

Student Handbook 2015-2017

The **2015-2017** Student Handbook is a publication of the Division of Student Affairs under the direction of Dr. William U. Latham, Chief Student Development and Success Officer, University of the District of Columbia.

WHO'S WHO IN THE UNIVERSITY

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*Student Representative (2015-2016)

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Dr. Sabine O'Hara, Dean, College of Agriculture, Urban Sustainability and Environmental Sciences

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Ms. Katherine S. Broderick, David A. Clarke School of Law

Dr. Marilyn A. Hamilton, Acting Academic Dean, Community College

Dr. Hermina Peters, Dean, Student Achievement, Community College

Ms. Edith Westphal, Dean, Workforce Development and Lifelong Learning, Community College

Dr. Hermina Peters, Dean, Student Achievement, Community College

Ms. Melba Broome, Acting Director, Division of Learning Resources

INTRODUCTION

The Office of the Chief Student Development and Success Officers has prepared this publication of the *2015-2017 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*, <http://www.law.udc.edu/?page=Handbooks>.

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 lifelong learning.

MESSAGE FROM THE CHIEF STUDENT DEVELOPMENT AND SUCCESS OFFICER

GREETINGS FIREBIRDS!

Welcome to the University of the District of Columbia (UDC)! It is a pleasure to serve as your new Chief Student Development and Success Officer. I am delighted that you have chosen Firebird Nation as your professional home. During your matriculation at the University, you will have the opportunity to explore the rich history of our University; participate in co-curricular activities; and become engaged in the numerous opportunities that the University provides for you.

The 2015-2017 Student Handbook is created for your use as an informational guide and provides a condensed and handy compendium of university services. This Handbook provides general knowledge of services available, department phone numbers, critical dates, locations and an assortment of rules and regulations that are contained herein. The publication also contains the Constitutions of the Community College Student Government Association, Undergraduate Student Government Association, and Graduate Student Government Association.

Please remember that as a member of “Firebird Nation”, students are responsible for abiding by the Code of Student Conduct contained and/or referenced in this handbook. The Code outlines the rights and responsibilities of each student. Violation of this Code could result in severe penalties. Take the time to carefully read this publication so as to thoroughly familiarize yourself with its contents. I look forward to working with you.

Have a wonderful academic year,

William U. Latham, Ph.D.
Chief Student Development and Success Officer

FLAGSHIP VAN NESS CAMPUS DIRECTORY

Bldg. Name

32 Mathematics/ Mass Media/Architecture

38 Academic Advising & Tutorial Services/Career & Professional Development/ Student Outreach & Leadership Development/ Orientation/ Book Store/School of Business and Public Administration

39 University Administration/Financial Aid/Admissions/Registrar/Student Accounts

41 Arts & Sciences/Library/Learning Resources Division

42 Engineering

44 Life Sciences

46 Auditorium/Music/Dance & Theater

47 Athletic Center

52 David A. Clarke School of Law

54 Student Center-Student Life and Services

1. STUDENT GOVERNMENT ASSOCIATION

Student Center, First Floor

(202) 274-5190 or (202) 274-5510

2. CAMPUS BOOKSTORE

Building 38, A Level

(202) 274-5510

3. CASHIER'S OFFICE

Building 39, Room 201

(202) 274-5112

4. OFFICE OF THE REGISTRAR

Building 39, A Level (Suite 100)

(202) 274-6200

5. FINANCIAL AID

Building 39, A Level (Suite 100)

(202) 274-5060

6. LEARNING RESOURCES Division (LRD)/ LIBRARY

Building 41, A-Level (LRD); 5th Floor (Library)

(202) 274-6009

7. TUITION MANAGEMENT SYSTEM (TMS)/STUDENT ACCOUNTS

Building 39, A Level (Suite 100)

(202) 274-5168

8. STUDENT OUTREACH AND LEADERSHIP DEVELOPMENT

Student Center, B-Level

(202) 274-5767

9. DISABILITY RESOURCE CENTER

Building 44, A-39

(202) 274-6417

10. VETERANS AFFAIRS

Building 44, A-39

(202) 274-6099

11. GERONTOLOGY

Institute of Gerontology

Building 39, Room 101

(202) 274-6697

12. UNIVERSITY HEALTH SERVICES

Building 44, Room A-40

(202) 274-5030

13. STUDENT IDENTIFICATION AND VALIDATION CARD SERVICES

(Campus Police)

Building 39, C-04

(202) 274-5050

14. UNIVERSITY PARKING

Building 39, Room 104

(202) 274-6181

15. UNIVERSITY POLICE/COMMUNICATIONS

Building 39, C-04

(202) 274-5050

16. CAREER AND PROFESSIONAL DEVELOPMENT CENTER (CAREER SERVICES)

Building 38, A Level

(202) 274-6920

www.udc.edu/careerservices

17. ATHLETICS

Building 47, Room A-02

(202) 274-5024

18. COUNSELING AND STUDENT DEVELOPMENT CENTER

Building 39, Room 120

(202) 274-6000

19. STUDENT EMPLOYMENT PROGRAM

Building 39, A Level (Suite 100)

(202) 274-6268

20. OFFICE OF RESIDENCE LIFE

Student Center, B-Level

(202) 274-6360

21. OFFICE OF STUDENT LIFE AND SERVICES

Student Center, B-Level

(202) 274-5900

22. OFFICE OF ACADEMIC ADVISING AND RETENTION

Building 39, Room 111-112
(202) 274-6899

23. OFFICE OF ACADEMIC ADVISING AND RETENTION (Tutorial Services)

Building 38, A-level
(202) 274-6899

24. ACADEMIC SUPPORT CENTER

Building 39, Room 111-112
(202) 274-5938

MILITARY SCIENCE (ROTC)

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

ARMY ROTC

Howard University
Douglass Hall (Basement)
2401 6th Street, N.W.
Washington, D.C. 20059
Contact: Enrollment Officer
(202) 806-6784

AIR FORCE ROTC

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

UNIVERSITY OF THE DISTRICT OF COLUMBIA COMMUNITY COLLEGE

CAMPUS DIRECTORY

Building 53 801 North Capitol St. NE, Washington, DC 20002
Building 54 (Backus) 5171 South Dakota Ave. NE, Washington, DC 20017
Building 55 (PR Harris) 4600 Livingston Rd. SE Washington, DC 20032
Building 30 Hanger #2, Reagan National Airport, Washington DC 20001
Dr. Tony E. Summers – Acting Provost for the Community College

- 1. OFFICE OF THE PROVOST FOR THE COMMUNITY COLLEGE**
Room 517
(202) 274-6203
- 2. ACADEMIC AFFAIRS**
Room 321
(202) 274-5830
- 3. OFFICE OF STUDENT ACHIEVEMENT**
(202) 274-5831
- 4. ACCUPLACER Testing Services**
Room 205
(202) 274-6988
- 5. STUDENT GOVERNMENT ASSOCIATION**
Room 422
- 6. BOOKSTORE**
1st Floor
(202) 289-8921
- 7. CAREER SERVICES**
Room 204
(202) 274-7236
- 8. CONTINUING EDUCATION**
Room 122
(202) 274-5536
- 9. COUNSELING AND DISABILITY SERVICES**
(202) 274-6173 (**Counseling**) **Room 219**
(202) 274-6182 (**Disability Services**) **Room 218**
- 10. FINANCIAL AID**
Room 305
(202) 274-6795
- 11. LEARNING RESOURCES DIVISION (LRD)/ LIBRARY**
Room 211
(202) 274-6009
- 12. VETERAN AFFAIRS REPRESENTATIVE**
Mr. Clayton McLaughlin (202) 274-6056
- 13. PARTNERSHIP AND VOLUNTEER PROGRAM COORDINATOR**
(202) 274-6934
- 14. ONE STOP**
3rd Floor
(202) 274-5462
- 15. OFFICE OF THE REGISTRAR**
Room 333
(202) 274-5920

16. MAIN LOBBY SECURITY DESK

(202) 274-6531

17. STUDENT ACCOUNTS

Room 313

(202) 274-6825

18. Workforce Development and Lifelong Learning (WDLL)

Various Locations

(202) 274-7181

19. STUDENT SUCCESS CENTER

Room 205

(202) 274-6988

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 today's global economy.

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 each student the opportunity to improve their quality of life and become productive citizens.

TRADITIONS

Convocations: The Opening Convocation, hosted by the University President, inaugurates the school year. 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 is designed to bring alumni, students, and friends back (home) to campus to celebrate the legacy of the University of the District of Columbia.

ALMA MATER

“OUR GLORIOUS UDC”

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

REFRAIN

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

Words by Larry Mills Music by Robert Felder

STUDENT LIFE AND SERVICES

Building 38, Room A-10; Telephone: (202) 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.

STUDENT TRUSTEE

Each year, the student body elects a Student Representative who is a voting member to the University's Board of Trustees.

Student Member to the Board of Trustee candidates must:

- Must be enrolled full-time—twelve (12) credits or more for an undergraduate student, nine (9) credits for a graduate student, or ten (10) credits for a law student;
- Have earned at least twenty-four (24) undergraduate credits, twelve (12) graduate credits

or have completed the first semester of law school while enrolled as a student at the University;

- Be in good academic, financial and judicial standing at UDC;
- Have a cumulative minimum GPA of 3.0 or higher in all undergraduate, graduate, law or professional studies.

UNDERGRADUATE STUDENT GOVERNMENT ASSOCIATION

Building 38, Room A-22; Telephone: (202) 274-5190

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. All students are members and thus encouraged to participate in the Student Government Associations.

MISS UNIVERSITY OF THE DISTRICT OF COLUMBIA (Miss UDC)

Miss UDC is an ambassador for and representatives of the University of the District of Columbia.

Candidates must:

- Be enrolled full-time (12 credits or more) at the UDC Van Ness campus;
- Have earned at least 24 credit hours at the UDC Van Ness campus;
- Be in good academic, financial and judicial standing at UDC;
- Have a cumulative minimum GPA of 2.5;
- Be willing and able to serve in this capacity for one full academic year;
- Attend and participate in and comply with all showcase-related activities, rehearsals, and other requirements as prescribed by the advisor or designee; and
- The candidates for Miss University of the District of Columbia must be female.

After being elected, Miss UDC must:

- Meet with the Advisor or designee immediately for information and consultation to schedule and plan all activities;
- Be available for training and preparation for different events, as scheduled by the Office of Student Life and Services;
- Establish a calendar that will prioritize any University events that will require his/her presence;
- Be willing to travel with the Advisor or designee as the official chaperone;

- Consult with the Advisor or designee on performances, speeches, and wardrobe for every event;
- Must be enrolled full-time and maintain a cumulative GPA of 2.5 or better during their reign.

Scholarships will be awarded as follows:

Miss UDC will each receive a \$1,000 scholarship. *(to be applied to the student's account the subsequent academic year after the election)*

MISS FIREBIRD AND MISS HOMECOMING

Miss Firebird and Miss Homecoming will serve as the official hosts during Homecoming each academic year. Voting will take place during the fall semester along with Class Kings and Queens and Organizational Kings and Queens.

Miss Firebird and Miss Homecoming will also participate as members of the Miss UDC Royal Court during Coronation each academic year.

Miss Firebird candidates must:

- Must be enrolled full-time (12 credits or more) at the Flagship Campus;
- Have earned at least 24 credit hours at the Flagship Campus;
- Be in good academic, financial and judicial standing at UDC;
- Have a cumulative minimum GPA of 2.5 and maintain this throughout the academic year
- Be willing and able to serve in this capacity for one full academic year and support Miss UDC during events and activities on campus
- Serve as a member of the Homecoming committee

Miss Homecoming candidates must:

- Must be enrolled full-time (12 credits or more) at the Flagship Campus
- Have earned at least 24 credit hours at the Flagship Campus
- Be in good academic, financial and judicial standing at UDC;
- Have a cumulative minimum GPA of 2.5 and maintain this throughout the academic year
- Be willing and able to serve in this capacity for one full academic year and support Miss UDC during events and activities on campus
- Serve as the Co-Chair of the Homecoming Committee

STUDENT PUBLICATIONS

Building 38, Room A-21; Telephone: (202) 274-5574 – Trilogy Newspaper

Building 38, Room A-17; Telephone: (202) 274-5481 - Yearbook

The Trilogy Newspaper and the *Flight Path* Yearbook are publications financed by student fees and published by students.

CLUBS AND ORGANIZATIONS

Building 38, Room A-10; Telephone: (202) 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. Clubs and organizations vary and reflect the local, national, and multicultural student body. Others relate to academic disciplines or scholarship. Membership requirements vary with each club or organization.

Each active organization must, at the beginning of the Fall Semester or the semester during which the organization is activated, register the organization and provide to the Office of Student Life and Services an updated roster of members and officers.

All activities, on and/or off campus of and/or sponsored by the University organization, must be approved by the Office of Student Life and Services and comply with University policy and guidelines.

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 listing of officers and members, including student identification numbers, telephone numbers, addresses and email addresses must be compiled and submitted to the Office of Student Life and Services.
- Members must have a 2.0 GPA and be in good standing with the University.
- Each club or organization must have a faculty/staff advisor.
- The President or designee gives final approval for all chartered clubs and organizations.

