerous substance, or manufacture, distribute, or possess a machine, equipment, instrument, implement, device, or combination of them that is adapted to produce a controlled substance under circumstances that reasonably indicate an intent to use it to produce, sell, or dispense a controlled dangerous substance in violation of this title. **MD Code, Criminal Law § 5-603.**
- ▶ An offender of the possession/manufacture/distribution of Schedule I and II narcotics laws in the State of Maryland shall be guilty
 - First-time offender: A felony and subject to a period of imprisonment not to exceed 20 years, as well as a fine not to exceed \$25,000; or
 - Second-time offender: A minimum of 10 years imprisonment and a fine not to exceed \$100,000;
 - Third-time offender: Imprisonment of no less than 25 years and a fine not to exceed \$100,000; or
 - Fourth-time offender: Imprisonment for a minimum of 40 years and a fine not to exceed \$100,000.

MD Code, Criminal Law § 5-609.

- ▶ In Maryland, the Court may not suspend the mandatory minimum imprisonment, and any similar violation of the laws of another State or Federal law can be used as the first offense to trigger the greater sanction, including conspiracy to commit a similar crime. **MD Code, Criminal Law § 5-609.**
- ▶ If an individual uses a minor to aid them in the manufacture, delivery, or solicitation of controlled substances, they will be guilty of a felony and subject to imprisonment for no more than 20 years, and a fine not to exceed \$20,000 or both. **MD Code, Criminal Law § 5-628.**

Penalties for Illegal Possession or Distribution of Alcohol under Virginia Law

In the Commonwealth of Virginia,

- ▶ If any person takes a drink of an alcoholic beverage or offers a drink to another, whether accepted or not, at or in any public place, he shall be subject to a fine of not more than \$250.00. **Va. Code § 4.1-308.**
- ▶ Persons under the age of 21 are prohibited from possessing, drinking, purchasing, or attempting to purchase alcohol. Persons are also prohibited from attempting to have another person purchase alcohol for them. Violation of this law subjects the individual to a fine of up to \$2,500.00, up to one year in jail, or both and shall also have their Driver's License suspended for a period not to exceed one year. **Va. Code §§ 4.1-304, 306.**
- ▶ If an individual under the age of 21 is found to be operating a motor vehicle with at Blood Alcohol Content of .02 or higher, they shall be subject to a fine of no more than \$500.00, suspension of their Driver's License for 6 months from the time of conviction, attendance in a substance abuse treatment program. **Va. Code § 18.2-266.1** (effective July 1, 2010).

Penalties for Possession or Distribution of Illegal Drugs under Virginia Law

In the Commonwealth of Virginia,

- ▶ It is unlawful for any person knowingly or intentionally to possess a controlled substance unless the substance was obtained directly from, or pursuant to, a valid prescription or order of a practitioner while acting in the course of his professional practice, or except as otherwise authorized by the Drug Control Act.
 - Schedule I or II Drug: Subject to a term of imprisonment of not less than one year nor more than 10 years, or in the discretion of the jury or the court trying the case without a jury, confinement in jail for not more than 12 months and a fine of not more than \$2,500, either or both;
 - Schedule III Drug: Subject to a fine of no more than \$2,500.00, up to one year in jail, or both.
 - Schedule IV Drug: Subject to a fine of no more than \$1,000.00, up to six months in jail, or both.
 - Schedule V Drug: Subject to a fine of no more than \$500.00.
 - Schedule VI Drug: Subject to a fine of no more than \$250.00.

Va. Code § 18.2-250.

- ▶ It shall be unlawful for any person to manufacture, sell, give, distribute, or possess with intent to manufacture, sell, give or distribute a controlled substance or an imitation controlled substance.
 - Schedule I or II Drug: Upon conviction, imprisonment for not less than five nor more than 40 years and fined not more than \$500,000.
 - Upon a second conviction of such a violation (if the warrant, indictment, or information states that there has been a prior conviction of the offense or a substantially similar offense in any other jurisdiction which would be a felony if committed in the Commonwealth), any such person may, in the discretion of the court or jury imposing the sentence, be sentenced to imprisonment for life or for any period not less than five years and be fined not more than \$500,000.
 - When a person is convicted of a third or subsequent offense under this subsection (if the warrant, indictment, or information states that there have been two or more prior convictions of the offense or substantially similar offenses in any other jurisdiction which would be a felony if committed in the Commonwealth), he shall be sentenced to imprisonment for life or for a period of not less than five years, five years of which shall be a mandatory minimum term of imprisonment to be served consecutively with any other sentence and he shall be fined not more than \$500,000.

Va. Code § 18.2-248.

