

THE COMPASS



2011-2012 Student Handbook



Christian Brothers University

Emergency Phone Numbers

Fire/Ambulance	911
Police	911
Campus Police/Safety	321-3550
Baptist Memorial Hospital Memphis	226-5000
Methodist Hospital Downtown	726-7000
Dean of Students	321-3536
Director of Counseling	321-3527
Director of Student Activities	321-3529
Office of Campus Ministry	321-3509

Office of Residence Life Number

Director of Residence Life	321-4102
Resident Directors (on Duty Nights)	734-0134
Avery and Capstone 170 Oakdale	
O'Hara, Pender, and Rozier	
Maurelian	
Living Learning Center, Stritch	

Crisis Telephone Numbers (24-hour free assessment/assistance)

Community Behavioral Health	557-1004
Crisis Center (database of 3,000 referrals)	274-7477
Lakeside Crisis Care	377-4733
Rape Crisis (Memphis Sexual Assault Resource Center)	272-2020
St. Francis Behavioral Health Services	765-1400
Suicide and Crisis Intervention	274-7477 or 1-800-SUICIDE

SECTION 1

INTRODUCTION

A. THE CHRISTIAN BROTHERS

The Congregation of the Brothers of the Christian Schools, commonly referred to in the United States as the Christian Brothers, was founded in 1681 by French priest John Baptist DeLaSalle in Rheims, France. DeLaSalle revolutionized the entire educational system of his time and began the system which we use today. He instituted several contemporary policies: grading students according to ability and achievement, simultaneously teaching many students and teaching in the students' native language, rather than the traditional Latin.

The Brothers are engaged in all phases of education throughout the world. They can be found in more than eighty countries conducting elementary and high schools, colleges and universities, teacher education schools, orphanages, reform schools, military institutes and institutions dedicated to the development of professional and technical services, especially for the poor. The Christian Brothers are the largest group of non-cleric, male religious in the Catholic Church today, and number more than eight thousand worldwide. The Christian Brothers is a Roman Catholic religious congregation. They are laymen who do not aspire to become priests, but do take vows of poverty, chastity, obedience and service to the poor through education, and promise to live together in a community, F.S.C., the letters a Brother places after his name, are the abbreviation of three Latin words: FRATRES SCHOLARUM CHRISTIANARUM, which means "Brothers of the Christian Schools". In many parts of the world, the Brothers are referred to as "The De LaSalle Brothers" after the name of the founder.

B. INTRODUCTION BY THE DIVISION OF STUDENT LIFE

Welcome to Christian Brothers University and to the Lasallian spirit expressed by the Brothers of the Christian Schools. That spirit is at the heart of our educational ministries and co-curricular programs. We hope this spirit can be in evidence throughout CBU and the other communities it touches. The special Lasallian association encourages active participation in this community of faith. As a member of this unique community, you have many rights, duties and responsibilities. Our primary concern is that each student be afforded the best possible environment wherein true Christian growth might be nurtured and brought to full fruition.

This handbook has been titled The Compass because it is hoped that the information contained in it will help to give you direction during your collegiate experience. The Compass is meant to assist you in understanding student rights and responsibilities in this faith community and to acquaint you with the numerous resources available.

This handbook does not establish a contractual relationship between Christian Brothers University and its students or their families. This Handbook only serves to highlight the University's general policies, practices, and procedures for your personal benefit and cannot be construed as a legal document of any kind. Any grievance procedure contained within this Handbook is strictly intended to provide all students with a framework for resolving grievances that may arise from time to time. However, such procedures are not intended to represent the precise formula to be followed in every dispute which may arise.

Please read this book carefully and keep it available for handy reference. It is the University's primary document outlining student responsibilities and rights. This document is not set in stone. Rather, it is the culmination of work by students, faculty and staff and is intended to be continually updated as the needs, desires, and circumstances of members of the CBU community change with time.

Your suggestions for improving this document are welcomed. However, the University reserves the right to modify, add to, delete from, or otherwise change this handbook at any time.