Campus organizations are categorized in the following groups:

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

For more information, please visit: http://www.udc.edu/student_life/how_to

University of the District of Columbia Clubs & Organizations

Accounting Club (National Association of Black Accountants-NABA)
Active Minds
African Student Association
American Humanics Student Association
American Institute of Architecture Students (AIAS)
American Society for Civil Engineers (ASCE)
American Society for Mechanical Engineers
American Society of Heating, Refrigerating and Air Conditioning Engineers
American Transcendental Meditation
Animation Club
Art Student Union
Association for Computing Machinery (ACM)
Aviation Student Association
Baha'i Club
Biology Club
Black Women United
Business Finance Association Inc.
Business Management Association
Campaign 9:30
Caribbean Student Association
Chemistry Club
Chinese Club
Chorale
Cine Media Club
College Democrats of America Association
Collegiate Cancer Council
Communicative Arts Association
Computer Science and Information Technology Club
Cooke Society
Council for Exceptional Children, UDC Chapter
Criminal Justice Association
Dance Company
DC History Club
Drama Club
Early Childhood Education Club
Economics & Finance Club
Elementary Education Club
Entrepreneurship Club of the SBPA
Environmental Sustainability Leaders
Fashion Merchandising Club

Firebird Cheerleaders
French Club
Freshman Class
Global Affairs and Diplomacy Association (GADA)
Graduate Counseling Club
Health Education Professional Student Association
Honda Varsity Team
Hospitality & Tourism Club
Institute of Electrical and Electronics Engineers (IEEE)
International Students Association
Journalism Club
Junior Class
Knights of the Firebird's Square (Chess Club)
Latino Student Association
Lesbian, Gay, Bisexual and Transgender Support Association
Literary Club at UDC
Marketing Club
Management Club
Men of Action (MOA)
Minority in Agriculture Natural Resource and Related Sciences (MANRRS)
Mortuary Science
Music Education National Conference
Music Student Senate
Muslim Student Association (MSA)
NAACP – UDC Student Chapter
National Institute of Science
National Organization of Minority Architect Students (NOMAS)
National Society for Black Engineers (NSBE)
National Society of Collegiate Scholars (NSCS)
National Society for Professional Engineers (NSPE)
National Student Speech Language/Hearing Association (NSSLHA)
Paralegal/Legal Assistant Studies Organization
Persons with Abilities
Photography Club
Political Science and History Organization (PSHO)
Psychology Students Club of UDC
Psychology Students for Social Responsibility (PsySSR)
Public Contracting Club
Public Health (PHHESA)
Reparations Study Club
Respiratory Therapy Club

Saudi Students Association at UDC
Senior Class
Social Work Association
Society of Aviation Professionals
Society for Human Resource Management
Society of Women in Engineering (SWE)
Sophomore Class
South Asian Students Association
Spanish Club
Special Activities Club
Student Ambassador Program
Student Dietetic Association (SDA)
Student National Education Association
Student Nursing Association
Students Overcoming All Risk (SOAR)
Student Support Services Student Organization
Student Teaching Club
Tae Kwon Do Club
The Alliance Group (TAG LGBTQI)
Theatre Arts Ensemble Truth Club
Turkish Student Association
UDC Buddhist Discussion Group
UDC Cheerleaders
UDC Collective Dance Works
UDC Debate Society
UDC Voice
VIRTUES Student Veterans Club
Women of Worth

Clubs & Organizations- Community College

Aviation Club
Business Club
Fashion Merchandising
Hispanic Association of Colleges and Universities (HACU)
Hospitality Club - National Society of Minorities in Hospitality (NSMH)
Mortuary Science
National Society of Collegiate Scholars (NSCS)
Nursing Club
Phi Theta Kappa (PTK)
Respiratory Therapy

Serve Your City
Student Government Association
Trap and Skeet Club

Honor Societies

Alpha Phi Omega
Beta Kappa Chi Scientific Honor Society
Chi Sigma Iota Honor Society-Epsilon Delta Chi Chapter
Delta Mu Delta International Honor Society - Epsilon Sigma Chapter
Epsilon Tau Sigma Honor Society
Kappa Delta Pi International Honor Society in Education - Theta Sigma Chapter
International Honor Society in Economics – Omicron Delta Epsilon Chapter
Phi Eta Sigma Honor Society
Phi Sigma Pi National Honor Fraternity-Rho Chapter
Pi Sigma Alpha – Chi Rho Chapter
Psi Chi Honorary Society in Psychology
Sigma Tau Delta International English Honor Society

Greek Letter Organizations

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

GREEK-LETTER FRATERNITIES AND SORORITIES

- The University of the District of Columbia Greek-Letter organizations foster activities leading to wholesome fraternity and sorority life and high scholastic standards as set by the national organizations and the University of the District of Columbia.
- Organization members must have a minimum GPA of 2.5 or better.
- Organizations may be active as determined by the Vice President of Student Affairs or the appropriate designee. Each organization must provide written request of active status at the beginning of the Fall semester each academic year. Required documents are located in the Office of Student Life and Services. These documents serve to register the organization and provide to the Office of Student Life and Services an updated roster of members and officers.
- Each active organization must submit a current certificate of liability insurance to the Office of Student Life and Services and the University's Office of Risk Management that indemnifies the University and includes the University of the District of Columbia as an

additional insured on the policy. Please see the Risk Management section for insurance requirements.

All University Chapter organizations are governed by the University's policies and guidelines for approved campus Advisors. All activities on and/or off campus and/or sponsored by the University Chapter Organization must be approved by the Office of Student Life and Services and must comply with University policies and guidelines.

University of the District of Columbia Membership Requirements:

- Organizations must inform the Office of Student Life and Services of any proposed membership process by submitting the appropriate membership forms for review and consideration.
- Membership may take place in the Fall **or** Spring semesters. No membership process is permitted during summer sessions. The University's requirements take into account and consideration that the national organizations may impose restrictions on its organizations. The University will abide by those restrictions. Any other request will be considered with the submission of a written rationale/request but are not guaranteed acceptance.
- The guidelines of each national organization must be considered and will be noted for decisions by the Vice President for Student Affairs.
- ALL membership processes must be completed before the last day of classes in the respective semesters and will not be permitted during final exams.
- Each organization must have a University approved campus advisor. The campus advisor must be a faculty or staff member at the University of the District of Columbia.
- Each membership "applicant" must be enrolled full-time at the University. Applicants will be considered for approval who meets both the University of District of Columbia requirements and those of the national organization. The University recognizes that each Greek-Letter organization has identified the classification status of potential applicants as set by the organization; however, the University will not approve applicants classified as freshman (according to University of the District of Columbia's definition for freshman classifications –Please see current University catalog).
- Applicants must have a minimum 2.5 GPA; be in good financial standing (according to Student Accounts) and in good judicial standing (according to the Judicial Review).
- New Transfer applicants can be considered for membership, but must have a cumulative transfer GPA of 2.5, with a minimum 24 transfer credit hours and must be classified as sophomores or higher.

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 campus, 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
- Requiring participation in activities sponsored or recommended by the alumni chapter, its members or other members of the organization
- Verbal harassment
- Physical harassment
- Requiring or forcing nudity
- Requiring or forcing consumption of any liquid or solid substance
- Any activity which would degrade or otherwise compromise the dignity and free will of the individual
- Any activity that would reflect poorly on the fraternity/sorority system
- Any illegal activities
- Any other activities which are not consistent with University policy as stated in the University Student Handbook.

Please note that no activities or events associated with the membership and/or recruitment process shall be conducted in the private homes, apartments, or rooms, etc. of individuals.

INSURANCE REQUIREMENTS FOR GREEK FRATERNITIES AND SORORITIES & STUDENT HANDBOOK STATEMENT

All Fraternities and Sororities must carry general liability insurance issued through their national or international organization with an insurance carrier that is “A” rated by A.M. Best. Risk Management must be provided with a Certificate of Insurance evidencing the following:

- General liability insurance with a minimum of \$1,000,000 per occurrence and \$2,000,000 aggregate.
- Coverage for Host Liquor Liability and Sexual Misconduct and Molestation
- “The University, its trustees, directors, officers, employees, representatives and agents” named as additional insured and the certificate must state that the insurance coverage is primary over other collectible insurance.
- The Certificate of Insurance must provide 30 days advance written notice to the University of any modification, change or cancellation of any component of the insurance coverage.

If the policy is due for renewal during the academic year, an updated Certificate of Insurance must be provided no later than fourteen (14) days prior to the expiration date of the existing policy.

Submit certificates of insurance to:

University of the District of Columbia
Office of Human Resources - Risk Management
4200 Connecticut Ave, NW
Washington, DC 20008

If you have any questions, please contact Risk Management at (202) 274-7178.

Risk Management

The University's Risk Management Office is located in Building 39, Room 211 (Human Resources Suite). The primary goal of Risk Management is to provide an optimally safe and healthy environment while reducing and mitigating the potential for loss to the University. For matters involving environmental health and safety, professional and general liability insurance, and worker's compensation you may call (202) 274-7178 during University business hours. Outside of University business hours (8am-5pm EST) and in emergency situations, contact Campus Police at (202) 274-5050.

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

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.

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 280,000 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.

Kappa Alpha Psi Fraternity, Inc.

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

Omega Psi Phi Fraternity, Inc.

On Friday evening, November 17, 1911, three Howard University undergraduate students, with the assistance of their faculty advisor, gave birth to the Omega Psi Phi Fraternity, Inc. This event occurred in the office of biology Professor Ernest E. Just, the faculty advisor, 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.

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.

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.

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.

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.

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.

STUDENT CONFLICT RESOLUTION PROCESS

Students can express concerns about matters related to the University and/or their respective University life experiences. The student should complete a Student Complaint Form to initiate the conflict resolution process. The form can be found:

- Online at http://www.udc.edu/docs/student_affairs/student_problem_complaint.pdf
- On campus:
 - Office of Student Life and Services (Building 38, Room A-10)
 - Vice President for Student Affairs (Building 39, 301-J)

RESOLUTION CHART

Challenge	Responsible Office	Office Location	Assistance with...
Financial Aid Trouble?	Financial Aid Office	Bldg. 39, Rm 101 (202) 274-5060	FAFSA, Book Voucher, Student Academic Appeals Process
Academic Help?	Academic Support Center	Bldg. 32, Rm B-103 (202) 274-5938	Tutoring, Study Skills
Need Advising?	Academic Advising Center	Bldg. 39, B-104 (202) 284-6899	<60 credits, see an advisor; > 60 credits see academic department
Health Issues? Health Insurance?	Student Health Center	Bldg. 44, Rm A-40 (202) 274-5030	Physical exams, Student Health Insurance
Student Services?	Student Life & Services	Bldg. 38, Rm A-10 (202) 274-5900	Student Life & Clubs/Orgs, Student Governance & Concerns
Security Concerns?	Campus Police	Bldg. 39, Rm C-04 (202) 274-5050	Report a safety concern, lock out services

POSTING FLYERS

All flyers for student and department events must be posted in the appropriate and approved areas of campus only. Flyers must not be posted in Building 39 – 301 nor on glass, department or office doors, elevators, bathrooms doors, painted walls, etc.

All flyers must be stamped prior to posting or distribution. Draft flyers for requested activities or events must be submitted along with the Student Life and Services Activity/Event Request Form for review. No flyer for an activity or event should be posted, publicized or distributed without the approval of the Associate Vice President for Student Affairs.

Flyers that are not stamped or approved are in violation and may be removed. Please remember to remove all flyers for an approved activity or event within 3 – 5 days after the activity or event is held.

REQUEST FOR ACTIVITY PROCESS AND PROCEDURES

All on-campus and off-campus student activities and events sponsored by University organizations must be approved by the Office of Student Life and Services. A Student Life and Services Activity/Event Request Form must be completed and submitted along with all supporting documentation for the activity or event to the Associate Vice President for Student Affairs at least two weeks prior to the event. A written decision regarding the activity or event must be received from the Associate Vice President for Student Affairs PRIOR to planning and/or publicizing the activity or event. The Student Life and Services Activity/Event Request Form can be obtained online on the SLS website or from the Office of Student Life and Services, Student Center, B-Level.

SERVICES PROVIDED BY VENDORS

Students are not authorized to conduct business or negotiate contracts on behalf of the Division of Student Affairs, Student Life and Services or the University. Students must work in collaboration with and obtain approval from the Office of Student Life and Services for all procurement related requirements. Adherence to University and District of Columbia Government protocol and policy regarding the procurement process will be strictly enforced. For further information, please visit http://www.udc.edu/docs/procurement/Procurement_and_Contracting_Rules.pdf.

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:

- Transcript requests and submission of Transcript Form can be made through the following: in person or mailed, Office of the Registrar, Building 39, A-135, and online, www.udc.edu/registrar.
- The fee for transcript requests is five dollars (\$5.00) each. There is an additional cost of \$2.25 for transcript service fee per recipient if ordering transcripts online.
- For additional information, visit www.udc.edu/registrar.

HOW TO APPEAL A GRADE:

The following grade appeals process is strictly limited to the consideration of the student academic performance:

- Any student with a grade dispute must present it to the course Professor within one semester from receiving the grade.
- The Professor should let the student know the procedure used in calculating the grade. This procedure must be consistent with the information of the course syllabus.
- In case the matter is not resolved in Step 1 within 15 working days from the date that it was first presented to the Professor, the student may choose to appeal in writing to the Department Chair. The appeal must identify the basis of the dispute and include all supporting documentation.