- ▶ It is unlawful for any person knowingly or intentionally to possess marijuana unless the substance was obtained directly from, or pursuant to, a valid prescription. Any person who violates this section shall be guilty of a misdemeanor, and be confined in jail not more than thirty days and a fine of not more than \$500, either or both; any person, upon a second or subsequent conviction of a violation of this section, shall be subject to a fine of no more than \$2,500.00, up to one year in jail, or both. **Va. Code § 18.2-250.1.**

Penalties for Possession or Distribution of Illegal Drugs under Federal Law

It is a violation of federal law to possess, manufacture, or distribute a controlled substance. Defined by federal statute, controlled substances include, but are not limited to, marijuana, cocaine, PCP, LSD, and other narcotics.

A student or employee found guilty of possessing a controlled substance in violation of federal law may be subject to some or all of the following sanctions:

- ▶ First conviction: Any person who violates this subsection may be sentenced to a term of imprisonment of not more than 1 year, and/or fined a minimum of \$1,000.
- ▶ Second conviction: Sentenced to a term of imprisonment for not less than 15 days but not more than 2 years, and/or fined minimum of \$2,500.
- ▶ Subsequent drug convictions: Sentenced to a term of imprisonment for not less than 90 days but not more than 3 years, and shall be fined a minimum of \$5,000.
- ▶ Special sentencing provisions for possession of a mixture or substance which contains cocaine base mandate imprisonment of not less than 5 years and not more than 20 years, and a fine of a minimum of \$1,000, in accordance with the following:
 - First conviction and the amount of mixture or substance exceeds 5g.
 - Second conviction and the amount of mixture or substance exceeds 3g.
 - Subsequent convictions where the amount of mixture or substance exceeds 1g.

21 U.S.C. § 844.

FEDERAL TRAFFICKING PENALTIES

DRUG/SCHEDULE	QUANTITY	PENALTIES	QUANTITY	PENALTIES
Cocaine (Schedule II)	500 – 4999 g mixture	<p>First Offense: Not less than 5 yrs, and not more than 40 yrs. If death or serious injury, not less than 20 or more than life. Fine of not more than \$2 million if an individual, \$5 million if not an individual.</p> <p>Second Offense: Not less than 10 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$4 million if an individual, \$10 million if not an individual.</p>	5 kg or more mixture	<p>First Offense: Not less than 10 yrs, and not more than life. If death or serious injury, not less than 20 or more than life. Fine of not more than \$4 million if an individual, \$10 million if not an individual.</p> <p>Second Offense: Not less than 20 yrs, and not more than life. If death or serious injury, life imprisonment. Fine of not more than \$8 million if an individual, \$20 million if not an individual.</p> <p>2 or More Prior Offenses: Life imprisonment.</p>
Cocaine Base (Schedule II)	5 – 49 g mixture		50 g or more mixture	
Fentanyl (Schedule II)	40 – 399 g mixture		400 g or more mixture	
Fentanyl Analogue (Schedule I)	10 – 99 g mixture		100 g or more mixture	
Heroin (Schedule I)	100 – 999 g mixture		1 kg or more mixture	
LSD (Schedule I)	1 – 9 g mixture		10 g or more mixture	
Methamphetamine (Schedule II)	5 - 49g pure or 50 – 499 g mixture		50 g or more pure or 500 g or more mixture	
PCP (Schedule II)	10 – 99 g pure or 100 – 999 g mixture		100 g or more pure or 1 kg or more mixture	

DRUG/SCHEDULE	QUANTITY	PENALTIES
Other Schedule I & II drugs (and any drug product containing Gamma Hydroxybutyric Acid)	Any amount	First Offense: Not more than 20 yrs. If death or serious injury, not less than 20 yrs, or more than life. Fine of \$1 million if an individual, \$5 million if not an individual. Second Offense: Not more than 30 yrs. If death or serious injury, not less than life. Fine of \$2 million if an individual, \$10 million if not an individual.
Flunitrazepam (Schedule IV)	1 g or more	First Offense: Not more than 5 years. Fine of not more than \$250,000 if an individual, \$1 million if not an individual.
Other Schedule III drugs	Any amount	Second Offense: Not more than 10 yrs. Fine of not more than \$500,000 if an individual, \$2 million if not an individual.
Flunitrazepam (Schedule IV)	30 to 999 mg	First Offense: Not more than 3 years. Fine not more than \$250,000 if an individual, \$1 million if not an individual.
All other Schedule IV drugs	Any amount	Second Offense: Not more than 6 yrs. Fine not more than \$500,000 if an individual, \$2 million if not an individual.
Flunitrazepam (Schedule IV)	Less than 30 mg	First Offense: Not more than 1 yr. Fine not more than \$100,000 if an individual, \$250,000 if not an individual.
All Schedule V drugs	Any amount	Second Offense: Not more than 2 yrs. Fine not more than \$200,000 if an individual, \$500,000 if not an individual.