C. INTRODUCTION BY THE STUDENT GOVERNMENT ASSOCIATION

The Student Government Association also welcomes you to Christian Brothers University. This handbook represents a balance between the needs of the student body and the needs of administration. It is a working document intended to provide basic guidelines for the behavior of both students and administration. As our University environment changes, this document will be revised to reflect those changes. Students have played a substantial role in the on-going review of The Compass. If you see the need to change a part of this handbook, do not hesitate to contact the SGA or the Vice President of Student Life.

D. DISCLAIMER

This handbook does not establish a contractual relationship between Christian Brothers University and its faculty, administration, staff, or students. This handbook only serves to highlight CBU's general policies, practices and procedures for your personal benefit and cannot be constructed as a legal document of any kind.

Any procedure contained within this handbook is strictly intended to provide all faculty, administration, staff, and students with a general framework for addressing and/or resolving various situations that may arise from time to time.

CBU reserves the right to change alter, remove and/or amend all procedures, policies, regulations contained within this handbook at any time, and at the sole discretion of the Administration, whenever such changes are deemed necessary and without prior notice or cause.

E. ACKNOWLEDGEMENT

This handbook is available electronically on the websites at all times. Returning students are encouraged to yearly to review the handbook for updates/changes.

SECTION 2

MISSION STATEMENT AND INSTITUTIONAL GOALS

VISION

Christian Brothers University seeks to be the finest Catholic university in the South whose graduates will be distinguished by professional excellence, leadership and ethical character.

MISSION

Christian Brothers University is a private, Catholic, comprehensive university committed to preparing students of all faiths and backgrounds to excel in their professional and public lives by providing challenging educational opportunities in the arts, business, engineering, the sciences, and teacher education.

CATHOLIC IDENTITY

We are a Catholic sponsored university in the Lasallian tradition giving individual attention so each student matures intellectually, morally, and spiritually. We provide an inter-faith educational experience grounded in the highest ideals of private and personal that form a foundation for ethical living. Recognizing our common humanity, we encourage students of all faiths to practice and grow in their faith tradition by providing both Catholic and ecumenical religion courses and campus ministry programs. Our desire is to inspire each person in the Christian Brothers University community to a life of service to God, their communities, and the world.

CORE VALUES

1. **Faith:** Our belief in God permeates every facet of the university's life.
2. **Service:** We reach out to serve one another and those beyond our campus.
3. **Community:** We work to build better communities and a better society

LASALLIAN EDUCATIONAL PRINCIPLES

- Respect for each individual as a unique person
- An excellent education
- A spirit of community
- A Christian Perspective
- A life of service
- A quest for justice and peace.

STRATEGIC GOALS

1. The University will be recognized as one of the top five Catholic and faith-based institutions in the South in the areas of liberal arts, business, engineering, education and the sciences.
2. The University will have the reputation for providing challenging and supportive education programs focused on student success. Accordingly, we will become a leader in the south in student retention, graduation, and employment (including graduate and professional schools) upon graduation.
3. The University's campus at Parkway and Central will be recognized as a gracious and welcoming metropolitan campus environment that enhances the aesthetics of the local community.
4. Traditional student enrollment will grow to 1300-day students. In addition, our non-traditional professional studies program will enroll students taking 13,500 credit hours and our graduate programs will enroll students taking 8,200 credit hours.
5. We will develop and deliver online programs and hybrid courses (i.e. combined classroom/online format) to grow our non-traditional undergraduate and graduate programs by \$2.1M. Our first program in this effort, the new MSEM program, will enroll 50 students from outside the local area.
6. The University will be financially stronger. In order to achieve the goals articulated in this plan, we will increase our net cash flow available for debt service and capital improvements to \$3M, double our endowment to \$50M and raise necessary capital investment funds.

SECTION 3

STUDENT GOVERNMENT ASSOCIATION

The University fully endorses the concept that Student Government Association (SGA) has the responsibility of expressing, interpreting and presenting student opinion and concerns to the Faculty and Administration.