- Upon receipt of the written appeal, the Chair will hold within 15 working days individual and/or joint meetings with the Faculty Member and the Student.
- After investigating the case, the Committee will forward its recommendations to the Chair within 15 working days. The Chair will then inform both parties of the dispute of his/her decision.
- If the Chair's decision is not accepted by either party, the student and the course Professor may choose to appeal in writing, within ten (10) working days from receiving the decision, to the College Dean, with a copy to the Department Chair. The Chair will then forward the case to the Dean's office.
- The Dean will submit the case to a College-wide Academic Appeals Committee for consideration and recommendation. This Committee which involves faculty and representatives from various departments, as well as student representation will be the final step in the appeals process. The Committee will submit its recommendation to the Dean within 15 working days from the date of receiving the case. The Dean will inform all parties of his/her decision.

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 or via online at www.udc.edu/registrar.
- The student completes the form and pays the application fee of \$125.00 to the Cashier's Office, Building 39, Second Floor.
- 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 Veterans Affairs.
- Proof of residency is validated according to active duty, selective service or National Guard status.
- Proof of insurance must be presented to the Certifying Official in order for the University sponsored insurance to be waived in accordance to the rules set forth by University Health Services.

UNIVERSITY DEPARTMENTS AND SERVICES

OFFICE OF FINANCIAL AID

Building 39, A Level (Suite 100), Telephone: (202) 274-5060; Email: finaid@udc.edu

All students are encouraged to apply for financial aid should they need assistance with their education expenses. Educational expenses include tuition and fees, room and board, books and supplies, transportation and personal expenses. Students must begin the application process by applying

online at www.fafsa.ed.gov. The UDC school code is 001441. The priority consideration date for the fall semester is June 1st. As funds are limited, students are encouraged to apply early. Student financial aid packages may include the Federal Pell Grant, college work study, scholarships and low-interest student loans. For more information on the various types of aid available visit the UDC website at www.udc.edu.

Once students complete the financial aid application process, they are encouraged to check their status online via their student portal at <https://my.udc.edu>. The Financial Aid Office will email students on their packaging status and any needed documents to complete their file. All UDC students must accept their financial aid award packages by following the instructions on their MyUDC student portal account.

For more information or assistance students may visit the Financial Aid Office in Building 39, A Level (Suite 100), call 202-274-5157 or via email at finaid@udc.edu.

Pell Grant – Federal grant program for undergraduate students. Awards range from \$200 to \$5,775 (2015/16) subject to change 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) – Limited Federal grant program for undergraduate students that are also eligible for the Federal Pell Grant. Awards range from \$300 to \$1,200 per academic year. Applicants must be enrolled for at least six credit hours.

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, in good academic standing with high financial need. Currently, awards range from \$300 to \$1,200. Funds are limited and subject to availability.

Federal Direct Student Loan Program – This student loan program is available to eligible undergraduate and graduate students and parent borrowers of dependent students. Award amounts vary based on grade level and financial need. Please visit the UDC website at www.udc.edu for more information. Entrance and exit interviews are required. Repayment starts six months after a student is no longer enrolled at least a half-time.

D.C. Leverage Education Assistance Program Grant – The D.C. Leverage Education Assistance 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.

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 view the financial aid webpage at http://www.udc.edu/financial_aid/office_financial_aid or

visit the Financial Aid Office in Building 39, Suite A-133.

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, Federal Direct Subsidized and Unsubsidized Loan Program) 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. 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.

Determining Withdrawal Date

The withdrawal date is the date of payment of the withdrawal fee to the Cashier's Office as posted in the Banner system that a student may review via their MyUDC student portal. 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 multiplied by 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:
 - Federal Direct Unsubsidized Loan
 - Federal Direct Subsidized 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.

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.

DISABILITY RESOURCE CENTER

Building 44, Room A-39; Telephone: (202) 274-6417; Website: www.udc.edu/drc

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 meets with each student to determine academic adjustments and/or accom-

modations.

- 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 comprehensive access to UDC services through advocacy, readers, interpreters, scribes (note takers), 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 physical, technical, and other 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 VETERANS AFFAIRS

Building 44, Room A-39; Telephone: (202) 274-6099; Website: www.udc.edu/military

The University of the District of Columbia (UDC) is very proud to be the only public Service Members Opportunity College (S.O.C.) in the Nation's Capital. Our commitment to support our military is well-aligned with our mission to develop and support public service leaders - as the nation's only urban land-grant university.

Whether you are continuing your education or just getting started; currently serving on active duty; a reservist; a national guardsman; a veteran or a family member; we have the programs to help you complete your personal mission of achieving your education goals. Visit our website for additional information regarding services and application for VA educational benefits at UDC. Also, feel free to join VIRTUES Student Veterans Club.

COUNSELING AND STUDENT DEVELOPMENT CENTER

Building 39, Room 120; Telephone: (202) 274-6000

Students receive free and confidential assistance in coping with crises, managing depression and anxiety, clarifying values, prioritizing goals, learning about self, creating healthy relationships, developing life coping skills, exploring future options and improving decision-making skills. Specific services include individual counseling, couples counseling, groups, consultations, grant-funded initiatives, outreach presentations on mental health topics and referrals to both university and community resources. The Center is dedicated to promoting psychological well-being that enriches personal, career and academic growth. We provide a broad range of high quality, innovative and ethical services, resources and information to students, staff and faculty. The Center also actively contributes to the University's broader academic mission by training and developing students and professionals, building a multicultural learning community and providing leadership through collaborative partnerships. Visit us online at www.udc.edu/ccdc.

OFFICE OF STUDENT OUTREACH AND LEADERSHIP DEVELOPMENT

Student Center, B-Level; Telephone: (202) 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.

UNIVERSITY HEALTH SERVICES

Building 44, Room A-40; Telephone: (202) 274-5030

The purpose of University Health Services (UHS) is to ensure a healthy campus environment and to promote optimal physical and emotional health and wellness among students, faculty, and staff. UHS is committed to providing caring, quality, confidential services to the University community, inclusive of all sexual orientations and gender identities. It is our goal to provide affirming health and wellness services. We provide mandatory and routine preventative health care, urgent health care, and specialist referrals. Preventative health services include lectures, workshops, disease screenings, immunizations, routine gynecological exams and routine physical exams. Urgent health care services for such common issues as respiratory infections, urinary tract infections, headaches, abdominal pain, sexually transmitted infections (STIs), dermatological conditions, sports-related injuries, and other concerns for which you would see your family doctor or general practitioner are provided. UHS is staffed by highly skilled, board-certified licensed nurse practitioners and a student health coordinator.

By DC Immunization Law 3-20 and the University, all students under the age of 26 enrolled in classes are required to be fully immunized. These students must show proof of immunization against tetanus and diphtheria (Td); measles, mumps, and rubella (MMR); hepatitis B; meningococcus; and varicella (chicken pox). Students under the age of 18 must also show proof of polio immunization. All students must have received at least one meningococcal vaccine within the last 5 years and one Td vaccine within the last 10 years.

Once you receive your letter of acceptance from the University, you should obtain your immunization records from your previous school and/or primary care provider then present them to UHS (not the Office of Admissions) on or before the day you come to register for classes. **All records must be written in English.** If you are missing any of the above vaccines, please plan to obtain the vaccines from your private health care providers' office, neighborhood health clinic, or local health department.

Healthcare professions students preparing for clinical rotations may be required to show documentation of additional vaccines and health information per their program requirements. International students and students studying or traveling abroad are recommended to have a TB screening within the last one year (2 years if cleared by chest x-ray). Students in the healthcare professions and athletics programs are required to submit proof of a recent physical examination and documentation of any required laboratory testing. All students with chronic medical conditions (e.g., allergies, seizures, diabetes, high blood pressure, asthma, disabilities) are recommended to have a medical

history on file with UHS that documents pertinent information. Medical history and examination forms with the relevant details are available at UHS.

For more details on immunization requirements or other information about UHS visit us online at www.udc.edu/student_affairs/health_services.

STUDENT HEALTH INSURANCE

Building 44, Room A-40; Telephone: (202) 274-5030

To ensure the health and wellness of the University community, the University of the District of Columbia requires health insurance coverage for all students. Proof of adequate personal health insurance coverage must be provided at the beginning of the semester for new, readmit, or transfer students and once per academic year thereafter for continuing students. Students unable to demonstrate adequate health insurance coverage are mandated to enroll in the comprehensive student injury and sickness plan offered through the University. This requirement assures some relief of the burden of expensive health care and instills within the students the lifetime responsibility of obtaining quality health insurance and the importance of maintaining their health. A mandatory fee for the student health insurance plan (SHIP) is automatically charged to students' accounts during the registration period (fall, spring, summer). Enrollment in the SHIP can be waived if a student has other adequate coverage. Students with other adequate coverage may elect to decline the SHIP coverage and receive a credit on their student account by submitting an online waiver form. Students must submit a waiver or enroll in the SHIP between the first and last days of scheduled registration period. Failure to submit an online waiver providing proof of health insurance coverage will result in the non-refundable insurance premium charge for that semester or academic school year. While the health insurance information contained in this printing of the Handbook is current, the insurance premium charge is subject to change at any time. For more information, please visit www.udc.edu/student_affairs/student_health_insurance.

OFFICE OF RESIDENCE LIFE

Building 38, Room A-12; Telephone: (202) 274-6360; Email: housing@udc.edu

The Office of Residence Life houses our UDC students in two luxurious DC apartment complexes; the Archstone Van Ness and the Consulate at Avalon Bay. Not only are these properties conveniently located right across the street from UDC, they offer well-appointed amenities and services. Below are highlights of what we provide:

- Our two apartment complexes are located at the Archstone and the AVA Van Ness, both conveniently located across the street from the main campus and the law school
- 2 bedroom apartments housing 4-5 students (two or three students per bedroom)
- Twin bed, dresser, desk, chair, and lamp provided
- Full kitchen and bathroom (the Consulate has two bedrooms and two bathrooms)
- Patio or Balcony
- Access to the 24 hour gym
- WIFI and cable

For more information on how to *"make UDC Student Apartments, your home away from home"*, check out the website at www.udc.edu/housing.

STUDENT CENTER

The University of the District of Columbia's new Student Center is the centerpiece of the Van Ness campus. At 96,000 sq. ft., this targeted Leadership in Energy and Environmental Design (LEED) Platinum building is a historic and comprehensive combination of 78,000 sq. ft. of new construction and 18,000 sq. ft. of renovated space for the District's only public university.

Key Design Features:

- A national model of energy sustainability
- Incorporates green initiatives, promotes sustainability, and leaves small carbon footprints on the environment
- Includes multi story atriums, welcoming natural daylight both in the middle of the student center and the upper plaza
- A 14,000 sq. ft. green roof
- A wedge-shaped rain garden which resembles a small park, and aids in filtering storm water through an underground treatment system
- A water treatment system which mitigates the amount and monitors the quality of water entering the city's drainage system

The new student center will have program elements that will enhance student life, welcome people to our campus, elevate the University's profile and further enrich our relationship with the surrounding community.

Key Interior Spaces:

- New Dining Area
- Fitness Center
- Ballroom; which will provide a mixed-use space to address both University and community needs
- Student-focused Spaces
- Community Support Areas

This blend of student-focused spaces and community support areas will result in the building serving as an iconic representation of how the campus is a link between its students, faculty, staff and its District neighbors.

UNIVERSITY POLICE AND ENVIRONMENTAL SAFETY

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

cedures, 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 Public Safety/Police Communications (Building 39, Room C-04). To view the Campus Safety and Security Brochure online visit www.edu/ps/.

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. If you become the victim of a crime, or if you witness a crime, use the following information and contact University Police immediately:

- Call (202) 274-5050
- Report in person at the Police Communications Center located in Building 39, C-04. 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) and other federal, state and local law enforcement agencies. If you are a victim of a crime, whether on or off campus, the University Police will 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 University Police 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 through the University's email announcements or by University-wide Campus Alert "LiveSafe," as appropriate. To learn more about your safety and security on campus, and other services provided by the University Police Department, 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) 274-5050. You can stop by the Office of Public Safety, Building 39, C-04.

LOST & FOUND

The University of the District of Columbia cannot be responsible for articles lost on University property. For any items found on the Van Ness Campus, please bring this lost property to Public Safety personnel located in the Building 39, Room C-04. If at a satellite campus, please call the University Police at 202 274 5050 and an Officer will be sent to you.

STUDENT IDENTIFICATION CARD SERVICES

Identification (ID) cards (ONEcard) are required of all students, staff, and faculty. All ID cards must be worn and visible at all times while on campus. The University Police make these IDs in Building 39, Room C-04 - Telephone Number: (202) 274 5050. Replacement cards cost \$15.00. Please call the University Police to learn more information and times when IDs are produced. You must pay at the Cashier's Office which is located on the second floor of Building 39.

PARKING

The University provides parking to all University affiliates and visitors to the campus. Since the campus accommodates a variety of parking requests, the following lots are designated for specific persons:

Van Ness Campus - Underground Parking Garage: 4200 Connecticut Ave., N.W.; access from Van Ness Street.