FEDERAL TRAFFICKING PENALTIES - MARIJUANA

DRUG	QUANTITY	1st OFFENSE	2nd OFFENSE
Marijuana	1,000 kg or more mixture; or 1,000 or more plants	<ul style="list-style-type: none"> • Not less than 10 years, not more than life. • If death or serious injury, not less than 20 years, not more than life. • Fine of not more than \$4 million if an individual, \$10 million if other than individual. 	<ul style="list-style-type: none"> • Not less than 20 years, not more than life. • If death or serious injury, mandatory life. • Fine of not more than \$8 million if an individual, \$20 million if other than an individual.
Marijuana	100 kg to 999 kg mixture; or 100 to 999 plants	<ul style="list-style-type: none"> • Not less than 5 years, not more than 40 years. • If death or serious injury, not less than 20 years, not more than life. • Fine not more than \$2 million if an individual, \$5 million if other than an individual. 	<ul style="list-style-type: none"> • Not less than 10 years, not more than life. • If death or serious injury, mandatory life. • Fine not more than \$4 million if an individual, \$10 million if other than an individual.
Marijuana	more than 10 kg hashish; 50 to 99 kg mixture more than 1 kg of hashish oil; 50 to 99 plants	<ul style="list-style-type: none"> • Not more than 20 years. • If death or serious injury, not less than 20 years, not more than life. • Fine of \$1 million if an individual, \$5 million if other than an individual. 	<ul style="list-style-type: none"> • Not more than 30 years. • If death or serious injury, mandatory life. • Fine of \$2 million if an individual, \$10 million if other than individual.
Marijuana	1 to 49 plants; less than 50 kg mixture	<ul style="list-style-type: none"> • Not more than 5 years. 	<ul style="list-style-type: none"> • Not more than 10 years.
Hashish	10 kg or less	<ul style="list-style-type: none"> • Fine of not more than \$250,000, \$1 million other than individual. 	<ul style="list-style-type: none"> • Fine of \$500,000 if an individual, \$2 million if other than individual.
Hashish Oil	1 kg or less		

Federal law may also require:

- ▶ Forfeiture of all conveyances, including aircraft, vehicles, or vessels, which are used, or are intended for use, to transport, or in any manner to facilitate the transportation, sale, receipt, possession, or concealment of a controlled substance, **21 U.S.C. § 881(a)(4)**;
- ▶ Forfeiture of personal and real property used to possess or to facilitate possession of a controlled substance if that offense is punishable by more than 1 year imprisonment, **21 U.S.C. §§ 853(a), 881(a)(7)**;
- ▶ Civil fines of up to \$10,000 for possession of small amounts of certain controlled substances, constituting a personal use amount, **21 U.S.C. § 844a**; and
- ▶ Denial of Federal benefits, such as student loans, grants, contracts, and professional and commercial licenses, up to 1 year for first conviction, up to 5 years for second and subsequent convictions, **21 U.S.C. § 862**.

Further, students who are convicted under any state or federal law for possessing or selling a controlled substance while they are receiving any federal grant, loan, or work assistance will not be eligible to receive the aid for the following time periods:

Offense	Penalty for Possession	Penalty for Sale
1st offense	1 year	2 years
2nd offense	2 years	indefinite
3rd offense	indefinite	

Students may resume eligibility earlier if they complete a drug rehabilitation program that includes two unannounced drug test and otherwise meets Department of Education requirements. **20 U.S.C. § 1091(r)**.

HEALTH RISKS

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.

UNIVERSITY SERVICES

The University of the District of Columbia provides confidential counseling and referral services to members of the UDC Community with problems related to drug use and alcohol abuse. The University also provides information about other substance abuse and treatment programs available to members of the UDC community.

For further information regarding substance abuse or treatment programs, contact University Health Services in Building 44, Room A-33 or call (202) 274-5030.

APPENDIX III

University of the District of Columbia Harassment Procedure

Related Policies and Procedures: Sexual Harassment Policy

Approved: Dr. Allen L. Sessoms, President

January 16, 2009

The following information on the Sexual Harassment Policy is an excerpt from the Harassment Procedures located in the Office of Human Resources, Building 38, Room 301.