- o The garage is designated for all university faculty/staff/student and visitors. It is required that all permit holders utilize their ONEcard to access the garage. No exceptions. All non-permit holders and visitors must obtain a ticket upon entering the garage.
- o Any permit holder that has his/her ONEcard replaced **MUST** be re-registered with the Parking Operations office in order to have access to the garage without interruption.
- o Reserved parking spaces have been designated for current University personnel who have been assigned parking spaces using a numerical system. The spaces have been designated for the University President, Executive Administration, Deputy Positions to the Executive Administration (if applicable), Deans, Associate Deans, or Presidential designations.
- o Contractors may pay to park in the Van Ness garage or obtain contractor permit from Campus Services to park in the contractor spaces located in the Van Ness loading dock area. Passes must be visibly displayed in the dashboard of the vehicle as vehicles will be subject to parking enforcement.
- o Board of Trustees may park in the Board of Trustees spaces located in the Van Ness loading dock area. Trustees must display/hang their parking decal on the rearview mirror in their vehicles as vehicles will be subject to parking enforcement. For days where Board of Trustees Committee meetings are scheduled, spaces will be blocked off in the Van Ness Garage to accommodate the Trustees who will be in attendance.

Van Ness Campus - Loading Dock – Vehicles must display a contractor’s permit as authorized and distributed by the Office of Campus Services.

Building 52 – Underground Parking Garage: 4340 Connecticut Ave., N.W.; access from Yuma Street (rear of Building 52)

- o *Restricted parking--only available to authorized permit holders who are current tenants of Building 52.*

Building 52 – Rear Building Parking Spaces: 4340 Connecticut Ave., N.W.; access from Yuma Street (rear of Building 52)

- o *These spaces are designated persons such as handicapped, Executive Administration, and Campus Services.*

DAYS INN – Rooftop Parking (designated areas only - as marked): 4400 Connecticut Ave., NW; limited space available; access from Yuma Street.

- o *Parking at DAYS INN on the upper level of the double-deck lot is designated for University contractors and tenants.*
- o **NOTE: Only designated persons may park in the Dava Inn lot. All other vehicles (University students, faculty, and staff) must park in the Van Ness Garage. Vehicles in violation of these policies will be subject to parking enforcement.**

Building 47 – Physical Education/Activities: Yuma Street and International Court

- o *Restricted parking--only available to persons authorized by Parking Management.*

The UDC Van Ness Garage, located at 4200 Connecticut Avenue N.W. Washington, D.C. 20008, is an automated parking system. Automated parking allows seasonal

permit holders to be able to use the UDC ONEcard (University identification cards that are issued by the Office of Public Safety) to swipe in and out of the garage, garage users will no longer have to pay at the entrance, and credit/debit cards and cash are all acceptable forms of payment at the pay-on-foot stations.

For any parking questions or concerns, please contact Parking Operations (located in Building 39 Room 107) at AuxiliaryServices@udc.edu or 202-274-6181. In case of an emergency, please contact Public Safety at 202-274-5050.

HOW TO GET CONNECTED TO THE AUTOMATED PARKING SYSTEM

1. Obtain a ONEcard ID by stopping by the Public Safety Office located in Building 39 Room C-04. Call 202-274-5050 for hours of distribution and operation.
2. Show a valid government issued ID and (for students) Proof of Payment for Classes from the Cashier's Office or (for employees) Proof of Employment from Human Resources to obtain UDC ID.

If you have an ONEcard ID already...

3. Take your ONEcard ID to the Cashiers Office (Bldg. 39, 2nd floor) and pay the parking fee (varies for student, faculty, staff, term...etc.). Take your receipt to the Parking Operations Office (Building 39, 1st floor, room 104) during normal business hours of Monday through Friday, 9 AM -5 PM to have your ONEcard ID programmed for access into the garage.

DAILY VISITOR AUTOMATION INFORMATION

1. Drivers must enter the Van Ness Parking Garage from Van Ness St. and collect a ticket at the entrance.
2. Keep your ticket in possession after you park your car.
3. When you wish to exit the garage, go to a pay station at either the plaza deck elevator lobby (A level) on the Breezeway OR the B level garage near the Auditorium.
4. Insert ticket into the Pay Station and pay the displayed amount. (Credit/Debit cards and Cash are accepted).

DAILY UNIVERSITY STUDENT, FACULTY, AND STAFF AUTOMATION INFORMATION

Only if you are a current University student, faculty, or staff:

1. You must drive into the Van Ness Parking Garage from Van Ness St. and collect a ticket at the entrance.
2. Keep your ticket in your possession after you park your car
3. When you wish to exit the garage, go to a Pay Station at either the Plaza Deck Elevator Lobby on the Breezeway OR the B level garage near the Auditorium.
4. Once you are at the pay station, swipe your ONEcard ID in front of the sensor on the discount machine (located beside the Pay Station) and then, insert your ticket. The discount machine will apply the University discount rate to your ticket.
5. Take the ticket from the discount machine and insert ticket into the pay station and pay the displayed amount. (Credit/Debit cards and Cash are accepted).

PERMIT HOLDERS AUTOMATION INFORMATION

Only University students, faculty, and staff may obtain a parking decal.

1. To purchase a parking decal, complete application and make payment at the Cashier's Office in Building 39 Room 201. To complete your application, you will need your vehicle registration, vehicle insurance policy, and ONEcard ID.

2. Bring your completed application and receipt of payment to the Parking Operations Office in Building 39 Room 104 during normal business hours of Monday through Friday, 9 AM -5 PM to obtain your decal.
3. Once you have obtained your decal, you may swipe your ONEcard ID at the entrance and exit gates of the garage.
4. Permit holders may access the garage from both Van Ness Street and Veazey Terrace (located off of Connecticut Ave.)

To secure a parking permit, each student applicant shall provide the following:

- (a) UDC I.D. card;
- (b) Valid driver’s license;
- (c) Vehicle registration for the vehicle being registered;
- (d) Verification of automobile liability insurance; and
- (e) Current semester class schedule validated by Cashier’s Office.

The daily parking fee for students, Faculty, and Staff with University issued identification shall be three dollars and fifty cents (\$3.50) per day, except as otherwise provided in this chapter. The fee for persons who do not have University issued identification and are not students, Faculty, or Staff at the University of the District of Columbia using University parking facilities shall be as follows:

Duration	Rate
0-30 Minutes	Free
30 Minutes-1 Hour	\$ 5.00
1-3 Hours	\$ 8.00
3-6 Hours	\$ 12.00
6-24 Hours	\$ 20.00
Lost Ticket Rate	\$ 20.00

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.

INCLEMENT WEATHER

In the event of inclement weather that may force the university to alter its schedule, we advise students to monitor www.udc.edu, where the official announcement will be made. Notices will also be posted to all social media outlets and local broadcast news media. The main greeting at 202-274-5000 will also carry any updated closing information. Alerts will also be sent via email blast to the community and posted on MyUDC or via LiveSafe.

DINING SERVICES

A dining service provider provides breakfast, lunch and grill selections in the University’s Firebird Inn (Building 38, B Level).

DEPARTMENT OF ATHLETICS

Sports Complex – Building 47, Telephone: (202)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 an emphasis on the Division II strategic positioning platform which “*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 which 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 Title IX, University guidelines, and NCAA rules and regulations.

Intercollegiate Programs

The University of the District of Columbia Firebirds competes as members of the East Coast Conference on the NCAA Division II level in the following sports:

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

Students may attend men’s and women’s basketball games at no charge with a valid student ID (subject to change).

Intramural and Recreation Programs

All members of the university community are encouraged to promote their own personal wellbeing through physical activity. The university offers a variety of leisure and recreation opportunities for students. Recreational facilities include racquetball and tennis courts, strength and conditioning center, basketball court and aquatics center. Hours of operation are listed in the Sports Complex, and can also be found at: http://www.udcfirebirds.com/information/Intramurals_and_Recreation. Students are asked to provide valid UDC identification upon entering the Sports Complex.

Students may reserve tennis courts by calling (202)274-5024 or email pthomas@udc.edu. Look out for more information on Intramural Sports and Lifetime Skills instruction and clinics coming soon or visit www.udcfirebirds.com.

Please visit us:

www.udcfirebirds.com

Facebook: UDC Athletics

Twitter: UDCFirebirdfans

Youtube: UDCAthletics1

SUSTAINABILITY INITIATIVE

In August 2011, the University instituted the Sustainability Initiative to promote the greening of the campus buildings to reduce our impact on the environment while providing opportunities for students to live and learn in a sustainable manner. There are several areas of focus – Recycling and Waste Management, Campus Sustainability Tours, Roof-top Green House and Garden, Sustainability Courses, Environmental Internships and Volunteer Opportunities.

RECYCLING AND WASTE MANAGEMENT PROGRAM

The University instituted new policies to help improve its 37% recycling rate. Small waste mini-bins (1.5 liter capacity) installed in most offices will discourage the production of trash while simultaneously promoting the use of the new, easily identifiable recycling and waste stations added throughout the campus. If you have questions about what can be recycled, contact Dr. Dwayne Jones, Director, Center for Sustainable Development, (202) 274-7182 or visit www.udc.edu/sustainability.

Items that **CAN** be recycled

- Paper: paper plates, cups, newspapers, magazines, shredded paper (if sealed in a plastic bag)
- Cardboard: cereal boxes, frozen food packaging, pizza boxes without food waste
- Books: paperback, textbooks, hardback, phone books
- Wax/aseptic cartons: milk cartons, juice boxes
- Plastic containers: #1-7 bottles, jugs, trays, etc.
- Plastic bags/film: Must be contained within one bag
- Steel/tin cans: rinsed out soup cans and fruit cans
- Aluminum: cans, containers, foil, pie pans, etc.
- Glass: jars, bottles

Items that **CANNOT** be recycled

- Used paper towels, tissues, etc.
- Trash/food waste
- Candy or food wrappers
- Styrofoam and any form of foam packing material
- Plastic food utensils

CAMPUS SUSTAINABILITY TOURS

The campus is instituting major improvements with many upgrades intended to improve environmental outcomes. Highlights of the tour include:

- The Dennard Plaza which houses the largest green roof in the city;
- The new Eco Pole, a street light that operates entirely on solar and wind energy, and;
- The student led Campus Garden.

To sign up for a tour contact: Dr. Dwayne Jones, Director, Center for Sustainable Development, (202) 274-7182, dwayne.jones@udc.edu.

SUSTAINABILITY COURSES

Sustainability courses are designed to make our university and our city more sustainable. Highlights include an EcoDistricts Workshop, ecological restoration events on campus and in Rock Creek Park, and the 2012 UDC International Urban Sustainability Action Summit. The University has created several new sustainability related courses for students of all majors. To see the list of the sustainability related courses, visit <http://udc.edu/sustainability/courses.htm>.

ENVIRONMENTAL INTERNSHIPS

The Sustainability Initiative helps to place students into paid and unpaid internships with government agencies, non-profit environmental organizations and businesses. If you are interested, contact: Dwayne Jones, Director, Center for Sustainable Development, (202) 274-7182, dwayne.jones@udc.edu.

VOLUNTEER OPPORTUNITIES

Have time to dedicate for a good cause? Interested in improving the environment? The Sustainability Initiative can connect students of all skill levels to opportunities to volunteer for projects that help to restore the environment. Volunteer opportunities, both on and off campus include:

- Tree Plantings
- Anacostia River clean ups
- Invasive species removal
- Green roof installations

For more information about opportunities, contact: Dwayne Jones, Director, Center for Sustainable Development, (202) 274-7182, dwayne.jones@udc.edu.

THE OFFICE OF ACADEMIC ADVISING AND RETENTION

The academic advising process is the most important step in your matriculation at the University. Students should meet with their academic advisors a minimum of three times a semester. It is especially important that students meet their 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 beneficial to students' future career goals. Academic advisors also provide useful information about professional trends, career options and pathways available to students who complete a specific program of study.

The Academic Advising Center

Building 39, Room 112; Telephone: 274-6899; Email: aac@udc.edu

Our mission is to help every one of our students receive the academic support necessary to foster their success here at the University of the District of Columbia and beyond. To this end, the Center supports incoming and continuing students as they explore their talents, discover new interests, and learn to navigate the University. We can help students select a field of study, identify courses of interest, and set a concrete degree plan, thereby helping them clarify their academic goals. We want to assure that all students have consistent, timely access to advising services, receive accurate academic information, and support from professional and faculty academic advisors.

What We Do

We assist students in:

- advisement in general education and graduation requirements
- guidance in major selection and referrals to academic departments
- information on and referrals to campus offices and student support services
- assistance in understanding and navigating academic probationary status
- resources on how to improve your study skills—such as time management tools, test-taking strategies, and note-taking tips opportunities to meet and interact with other students

Who is my academic advisor?

The Academic Advising Center serves all students seeking academic advising assistance.

Freshman and Sophomores are advised by advisors from the Academic Advising Center regardless of major. Freshman and sophomores (< credit 60 hours) are encouraged to engage and connect with a faculty advisor from their declared major.

Juniors and Seniors (>60 credit hours) are advised by faculty advisors from their program of study.

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.

Who assists SPECIAL STUDENTS with academic advising?

Advisors from the Academic Advising Center will assist.

University of the District of Columbia Community College Office of Student Achievement

The Office of Student Achievement is committed to creating a positive experience for students

attending the University of the District of Columbia Community College (UDC-CC). As a result, the Office of Student Achievement provides an array of student support services under the following areas:

The Student Success Center. The center offers academic success workshops as well as student activities and programming to students. The Student Success Team is committed to helping Community College students be successful in their educational pursuits. For more information, please call the Student Success Center at (202)274.6988 or send an email to cc@udc.edu.

- **Academic Advising.** The Student Success Center provides academic advising to Community College students. The staff also works closely with faculty on assisting students with advising in their major area of study. Students can make an appointment via phone or visit the Center during office hours to meet with a Student Success Specialist.
- **New Student Orientation Sessions.** Once a student has been accepted, s/he must attend a New Student Orientation session before registering for Fall or Spring semester classes. Refer to the Community College website to register for an orientation session.
- **Bounce Back.** The Bounce Back Program serves as an effective way to support who may benefit from receiving additional tools that reinforce and support their academic goals in a supportive environment. Bounce Back provides students assistance and potential interventions in order to be able to improve their level of academic achievement. The Counseling Center works collaboratively with faculty and academic advising to identify students who need assistance. In addition, Bounce Back can be instrumental in helping develop a plan for the student in order to be successful in their courses. For more information, please call the Counseling Center at (202) 274.6000.
- **The Academic Center for Excellent Students (A.C.E.S.).** A.C.E.S. is geared toward helping students excel academically. The center is designed to provide educational services to UDC-CC students. Although the main function of A.C.E.S. is to provide face-to-face tutoring, we offer other resources such as computers for academic and school-related use, and academic workshops. A.C.E.S. provides a safe, distraction-free learning environment for all UDC-CC students.
- **The Testing and Assessment Office.** Students entering the University for the first time and whose primary language is English, and students pursuing a degree and have not completed courses in English and Mathematics at another postsecondary institution are required to take Reading, English, and Mathematics of the ACCUPLACER test before registering for classes. The computerized placement test, ACCUPLACER, measures the three basic areas to determine students' readiness for college level work. It enables academic and faculty advisors to place students in the appropriate courses and thereby supporting students' academic success. Refer to the Community College website to sign up for the ACCUPLACER test.

The Testing and Assessment Office participates with Washington D.C. Public and Charter Schools in testing the high schools students in 10th through 12th grades. Students must place into college level English or Mathematics to participate in the Dual Enrollment Program. The Dual Enrollment Program allows students to be dually enrolled in high school and college at the same time.

International students whose native language is not English, did not graduate from high school or receive a GED in the United States must successfully complete the Test of English as a Foreign Language (TOEFL). This requirement will be waived upon an official transcript from an accredited American college or university. For more information, please call (202) 274.6988.

Office of Counseling & Disability Services. The Office of Counseling & Disability Services (OCDS) mission is to provide confidential counseling and disability services that accommodate and serve the emotional, psychological, and physical needs of UDC-CC students. The counseling services provide support and referral services to students in the form of individual counseling, crisis intervention, workshops and events for UDC-CC students. The disability services has the re-

sponsibility of coordinating reasonable accommodations and providing support services for UDC-CC students with disabilities in compliance with the Americans with Disabilities Act (ADA) and the Rehabilitation Act of 1973. For more information, please call (202) 274.6173 for counseling services, or call (202) 274.6182 for disability services.

OCDS welcomes students to utilize the services. The first step of receiving OCDS counseling and/or disability services is to speak with an OCDS Counselor. A UDC-CC student's initial appointment will be a consultation or an intake. It is then the student's decision, during or after the appointment, whether or not to continue receiving services from OCDS. Information shared by a student to an OCDS Counselor will be kept in strict confidence.

Office of the Registrar. The Office of the Registrar is responsible for consistently implementing District, Federal, and University policies and procedures, adhering to the American Association of Collegiate Registrars and Admissions Officers (AACRAO) guidelines, maintaining institutional credibility through the proper maintenance of student biographic and academic records, and certifying students for graduation. Services provided by the Registrar's Office include registration and scheduling adjustments, transcript maintenance and appropriate distribution, enrollment and veteran's certification, student records management, and dissemination and maintenance of all student demographic data and directories. For more information, please call (202) 274.5920.

Career and Professional Development Center. As the central career and professional development center for the university, the Center is responsible for supporting the occupational wellness and global workforce readiness of students and alumni. This includes providing career counseling, exploration assessments, and informational resources. The Center also instructs career workshops on topics such as exploring occupations and college majors with career assessments, writing resumes and cover letters, developing interview and networking skills, navigating the career and college fair, and searching for jobs and internships. Additionally, the Center coordinates on-campus recruitment events such as the annual Spring Career and College Fair and individual visits from employer recruiters. All of the career services provided by the Center are coordinated and available via the Career Services Online (CSO) system. Through the CSO system the center maintains a job, internships, and other positions database that also features an employer network, alumni network, career counseling appointments, resume creator with templates, hire/employment reporting tools, and career informational resources. The center works in concert with the Academic Advising Team/Student Success Team as well as the other satellite Career and Professional Development Centers at the university.

CHARTER OF THE UNIVERSITY OF THE DISTRICT OF COLUMBIA COMMUNITY COLLEGE

STUDENT GOVERNMENT ASSOCIATION (UDC-CC SGA)

The Preamble

We, the students of the University of the District of Columbia Community College, in order to form an effective and efficient governing body to serve the collective interests of UDC-CC students, to enhance the quality of life of the student body, to help fellow students attain their goals and aspirations, to enrich the campus community, to promote cooperation and communication between the students and the administration, to encourage unity among UDC-CC students by advancing the quality of academic and social life, and provide a form of government for and by the students, do hereby establish and endorse this Charter for the students of the University of the District of Columbia Community College.

Article I. Name

The name of this organization shall be the University of the District of Columbia Community College Student Government Association, also known as UDC-CC SGA.

Article II. Definitions

As used in this charter, unless the context otherwise clearly requires, the words in this article shall have the following meanings:

“Matriculated Students, are students who have been admitted to the of the University District of Columbia Community College, including the Workforce Development and Lifelong Learning (WDLL) and Certificate programs, and are registered for classes in the same term that they are seeking office.

“Good Financial Standing” signifies that, for the purpose of the UDC-CC SGA, that no balance is owed to the UDC or UDC-CC (including library fines, parking tickets, etc.) or payment arrangements have been made and are being adhered to, and that there is no hold on the student’s account (for immunizations, library fines, parking tickets, etc.).

“Good Academic Standing” signifies that, for the purposes of the UDC-CC SGA, a student enrolled in a degree-seeking program maintains at least a 2.50 GPA, as referred to in Article III, Section 2.

Article III. Membership

Section 1. Composition

The UDC-CC SGA is composed of an Executive Council and a Senate. The Executive Council consists of a President, Vice President, Treasurer, and Secretary. The Senate consists of 1 Senator and 1 Alternate from each major, elected annually, a list of which will be provided by the Dean of Academic Affairs at the start of each academic year.

Students who have not declared a major shall also be represented by 1 Senator and 1 Alternate. Undeclared Senators who declare a major during their term shall be reappointed as the Alternate and the undeclared Alternate shall be appointed to the Senate position by the Dean of Student Achievement.

Each UDC-CC SGA member must matriculate at the University of the District of Columbia Community College.

A Senate session shall be the period between the end of the first Student Government Association meeting after general elections are certified and the same meeting the following academic year. A full term of office for a Senator or Alternate occurs between the certification of election results until swearing in of his/her successors.

Section 2. Qualifications

In order to be a candidate for and serve in an elected UDC-CC SGA office:

- 1) The student shall be a currently enrolled student in UDC-CC as with a course load of at least six (6) credits;
- 2) The student shall be in good academic standings with UDC-CC, unless s/he is an Entering Freshman whereas good academic standing only applies in the second semester of their term
- 3) The student shall be in good financial standing with UDC-CC;
- 4) The student shall be running for only one office within the UDC-CC SGA.
- 5) Pursuant to paragraph 8 Section 3 of Article IV, appointed alternates must meet the aforementioned qualifications.
- 6) WDLL students are exempt for paragraphs (1), (3) and (5) of this section.

Section 3. Term of Office

- 1) Elected Positions
 - a. The elected positions include President, Vice President Treasurer, Secretary, and 1 Senator and 1 Alternate for each major.
 - b. The elected members of the UDC-CC SGA shall serve for a term that begins with the certification of election results until the swearing in of his/her successors

- c. Elected officials shall serve no more than two (2) consecutive full terms in the same position.
 - d. A student elected to a UDC-CC SGA position may continue to serve in a position until a replacement is elected.
 - e. In the event that the President is no longer able to serve, the Vice President shall assume the duties of the President.
- 2) Appointed Positions
- a. Appointed positions include chairpersons of standing and ad hoc committees, unfilled Alternate positions and WDLL and Certificate program representatives.
 - b. Appointed positions to a standing or ad hoc committee are not restricted to one term.
 - c. An appointee to a standing or ad hoc committee serves at the pleasure of the appointing UDC-CC SGA branch or committee and may be removed from the position at any time unless otherwise specified by this Charter.
 - d. An appointee to a standing or ad hoc committee may continue to serve in a position until a replacement is appointed and confirmed.

Section 4. *Advisors*

The UDC-CC SGA will have two faculty / staff advisors. One advisor will be a faculty member appointed by the Student Government Association in a process determined by the By-Laws. One advisor will be the Dean of Student Achievement or his/her appointed representative

.Article IV. Organization

Section 1. *Organization*

The UDC-CC SGA shall be organized into two divisions:

- 1. Executive Council - The Executive Council is responsible for representing the entire UDC-CC student body and is considered at-large members of the Senate. The Executive Council is tasked with facilitating the activities of the entire UDC-CC SGA.
- 2. Senate - Each Senator is responsible for representing the major by which s/he was elected. Senators and Alternates are tasked with working together and with the Executive Council to accomplish the goals of the UDC-CC SGA.

Section 2. *General Responsibilities*

- 1. The UDC-CC SGA shall introduce, discuss, and vote on legislation for the student body of the University of the District of Columbia Community College.
- 2. The voting members of the UDC-CC SGA will be the Senators and the Executive Council

Section 3. *Executive Council*

- 1. The Executive Council shall be composed of four (4) elected members as follows: President, Vice President, Treasurer, and Secretary.
- 2. The Executive Council shall implement legislation passed by the Senate. The Executive Council may delegate functions to committees with approval of the Committee Chairperson. The Executive Council shall carry out student government functions according to UDC-CC policies and procedures and the UDC-CC SGA Charter.
- 3. The Executive Council shall be responsible for the daily operations of the student government and monitoring of UDC-CC SGA committees.
- 4. The Executive Council shall ensure that the affairs of each committee of the student government functions according to UDC-CC policies and procedures and the UDC-CC SGA Charter.
- 5. The Executive Council shall develop a budget and establish expenditures for the various categories of UDC-CC SGA spending for submission to the Senate and UDC-CC's Dean of Student Achievement for approval, in that order.

6. The Executive Council shall adopt procedures not in conflict with the UDC-CC SGA Charter that will ensure the effective operation of the UDC-CC SGA.
7. The Executive Council may create an ad hoc committee as it deems necessary to discharge functions that are not in conflict with Standing Committees.
8. In the event that there are vacant Alternate positions, the Executive Council may appoint an Alternate, to be approved by a majority vote of the Senators and Executive Council, to represent that major. Appointed alternates must meet the qualifications as provided in Article III, Section 2, paragraph 5 of this Charter.

Section 4. *Executive Council, Office and Duties*

1. The duties of the **President** include but are not limited to:
 - a. Serving as the leader of the Executive Council.
 - b. Being familiar with UDC-CC policies, procedures, and personnel.
 - c. Serving on administrative bodies of the university system at the invitation of the UDC President, Board of Trustees, or UDC-CC Chief Executive Officer.
 - d. Serving as an official representative of the UDC-CC SGA at all official functions.
 - e. Presiding as facilitator at all Executive Council meetings.
 - f. Presiding as facilitator at UDC-CC SGA-sponsored Town Hall meetings.
 - g. Delivering the agenda for Senate meetings.
 - h. Appointing, with concurrence of the Executive Council, UDC-CC SGA members as chairpersons to all standing and ad hoc committees and forwarding the names of the nominees to the Senate for approval.
 - i. Coordinating/producing an end-of-the-year report at the conclusion of the term.
2. The duties of the **Vice President** include but are not limited to:
 - a. In the absence of the President, assume the powers and duties of the President.
 - b. Assuming the Presidency and completing the unexpired term in the event the UDC-CC SGA President resigns, becomes incapacitated, or for other reasons is unable to complete the term of office.
 - c. Serving as assistant executive officer.
 - d. Presiding as facilitator at all Senate meetings unless otherwise provided for in the By-Laws.
 - e. Receiving all reports from standing or ad hoc committees.
 - f. Assuming other duties or responsibilities as assigned by the UDC-CC SGA President which are not in conflict with this Charter.
3. The duties of the **Treasurer** include but are not limited to:
 - a. Serving as administrator of UDC-CC budget.
 - b. Upon installation, securing an internal audit of the prior year's use of revenues and expenditures by the UDC-CC SGA.
 - c. Preparing an annual UDC-CC SGA budget with the assistance of the Dean of Student Achievement or his/her appointed representative.
 - d. Ensuring prompt payment of bills, transfers involving Senate funds, and all other financial proceedings associated with the Senate.
 - e. Reporting to the student body a list of Senate expenditures per activity, balance sheet, and any other financial material pertinent to students' interests at the request of the Senate or student(s) of UDC-CC.
 - f. Preparing an end-of-the-year financial report at the conclusion of the term.