Statement

The University of the District of Columbia strives to provide an educational and working environment that is free from all forms of harassment, including sexual harassment for all faculty, staff, and students. It is committed to providing an environment that treasures diversity and emphasizes the dignity and worth of every individual, an environment in which every individual is treated with respect. Harassment in any form is inimical to these goals and fundamentally at odds with the values of the University. It is unacceptable behavior and will not be tolerated. This procedure is designed to do the following:

- reaffirm the University's commitment to providing a positive environment for study and work free from harassment;
- let all members of the University community know what kind of conduct is expected and what kind of conduct is proscribed;
- inform victims of harassment, including sexual harassment, of their options and rights;
- inform all members of the University community about the procedures available at the University for addressing, investigating, and resolving harassment complaints, including sexual harassment complaints;
- protect the rights and confidentiality of all parties to harassment complaints to the extent possible; and
- prevent retaliation against persons alleging sexual and other unlawful harassment or against persons cooperating in an investigation.

Prohibited Conduct

A. Harassment

Unwelcome or offensive acts or communications directed at individuals or groups because of actual or perceived race, color, religion, national origin, sex, age, marital status, personal appearance, sexual orientation, gender identity or expression, familial status, family responsibilities, matriculation, political affiliation, genetic information, disability, source of income.

B. Sexual Harassment

For the same reasons listed above, it is the procedure of the University that all faculty, staff, and students work and learn in an environment free from sexual harassment. Sexual harassment is also a violation of both federal and district laws.

Definition

The Equal Employment Opportunity Commission defines sexual harassment in an employment situation as follows. Unwelcome sexual advances, requests for sexual favors and other verbal or written communication, or physical conduct of a sexual nature constitute sexual harassment when: a. submission to such conduct is made either explicitly or implicitly a term or condition of an individual's employment or academic standing; b. submission to or rejection of such conduct by an individual is used as the basis for employment decisions or academic standing affecting such individual; or c. such conduct has the purpose or effect of unreasonably interfering with an individual's work performance or learning or creating an intimidating, hostile, or offensive environment. This definition for the employment context may be extrapolated to apply as well to non-employment situations, such as relationships between faculty and students, academic decisions regarding students, and the environment in which students function.

Academic Freedom

The Board of Trustees of the University has accepted and endorsed a definition of academic freedom which includes basic rights and responsibilities to teach and discuss topics pertinent to understanding the subject matter of the course being taught; to conduct research and publish the results; and to speak or act in the capacity of a citizen without institutional censorship or discipline.

Consensual Relationships

The University very strongly discourages consensual relationships of an intimate or sexual nature between faculty or staff members and students because, among other reasons, they pose great potential for sexual harassment problems. This is particularly so with regard to students who are currently enrolled in a class taught by a faculty member or who are currently employed by a faculty or staff member in any capacity. Because the question of consent is complicated by the difference in power that exists between faculty or staff and students in such circumstances, and, the difference in power can give rise to the appearance of impropriety, faculty and staff are cautioned against entering such relationships with students.

Procedures for Dealing with Harassment

In addition to reporting an alleged incident of harassment, any person who perceives himself or herself to be the victim of harassment in violation of this procedure should promptly take one or more of the procedural steps described below, as applicable. The University strongly encourages any person, including students, to report the matter directly to the Human Resources (HR) Department, Building 38, Room 301.

A. Self-Help

An initial course of action for any faculty, staff, or student who feels that he or she has been harassed may be for that person to emphatically tell or otherwise inform the harasser that the conduct is unwelcome, offensive, violates this procedure, and must stop. This may solve the problem, and, if it does, further proceedings will usually not be necessary.

B. Counseling

Once reported to the Human Resources (HR) Department, a student who perceives himself or herself as a victim of harassment may also contact one of the Counselors in the Division for Student Affairs for advice and counseling.

Note: A copy of the complete Harassment Procedure may be obtained from the Office of Student Affairs, Human Resources, Learning Resource Division or from the Human Resources Department. A copy is also located on the UDC website: www.udc.edu.

APPENDIX IV

AMERICANS WITH 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, has been denied the benefits of, or otherwise has been subjected to discrimination in University programs or activities should contact the Disability Resource Center (DRC) in Building 44, A-level, (202) 274-6417 and the Section 504 Compliance Officer, located in Building 38, Room 301-14, (202) 274-5020.

APPENDIX V

INVOLUNTARY STUDENT ADMINISTRATIVE LEAVE POLICY

The University of the District of Columbia Involuntary Student Administrative Leave Policy is applicable to a student who exhibits behavior, in or out of the classroom, that poses or threatens a significant risk of substantial harm to the health or safety of the student or others. The Vice President for Student Affairs or designee determines the appropriate action that will place the student on involuntary administrative leave for a period to be determined by the Vice President for Student Affairs in consultation with other appropriate officials. The specific details of the actions will be noted on the student information electronic file. The policy statement is located in the Office of the Vice President for Student Affairs in Building 39, Room 301-I; (202) 274-5210.