- g. The Dean of Student Achievement shall oversee and approve all UDC-CC SGA expenditures.
4. The duties of the **Secretary** include but are not limited to:
 - a. Maintaining a current directory of all UDC-CC SGA elected, appointed, and volunteer students.
 - b. Taking minutes at all Executive Council and Senate meetings.
 - c. Compiling and transmitting all necessary documents to the Senate.
 - d. Archiving UDC-CC SGA records.
 - e. Coordinating the official correspondence of the UDC-CC SGA.
 - f. Producing reports to the student body a copy of past minutes, resolutions, or any other non-financial, administration material pertinent to students' interests.
 5. All Executive Board Members
 - a. All Executive Council members serve as ex officio members of all UDC-CC SGA committees.
 - b. All Executive Council members will share the responsibility producing an end of the year report at the conclusion of the term.

Section 5. *Student Senate, Office and Duties*

1. The functions of a Student Senator are:
 - a. To act as a liaison between the UDC-CC students s/he represents and the Student Senate.
 - b. To maintain relationships with the UDC-CC deans and program coordinators for the purposes of promoting student interests and welfare.
 - c. To conduct monthly meetings with constituents.
 - d. To cooperate with Alternates to accomplish the goals of the UDC-CC SGA.
2. The Senate shall pass legislation that will enable the Executive Council to conduct the business of the UDC-CC SGA.
3. The Student Senate shall participate in committees to discharge its functions.
4. The Student Senate shall receive the comprehensive UDC-CC SGA budget from the Executive Council, take action on approval of the budget, and resubmit the UDC-CC SGA budget to the Executive Council for transmittal to the Dean of Student Achievement.
5. Each Senator shall have one vote.
6. Alternates shall vote in the absence of their Senate counterpart.

Section 6. *Standing and Ad Hoc Committees*

1. The functions of the UDC-CC SGA standing committees are as follows:
 - a. The Student Activities Committee shall:
 1. Assist with establishment of student organizations.
 2. Recruit students to form student organizations in a manner consistent with University policy and DCMR 8 Sections 601-601.2.
 - b. The Evening Students Committee shall:
 1. Organize and recruit students to address the particular needs and interests of evening & weekend students.
 2. Identify and develop proposals for evening & weekend 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 Student Success Center during New Student Orientation.
 3. Convene the first meeting no later than the beginning of the summer session.
 4. Develop programs and activities to support and encourage freshmen involvement in campus life.
- d. The International Students Committee shall:
1. Ensure that Chartered, international student organizations are annually organized and operating.
 2. Study and recommend programs and services to encourage international student involvement.
- e. The Tutoring Committee shall:
1. Work with staff to establish and staff a tutoring center.
 2. Recruit volunteer tutors.
2. Members of the UDC-CC community may participate on committees and committees Chairpersons are encouraged to support such volunteer participation.
 3. Additional standing committees may be created by a two-thirds (2/3) vote of the Senators and Executive Council.
 4. Ad hoc committees shall be created by a majority vote of the Senators and Executive Council.

Article V. Meetings

Section 1. UDC-CC SGA Meetings

1. Regular meeting schedules shall be published and disseminated at least 5 days prior to the regular meeting so that anyone may attend the meetings. Decisions that will be binding on the UDC-CC SGA, or on any of its committees, must be acted upon in a regular meeting.
2. Special meetings may be called by the Executive Council 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*

1. The various branches and committees of the UDC-CC SGA shall conduct regular meetings at least once a month.
2. The quorum for meetings of the UDC-CC SGA shall be fifty percent (50%) plus one (1) of the combined Senate and Executive Council.
3. An Alternate shall represent a Senator in their absence.
4. Minutes of meetings must be recorded and disseminated to the members of the UDC-CC SGA branch or committee.
5. Robert's Rules of Order, Newly Revised, shall govern the conduct of all meetings of the UDC-CC SGA and organizations authorized and established except as otherwise provided in this Charter.
6. 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.

Article VI. Elections

Section 1. *General Elections*

1. A special Elections Commission shall establish the rules by which UDC-CC staff will conduct the general election of the UDC-CC SGA.

2. The election shall occur annually within the first five (5) weeks of the start of the Spring semester.
3. The election shall be in accordance with procedures proposed by the Elections Commission and adopted by the UDC-CC SGA, and with the requirements outlined in this Section.
4. The general election shall be utilized to decide matters requiring the student body approval via referendum and to elect the UDC-CC SGA Executive Council and Senate unless otherwise provided for in this charter.

Section 2. *Nominations*

1. A student must complete a "Declaration of Candidacy" in order to be eligible to run for any position in the UDC-CC SGA.
2. The "Declaration of Candidacy" is submitted to the Dean of Student Achievement for approval.

Section 2. *Special Elections*

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

Section 3. *Election Irregularities*

1. The election procedure shall include a process for making challenges to the Elections Commission.
2. Decisions of the Elections Commission may be appealed in writing within five (5) calendar days to the Dean of Student Achievement, if any or all of the following occurs:
 - a. New evidence is developed that could alter the decision of the Elections Commission.
 - b. A documentable error was made in the Elections Commission actions.
 - c. The Dean of Student Achievement shall make the final certification of the election results.

Section 3. *Elected Candidates*

1. In Executive Council elections, the elected candidate will be the candidate who receives a majority of the votes cast.
2. In Senate elections, the Senator and Alternate will be the top two vote receiving candidates from each major who meet the necessary qualifications. In case of a tie for the final seat, there will be a runoff between those candidates.

Section 4. *Assumption of Office*

After general Senate elections in the spring, the new Executive Council and Senate members shall assume office after being sworn into their new office in accordance with the By-Laws.

Section 5. *Election Conduct*

Election procedures will be found in the By-Laws.

Article VII. General Regulations

Section 1. *Charter Commission*

Upon election of the first Executive Council and Senate, a special Charter Commission shall be established for the purpose of reviewing the Charter and recommending changes to reflect the goals of the UDC-CC SGA.

Section 2. *Removal from Office*

1. Any Senator or Officer may be removed from office by a joint three-quarters (3/4) vote of the Executive Council and Senate for consistent failure to discharge duties. In order to begin impeachment proceedings for a Senator, a petition calling for Senate consideration of removal must be signed by 20 percent of a representative's constituents. In order to begin impeachment proceedings for an Officer, a petition calling for Senate consideration of removal must be signed by 20 percent of the members of the student body.

2. Any Senator, Alternate, or other Officer charged with a violation of the UDC-CC SGA Charter, By-Laws or other governing documents shall be entitled to due process and a fair hearing regarding those accusations.

Section 3. *Ratification and Amendment Process*

1. An amendment to the current constitution may be brought forth to the UDC-CC SGA by any matriculated student in the form of a resolution in a form specified within the By-Laws.
2. A proposed amendment brought forth by either a Senator or a student must be approved by two-thirds (2/3) of the UDC-CC SGA.

Section 4. *By-Laws*

1. The Executive Council shall propose By-Laws, to be approved by the Senate, that are not in conflict with the UDC-CC SGA Charter that will ensure the efficient and effective operation of the UDC-CC SGA.
2. Prior the establishment of the By-Laws, in the event that the UDC-CC SGA Charter By-Laws or other governing documents are silent or do not provide sufficient guidance, the President and 20 percent of elected Senators shall caucus and subsequently present a resolution to the Dean of Student Achievement for approval.
3. Upon approval, the President shall submit the resolution to the Senate for discussion and inclusion in the By-Laws upon their establishment.

Section 5. *Authority*

The UDC-CC SGA derives its authority from the University of the District of Columbia Board of Trustees.

STUDENT GOVERNANCE 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 and hereby propose to the Board of Trustees this Charter.

Article I – Name and Purpose

Section 1 Name

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

Section 2 Purpose

The purpose of the USGA shall be:

- A. To provide a centralized organization which functions with the University administration, faculty, and staff for the development, coordination, and representation of the undergraduate student body to promote the best interests of all students at the University.
- B. To establish an elective and appointive process for student representation, in accordance with the provisions of this Charter.
- C. To advise the Vice President of Student Affairs of the needs and interests of the undergraduate student body and to work to assure capable student representation in all campus and University organizations and committees dealing with the needs and interests of students.
- D. To maintain channels of communication on University policies between undergraduate students and the administration.
- E. To participate in the establishment and allocation of student activity fees for the support of undergraduate student activity programs through a budget approved by the Student Activity Fee

Allocation & Utilization Committee.

- F. To sponsor activities that enhance the intellectual, cultural, political, and social development of the undergraduate student community.
- G. To advocate the advancement and well-being of the undergraduate student community.
- H. To serve as a learning opportunity through which undergraduate students can acquire and apply technical and functional skills in the democratic process of student self-governance.
- I. To recommend student organizations for charter by the Board of Trustees in accordance with rules established by the Board of Trustees.

Article II – Membership

Section 1

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

Section 2

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

Section 3 Qualifications for Elected Office

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

1. Be currently enrolled in the University as an undergraduate student with a course load of at least nine (9) credits;
2. Be in good financial standing with the University;
3. Have earned at least twenty-four (24) credits at UDC; and
4. Have and maintain at least a 2.5 cumulative grade point average.
5. Must not have a current or prior disciplinary record at UDC.

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 any time 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.

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 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 GSGA duties and functions.
- l. To schedule and hold 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 officers 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 deems unacceptable, 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 POLICIES **Alcohol Policy**

Alcohol and Drug Policy Guidelines	Effective Date: April 27, 2011
Related Policies and Procedures: 8 DCMR §616	

I. Purpose

These guidelines are written pursuant to 8 DCMR § 616 and all applicable laws and University and policies. These guidelines apply to all University faculty, staff, students and visitors. The purpose of this document is to establish procedures relating to alcohol and drug use on University Property and at University Events. The University of the District of Columbia strives to provide a safe educational and working environment for all faculty, staff, students and visitors. The misuse, abuse and excessive consumption of alcoholic beverages or illegal drugs, and related behavior such as violence, disorderly conduct, and destruction of property, pose a danger to the individual and to the community at large. Such behavior violates University policy and may violate local and federal law. Individuals who engage in such behavior may be subject to disciplinary action and criminal prosecution under applicable law.

The unlawful possession, use or distribution of illicit drugs and alcohol by students and employees on University Property or as part of any University Activity or University Event is strictly prohibited. Students and employees violating standards of conduct will be subject to sanctions consistent with local and federal law and University policy, including expulsion or termination of employment and referral for prosecution for violations of standards of conduct.

II. University Policy On Possession And Consumption Of Alcohol

A. Definitions

1. **University**- the University of the District of Columbia, University of the District of Columbia - Community College, David A. Clarke School of Law, and all affiliates, divisions, and programs.
2. **Student**- any person currently enrolled at the University for whom the University maintains records as defined by the Family and Educational Rights and Privacy Act (FERPA) and all related regulations.
3. **Visitors**- any person that is not directly affiliated with the University of the District of Columbia but comes to visit University property with a member of the student body, faculty, staff or any other person that is directly affiliated with the University.
4. **Student Organization**- any group of students who have complied with the University requirements for registration and are formally recognized by the University.
5. **University Property**- includes all buildings and spaces owned or leased by the University, including but not limited to; buildings or grounds in which students reside and in which University food service facilities are located; or any property which is used by the University regardless of physical location.

6. University Event or University Activity- any event or activity, whether on campus or off campus, which uses the name of the University explicitly, in which the University is mentioned or affiliated with, or to which the University is a sponsor or participant.

B. General Guidelines

The following regulations are applicable to all University Events and all events which take place on University Property, where alcoholic beverages are consumed or served. Failure to comply with any provision is a violation of University policy and any person violating these regulations is subject to University disciplinary measures and may be subject to prosecution by law enforcement authorities:

1. Consumption of alcoholic beverages on University Property and University Events shall be by persons of the legal age of 21 years or older. Under D.C. Law (D.C. Code §25-1002) it is unlawful for any person under the age of 21 to purchase, possess, or consume alcoholic beverages.
2. Engaging in drinking games, drinking contests, possession of kegs, “party-balls,” “beer bong,” flasks or other similar common-source containers, whether or not alcoholic beverages are present in such containers are expressly prohibited on University Property.
3. Possession, distribution and consumption of alcoholic beverages is prohibited on University Property in which students reside (includes on-campus and off-campus housing).
4. Consumption of alcohol on University Property or at University Events shall be allowed only with prior approval by the following:
 - a. **The Provost/Vice President for Academic Affairs** or Designee is the approving University official for all events involving Academic Affairs;
 - b. **The Vice President for Student Affairs** or Designee is the approving University official for all events involving primarily students and student groups;
 - c. **The Vice President of Facilities** or Designee is the approving University official for all events external groups who are using university facilities.

C. University Events With Alcoholic Beverages

1. Consumption of alcoholic beverages shall not be the only means of refreshment at any event. Comparable quantities of non-alcoholic beverages and food items must be available for consumption throughout the duration of the activity.
2. At the beginning of the Fall semester, the Office of Student Affairs will conduct an orientation on the guidelines and expectations of student organizations with respect to alcohol use. At least one member of the sponsoring organization AND the Organization Advisor must successfully complete the orientation. It is the responsibility of the member to educate the organization on applicable guidelines.
3. Each academic year, the Office of Student Affairs will conduct an orientation on the guidelines and expectations of Faculty and Staff with respect to student alcohol use. At least one member of the sponsoring organization AND the Organization Advisor must successfully complete the orientation. It is the responsibility of the member to educate the organization on applicable guidelines.
4. Alcoholic beverages must be served by either:
 - a. A certified and licensed bartender or caterer who has provided a written acknowledgement of his/her understanding, compliance with, and enforcement of the University Alcohol Policy and the laws of the District of Columbia governing the service of alcohol; or
 - b. A sponsoring faculty or staff member who has attended a University training (see Section II(C)(3)) and provided a written acknowledgement of his/her understanding,

compliance with, and enforcement of the University Alcohol Policy and the laws of the District of Columbia governing the service of alcohol. Faculty and staff must comply with all requirements and guidance, with respect to alcohol use, as provided by the University insurance provider. Faculty and Staff should contact the University Office of Risk Management with any questions regarding specific insurance carrier requirements.

5. A majority of the persons expected to attend the event must be at least 21 years of age.
6. Representatives (of legal age) of the sponsoring organization, must monitor all entrances to the event at all times to identify persons who are 21 years of age or older and who are therefore eligible to be served alcoholic beverages. Only those 21 and over shall be admitted or a system such as tickets, stamps, or wristbands shall be used to identify those less than 21 years of age.
7. The sponsoring group or organization is required to bear the cost of any additional services which may be necessary including: cost of a security services from the UDC Police; cost of alcohol; and the cost of a certified and licensed bartender and caterer.
8. For any event which takes place on University Property, the sponsoring organization shall be responsible for the supervision of the delivery of alcoholic beverages to, the storage, service, and consumption of alcoholic beverages at, and the removal of alcoholic beverages from, the location of the activity.
9. Sponsors (student, faculty, staff, or community organizations/groups) are responsible for ensuring the event remains in compliance with applicable District of Columbia laws, this Policy, and other published University regulations and policies.

D. Sale of Alcoholic Beverages

The sale of alcoholic beverages on University property shall be strictly limited to the Auditorium (Building 46) with special permission from the Office of the President. All sales shall take place only during University Events. A temporary District of Columbia Alcoholic Beverage Control Board Class F license must be obtained if alcoholic beverages are being sold. For these activities, University approval will not be granted until a license is obtained. It is the responsibility of the sponsor to ensure that the license is in place prior to selling alcohol. The University will not be liable for any illegal sales that take place. Sponsoring groups must adhere to all University policies and state and local laws.

E. Residential Life

In accordance with the educational philosophy of University of the District of Columbia and to maintain an environment conducive to reasonable study and living conditions, the University PROHIBITS alcoholic beverages and related paraphernalia at any University sponsored housing facility. No students, faculty, or staff are permitted to store, consume, or possess alcoholic beverages or containers in University sponsored housing facilities and surrounding areas, including common areas (main lounges, laundry rooms, study lounges, workout room, etc.), pool area, courtyards, parking lots, stairs, and elevators. Students found to have violated this policy will be subject to disciplinary action and criminal prosecution where applicable.

III. Administration and Enforcement of University Alcohol and Drug Policy

- A. Changes and revisions to this policy shall be approved by the Office of General Counsel and subject to final approval by the Board of Trustees.
- B. The University maintains the right to forward possible violations of federal or state laws, local ordinances, and University regulations, to the proper authorities through the University Office of Public Safety.
- C. All documented violations of this policy shall be referred to the respective Vice President for

appropriate disciplinary action.

- D.** Student organizations that are determined to have violated this Section may face revocation of the organization's eligibility to sponsor activities on University premises and revocation of the organization's official registration.
- E.** Individual student members of the sponsoring group(s) or organization(s) may be charged and sanctioned in accordance with procedures set forth in the "Code of Student Conduct."
- F.** Faculty/Staff that are determined to have violated this policy may be referred for disciplinary action as set forth by applicable University policies and procedures, including DCMR Regulations and labor agreements.

IV. Controlled Substances

Federal laws, District of Columbia laws, and University policy prohibit the unlawful use, manufacture, possession, distribution, or sale of any illegal narcotics, hallucinogens, dangerous drugs, or controlled substances on University Property or at University Events unless permitted by prescription or law. Failure to comply with applicable laws and policies may result in disciplinary action and criminal prosecution under applicable law.

V. Medical Amnesty

In the event of a medical emergency, local authorities must be notified immediately. To ensure the safety of the University community and encourage compliance with this policy, the University may opt to offer amnesty from punishment under the Student Code of Conduct. Such amnesty will be applied as follows:

- A.** A person who receives emergency medical attention for alcohol consumption, or seeks assistance for someone in an alcohol-related emergency, will be required to attend an alcohol education program but will not be charged with violations of university alcohol-related policies under the Student Code of Conduct. **B.** A representative of an organization holding an event is required to promptly seek medical assistance in an alcohol-related emergency.
- C.** Persons receiving University amnesty under this provision are not exempt from arrest or criminal prosecution for violating alcohol or drug-related laws.

VI. Resources and Support

The University provides resources to students, faculty and staff who may need assistance coping with drug or alcohol use. Below is a list of the resources made available to the University community:

1. Employee Assistance Program (EAP) 1-800-247-3054
2. Counseling and Student Development Clinic Building 39, Suite 120 Washington DC, 20008 (202) 274-6000
3. Substance Abuse Treatment Locator- 1-800-662-HELP
4. Al-Anon/Alateen- 1-888-4AL-ANON
5. American Council on Alcoholism- 1-800-527-5344
6. Cocaine Anonymous- 1-800-347-8998
7. Nar-Anon - 1-800-477-6291

VII. Health Risks of Illicit Drugs and Alcohol Abuse

Consumption of alcoholic beverages should be done responsibly and in moderation. The health risks associated with the use of illicit drugs and the abuse of alcohol include physical and neurological impairment, emotional and psychological deterioration, development of chronic diseases, fine and gross motor degeneration, addiction, and death. Drinking excessive amounts of alcohol can lead to alcohol poisoning resulting in loss of consciousness, low blood pressure and

body temperature, coma, respiratory depression, or death.

**Information provided by the Centers for Disease Control*

VIII District of Columbia Illicit Drug Penalties

Schedule of Drug	Penalty
Schedule I or II substance that qualifies as a “narcotic or abusive” drug	Maximum penalty of 30 years in prison and a maximum fine of \$500,000
Schedule I, II, or III substance that is not a “narcotic or abusive drug”	Maximum sentence for a conviction is 5 years along with a maximum fine of \$50,000
Schedule IV substance	Maximum penalty 3 years in prison and maximum fine of \$25,000
Schedule V	Maximum penalty is 1 year and a \$10,000 fine.
	Maximum penalty is doubled for a second or subsequent conviction of illegal drug use, distributing to minors or distributing in a drug free zone.

A. District of Columbia Alcohol Penalties

Offense	Fine	Jail Term	License
First DUI/DWI Offense	\$300 - \$1,000	Up to 90 days	6 months revocation
Second DUI/DWI Offense	\$1,000 - \$5,000	Up to 1 year	1 year revocation
Third DUI/DWI Offense	\$2,000 - \$10,000	Up to 1 year	2 year revocation
Adults/Parents who aid minors in obtaining alcohol	\$300	None	Up to 90 days revocation

**Information provided by the Metropolitan Police Department <http://mpdc.dc.gov>*

This policy implements the Drug Free Schools and Communities Act (20 U.S.C. 1145g) and the Drug Free Workplace Act (41 U.S.C. 701).

Digital Copyright Millennium Act

“All students who display a pattern of conduct in their use of the UDC computer network that creates legal liability for the University may have their computer privileges terminated. Students

should be aware that unauthorized distribution of copyrighted material, including unauthorized peer-to-peer file sharing, may subject the student to civil and criminal liabilities. Persons found guilty of civil copyright infringement may be ordered to pay damages ranging from \$750 to \$150,000 per work infringed, plus costs and attorneys' fees. (See Title 17, U. S. Code, §504, 505). Persons found guilty of willful copyright may be subject to criminal penalties, including imprisonment of up to five years and fines of up to \$250,000 per offense.”

Discrimination and Harassment Policy/Title IX

Approved: UDC Board of Trustees

April 27, 2011

The following information is an excerpt from the UDC Discrimination and Harassment Policy located on the Equal Opportunity webpage at:

http://www.udc.edu/docs/equal_opportunity/Discrimination_Harassment_Policy.pdf

Statement

The University of the District of Columbia strives to provide an educational and working environment for all faculty, staff and students that is free from all forms of discrimination and harassment, including sexual harassment. 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. Discrimination and harassment in any form are inimical to these goals and fundamentally at odds with the values of the University. Discrimination and harassment are violations of University policy and will not be tolerated. Individuals who engage in such conduct may be subject to disciplinary action.

This policy is designed to do the following:

- Reaffirm the University's commitment to providing a positive environment for study and work free from discrimination and harassment;
- Provide notice to all members of the University community of what kind of conduct is expected and what kind of conduct is proscribed;
- Inform victims of discrimination or 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 discrimination and harassment complaints, including sexual harassment complaints;
- Protect the rights and confidentiality of all parties to discrimination and harassment complaints to the fullest extent possible;
- Prevent retaliation against persons alleging discrimination or sexual or other unlawful harassment or against persons cooperating in an investigation.

I. Prohibited Conduct

A. Discrimination

It is the policy of the University to prohibit discrimination of members of the University community on the basis of actual or perceived race, color, religion, national origin, sex, age, disability, sexual orientation, gender identity or expression, family responsibilities, matriculation, political affiliation, marital status, personal appearance, genetic information, familial status, source of income, status as a victim of intra-family offense, place of residence or business, or status as a covered veteran, as provided for and to the extent required by District and Federal statutes and regulations.

B. Harassment

Similarly, this policy prohibits unwelcome and offensive acts or communications directed to individuals or groups because of actual or perceived race, color, religion, national origin,

sex, age, disability, sexual orientation, gender identity or expression, family responsibilities, matriculation, political affiliation, marital status, personal appearance, genetic information, familial status, source of income, status as a victim of intra-family offense, place of residence or business, or status as a covered veteran (hereinafter referred to collectively as “protected classes”), as provided for and to the extent required by District and Federal statutes and regulations.

Examples of impermissible harassment include, but are not limited to, the following:

- The use of physical force or violence to restrict the freedom of movement of another person or to endanger the health and safety of another person based on that person’s actual or perceived membership in a protected class;
- Physical or verbal behavior that involves an express or implied threat to interfere or has the reasonably foreseeable effect of interfering with an individual’s personal safety, academic efforts, employment, or participation in University-sponsored extracurricular activities because of that individual’s actual or perceived membership in a protected class, and which causes that individual to have a reasonable apprehension that harm is about to occur;
- Any type of conduct based on an individual’s actual or perceived membership in a protected class, that has the effect of unreasonably interfering with that individual’s work or academic performance or creates an intimidating, hostile or offensive working or learning environment;
- Epithets, slurs or derogatory comments based on a person’s actual or perceived membership in a protected class.

The foregoing must be interpreted in light of one of the fundamental purposes of a University education, which is to teach students to think, write and express themselves critically. This is a demanding skill and students must confront in stark, and sometimes painful ways, the comfortable assumptions that they bring to the University experience. Instruction in critical thinking very well may involve saying or presenting materials that are felt by individuals to be offensive or embarrassing. In such cases, students should deal directly with the faculty member involved, the department chair or the Dean of the applicable school or college. See the section on Academic Freedom.

This policy is not intended to address normal differences of opinion that arise but are not based on a person’s actual or perceived membership in a protected class. In the case of students, those matters may be addressed through the appropriate faculty or staff member. Faculty or staff with concerns regarding such differences of opinion not based on actual or perceived membership in a protected class, are to address them with their respective supervisor.

C. Sexual Harassment

The University of the District of Columbia is committed to maintaining an environment in which all faculty, staff, and students work and learn in an environment free from sex discrimination and sexual harassment.

1. Definition

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors and other verbal or written communication, or physical conduct of a sexual nature, which 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 education;
- b. Submission to or rejection of such conduct by an individual is used as the basis for academic or employment decisions or evaluations; or

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

This definition applies to both the employment and non-employment contexts, including relationships between faculty and students, academic decisions regarding students, and the environment in which students function.

The University acknowledges that sexual harassment may be committed by persons of any gender against persons of any gender. Although sexual harassment most often exploits a relationship between individuals of unequal power (e.g., between faculty/staff member and student, or a supervisor and employee/faculty member), it may also occur between individuals of equal power (e.g., between fellow students or co-workers), or in some circumstances even where it appears that the harasser has less power than the individual harassed (e.g., a student sexually harassing a staff/faculty member). Third parties can also commit sexual harassment against students, staff or faculty.

2. Examples of Sexual Harassment

Sexual harassment can take many different forms. The determination of what constitutes harassment violation of University policy will vary according to the particular circumstances.

Examples of sexual harassment include, but are not limited to, the following situations:

- Unwelcome sexual propositions, invitations, solicitations, and flirtations; leering;
- Unwelcome and inappropriate touching, patting, fondling, pinching, or obscene gestures;
- Conditioning an employment-related action (such as hiring, promotion, salary increase, performance appraisal, or refraining from discipline or termination) on a sexual favor or relationship;
- Conditioning an academic-related action (such as a grade, assignment, or refraining from discipline) on a sexual favor or relationship;
- Unwelcome verbal expressions of a sexual nature, including: graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendos; unwelcome suggestive or insulting sounds or whistles; or obscene telephone calls;
- Sexually suggestive objects, pictures, videotapes, audio recordings or literature, or computerized transmissions placed in a work or study area that may embarrass or offend individuals, subject to general principles of academic freedom discussed below;
- Sexual assault, coerced sexual intercourse or other sexual contact; or
- Any combination of the above conduct, which has the effect of unreasonably interfering with an individual's work or academic environment.

II. 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. Conduct claimed to constitute discrimination or harassment must be interpreted in light of the principle of academic freedom so as to protect a faculty member's rights to teach, research and publish freely. The University does not intend that this policy will be used to address the typical differences of opinion that may arise in the academic setting and are part of the normal process of teaching and learning.

III. Consensual Relationships

Consensual relationships may create conflicts of interest and/or appearances of impropriety that impair the integrity of academic or employment decisions. These relationships also have the potential to exploit a subordinate employee or student; to create professional or academic disadvantage of other parties; and to expose the University and/or involved individuals to the risk of liability.

The University strongly discourages consensual relationships between faculty or staff members and students or between supervisors and subordinates. 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, where the question of consent is complicated by the difference in power that exists between faculty or staff and students in such circumstances. Similarly, an implicit imbalance of power exists between supervisory personnel and staff, which also raises the issue of consent.

The University expects its faculty, staff, supervisors, and administrators to act in a fair, impartial manner when making decisions, avoiding every appearance of impropriety or favoritism that might arise from consensual relationships.

IV. Duties of Members of the University Community

A. All Associated with the University

Each member of the University community plays a significant role in ensuring that the University is free from all forms of discrimination and harassment, and that any incidents of discrimination or harassment are promptly reported.

If a member of the University community believes they have been subjected to discriminatory or harassing conduct, that individual is advised to report the matter to the Human Resource Compliance Officer (who may include Equal Opportunity (EO) Officer/Title IX Coordinator/Section 504-ADA Coordinator):

Office of Human Resources
Administration Building (39), 2nd Floor
4200 Connecticut Ave., NW, Washington DC 20008
202-274-5442

Alternatively, an individual may report the incident to a Vice President or Dean. Those individuals are required to report any alleged incidents of discrimination or harassment to the Human Resource Compliance Officer Coordinator as promptly as possible.

The University cannot take action to punish and deter discrimination and harassment if it is not aware that it has occurred. Similarly, the University may not be able to investigate anonymous complaints unless sufficient information is provided to enable the University to conduct a meaningful investigation.

B. Supervisory Employees

It is the responsibility of supervisors, chairs, deans, department heads, and other managers to:

- Immediately notify the Human Resource Compliance Officer when they receive reports or complaints of discrimination or harassment;
- Immediately notify the Human Resource Compliance Officer they observe or otherwise become aware of incidents of discrimination or harassment; and
- Implement any corrective actions imposed as a result of findings of discrimination or harassment.

Any employee or student-employee in a supervisory or managerial capacity who has

knowledge of incidents of discrimination or harassment, including sexual harassment, who does not report the matter to the Human Resource Compliance Officer may be subject to disciplinary action up to and including discharge from employment from the University.

C. Faculty, Staff and Students

It is the responsibility of the faculty, staff, and students to discourage discrimination and harassment, regardless of whether they are the person(s) discriminated against or harassed. Any faculty member, staff employee, student-employee, or student who believes he/she is the victim of discrimination or harassment; who witnesses discrimination or harassment; or who receives a report of discrimination or harassment is advised to refer the victim to the Human Resource Compliance Officer and promptly report the incident to and confer with the Human Resource Compliance Officer or other employees as described in this policy.

V. Prohibition on Retaliation

Any action taken by the University or any employee or agent of the University to restrain, interfere, coerce or otherwise adversely affect a person's employment, personal safety, academic efforts or participation in University-sponsored activities as a result of that person's allegation of discrimination or harassment or cooperation in such an investigation or adjudication is strictly prohibited. Retaliation may be found even where the underlying complaint was not sustained.

No faculty member, administrator or staff, applicant for employment, or student may be subject to retaliation for action taken in good faith: to seek advice concerning a discrimination or harassment matter; to file a discrimination or harassment complaint; or to serve as a witness or a panel member in the investigation or adjudication of a discrimination or harassment complaint.

It shall not be retaliation, however, for an accused to defend himself/herself against a charge of discrimination or harassment under this policy. Nor shall it be considered retaliation to discipline an individual for false and malicious accusations as set forth in this policy.

Retaliation, if established, may result in disciplinary action against the offending party up to and including discharge from employment or dismissal/expulsion from the University.

VI. Dealing with Discrimination or Harassment

In addition to reporting an alleged incident of discrimination or harassment, any person who perceives himself or herself to be the victim of harassment in violation of this policy may consider taking one or more of the procedural steps described below, as applicable.

A. Self-Help

An initial course of action for any faculty, staff, or student who feels that he or she has been harassed or discriminated against may be for that person to emphatically tell or otherwise inform the discriminator or harasser that the conduct is unwelcome, offensive, violates this policy, and must stop. This may solve the problem, and, if it does, further proceedings may not be necessary. This option is most appropriate when the alleged conduct is not of a severe or pervasive nature.

B. Counseling

Once reported to the Human Resource Compliance Officer, a student who perceives himself or herself as a victim of discrimination or harassment may also contact one of the Counselors in the Division for Student Affairs for advice and counseling.

Employees who feel discriminated against or harassed may wish to speak with a representative of the University's Employee Assistance Provider (EAP, COPE, Inc.) for free counseling or for online services provided 24 hours visit <http://www.cope-inc.com/dc-eap/index.shtml>.

VII. Filing a Discrimination or Harassment Complaint

An employee who believes that he or she has been subjected to discrimination or harassment and wishes to file a formal complaint must avail themselves of the procedures set forth below. This

allows the University and the individual to work together in an effort to obtain a resolution to allegations of discrimination or harassment.

VIII. University Complaint Procedure for Students

1. Reporting Complaints

A student who perceives herself/himself to be the victim of discrimination or harassment should report the incident to the Human Resource Compliance Officer (which may be Equal Opportunity (EO) Officer/Title IX Coordinator/Section 504-ADA Coordinator). Students may also report allegations to a professor, department chair, Dean, supervisor, or Vice President. If a professor, department chair, Dean, supervisor, or Vice President observes or learns of the allegation of discrimination or harassment, they are obligated to report the matter to the Human Resource Compliance Officer immediately.

2. Required Information

A complaint must be in writing and shall include the name(s), date(s), time(s), a detailed description of the allegations, requested corrective action and any other relevant information on which the complaint is based. The complainant must sign the complaint and be willing to have their identity disclosed to the respondent, if necessary.

3. Filing Timelines

A complaint of discrimination or harassment in educational programs or activities must be filed within one hundred eighty (180) calendar days following the date of alleged discrimination or harassment took place.

4. Investigation of Complaints

The Equal Opportunity will investigate the allegations brought by the complainant and work to conclude the investigation within sixty (60) days. During the investigation, the Human Resource Compliance Officer will:

- Orally apprise the respondent of the charge of harassment.
- Elicit from the respondent an explanation of what occurred from his/her perspective.
- Investigate the allegations by conducting interviews or gathering other relevant information.
- Attempt in a non-legalistic, non-threatening manner to facilitate a solution acceptable to both the complainant and the respondent.
- Act as mediator, when necessary, and conduct a meeting between the complainant and the respondent, if appropriate.
- Keep the Vice President for Human Resources (or designee) apprised of the status of the complaint and, when appropriate, secure advice in the handling of the complaint.
- Take such other steps deemed appropriate by the Vice President for Human Resources (or designee).

5. Resolution of Complaints

At the conclusion of the investigation, the Human Resource Compliance Officer shall conduct an exit interview with both parties and issue an exit letter notifying the outcome. If a violation of University policy is found, Human Resource Compliance Officer shall notify the respondent of the corrective action to be taken and notify the complainant of the findings and that appropriate corrective action has been or will be taken. If a violation of University policy is not found, the Human Resource Compliance Officer shall notify the complainant and respondent of the findings. The investigation shall be completed within a reasonable amount of time from notice of the complaint, depending on the allegations presented.

A confidential, written summary of the investigation and the actions taken under this com-

plaint procedure will be prepared by the Human Resource Compliance Officer for the University's use and, together with any other documentation, maintained in an "EO" file in the Human Resources Department for at least seven (7) years in accordance with the University's record retention policy and applicable law.

6. Filing with External Agencies

Persons who believe that they have been subjected to discrimination and/or harassment may be able to file a complaint with Federal and/or District government agencies, e.g. the D.C. Office of Human Rights, the U.S. Equal Employment Opportunity Commission, or the U.S. Department of Education's Office for Civil Rights.

The University encourages students, staff, and faculty to utilize the internal complaint process prior to filing an external complaint.

7. University Investigations

Very often, an individual who perceives himself or herself to be the victim of discrimination or harassment in violation of this policy may be reluctant to pursue the remedies provided in this section. Similarly, the Human Resources Department may become aware of an alleged incident of discrimination or harassment even though the alleged victim has not reported it. Incidents of discrimination and harassment pose legal risks for the University. The Human Resources Department reserves the right to conduct its own investigations into reported incidents of discrimination or harassment and take appropriate measures even in the case of an alleged victim who is unwilling to report or pursue the matter.

8. Disciplinary Sanctions

Disciplinary actions for discriminatory or harassing behavior may include one or more of the following:

- Sanctions as stipulated in the Code of Student Conduct, as applicable;
- Requirement to attend training or other education;
- Requirement to obtain counseling;
- Work restrictions;
- An oral or written warning (or letter of concern);
- A written reprimand;
- Suspension; and/or
- Dismissal/expulsion.

Disciplinary sanctions and process will be implemented consistent with any applicable collective bargaining agreement.

9. Malicious and False Accusations

If allegations of discrimination or harassment are determined by the Investigator, in consultation with the Vice President for Human Resources or designee, to be both false and brought with malicious intent, the matter will be sent to the Vice President for Human Resources (or designee) with a report and a written recommendation. The complainant may be subject to the disciplinary sanctions set forth above, as determined by either the Office of Human Resources (employees) or the Office of Student Affairs (students).

IX. Documentation

Documentation can be informal handwritten notes taken by the Investigator, the Human Resource Compliance Officer or another member of the University community while speaking with an individual. Documentation may also consist of: testimonial evidence provided during an investigation or a hearing; documentary evidence submitted during an investigation or a

hearing; a typed-up after-the-fact recounting of a process or its results; and/or an explanation prepared for the record as to why the Investigator or member of the University community took a particular step or reached a particular decision with regard to a discrimination or harassment complaint. Documentation can be handwritten, voice transcribed, typewritten, or in any printed or electronic form.

The amount of documentation which is reasonable and prudent with regard to any of the processes outlined in this policy is left to the judgment of the Human Resources Department and the Human Resources Compliance Officer. The Human Resources Department shall from time to time prescribe forms or required documents for the processes established by this policy, as it deems necessary.

All documentation required to be maintained by the Human Resources Department shall be available only to that Department, any other person conducting an investigation under this policy, the University's legal counsel, or other duly authorized District or Federal agency.

X. Confidentiality

It is to be expected that, at all stages of any proceedings under this policy, confidentiality will be maintained to the greatest extent possible. Consistent with their obligations, all roles described herein are expected to maintain the highest standards of confidentiality. Communication by these persons with others with regard to discrimination and harassment complaints can be only on a required "need to know" basis.

Others necessarily involved, such as the complainant, the respondent, and witnesses, will be encouraged to keep confidential to the greatest extent possible matters about which they or others provide testimony or information. With regard to such individuals, however, the University has no means by which to ensure strict confidentiality other than by providing notice of the standards of confidentiality by which the University expects all individuals involved to abide.

EQUAL OPPORTUNITY POLICY STATEMENT

The University of the District of Columbia is an Equal Opportunity Affirmative Action institution. The University prohibits discrimination or harassment against any person on the basis of the actual or perceived actual race, color, religion, national origin, sex, age, disability, sexual orientation, gender identity or expression, family responsibilities, matriculation, political affiliation, marital status, personal appearance, genetic information, familial status, source of income, status as a victim of an intra-family offense, place of residence or business, or status as a covered veteran, as provided for and to the extent required by District and Federal statutes and regulations. This policy covers all programs, services policies, and procedures of the University, including admission to educational programs and employment. The University emphasizes the recruitment of minorities, women, disabled individuals, disabled veterans, Vietnam era veterans, and other eligible veterans.

For further information regarding this policy statement or to file a complaint of discrimination or harassment please contact:

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 Human Resources Compliance Officer, located in Building 39, Room 209, (202) 274-5442.

**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

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 academic and 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 Conducive 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 lifelong 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 de-means 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 wellbeing 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 (Banner).
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 (Banner). Summary notations of the violations will be posted on the student information electronic file.

4. **Restitution:** Compensation for loss, damage or injury. The student may be 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. The student who is in violation of restitution will be notified in a letter of instructions of where and when to make those payments. In some cases, the student may have to make restitution by a specific deadline.
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 pro-rated) 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 (Banner). 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 in-

terim 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 electric file (Banner). 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 proceed-

ings.

- 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 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 Pres-

ident.

- 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 subject to review.
- 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.

c. 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 Cleary 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 and 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 con-

trolled 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 a 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 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

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 po-

tential 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 Section 504 Compliance Officer, located in Building 39, Room 209, (202) 274-5442.

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.