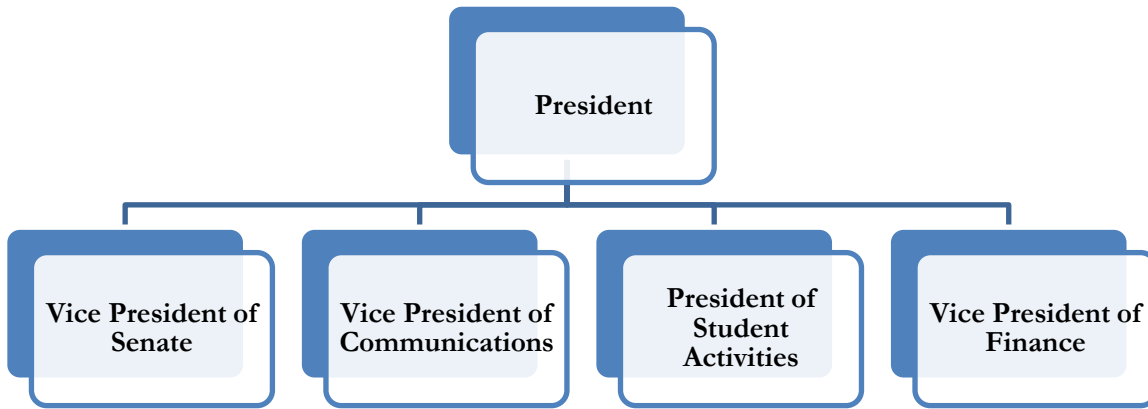
The Student Government Association exists as an extension of the Student Life Division and as our own organization. Our mission is as follows:

- To promote the intellectual, social, spiritual, emotional and career interests of individual students, the collective student body, as well as the University community as a whole.
- To effectively interpret collective student opinion to the administration.
- To act as a service organization by and for the collective student body.
- To provide various opportunities for the development of leadership, as well as the fostering of community responsibilities, among the student body.

The Student Government Association, or SGA, is organized into three branches: executive, legislative and programming.

The duties and powers of the Executive Board are fully explained in the SGA Club Manual.

The 2011-2012 Student Government Association Executive Board has the following positions:



Student Government Association phone number: 321-3535

Funding:

The Student Government Association is funded through the Student Activity Fee. Monies received by the SGA are used for the operation and maintenance of the Student Government Office, for activities sponsored by the SGA, Student Activities Council and member organizations, for cultural and entertainment activities, and for other expenditures the Association deems appropriate. The rules and regulations governing the distribution of money to clubs and organizations can be found in the SGA Constitution.

SECTION 4

ORGANIZATIONS

- A. STUDENT CLUBS AND ORGANIZATIONS
- B. UNIVERSITY ORGANIZATIONS
- C. POLICIES GOVERNING STUDENT ORGANIZATIONS
- D. RELIGIOUS ORGANIZATIONS
- E. PROCEDURE FOR BECOMING A RECOGNIZED STUDENT ORGANIZATION
- F. GREEK LIFE
- G. DISCIPLINARY ACTION AGAINST A STUDENT ORGANIZATION
- H. CONDITIONS FOR WITHDRAWAL OF REGISTRATION OF STUDENT CLUBS

A. STUDENT CLUBS AND ORGANIZATIONS

Participation in various clubs, organizations and activities can be of great educational and recreational value. Students are encouraged to become actively involved in one or more organizations during the course of their education at the University.

Student organizations are classified into three categories:

1. University - This classification of registered student organizations consists of groups that serve as a function of the University, such as the Student Government Association
2. Religious – This classification of registered student organizations consists of groups that serve the spiritual interest of students.
3. Student Clubs / Orgs – This classification is granted to all other student formed groups as result of an expressed need by a community of students at the university.

Organizations which must be registered to operate on campus include the following:

- Honor and leadership organizations and recognition societies
- Departmental organizations and professional fraternities and sororities
- Nationally affiliated social fraternities and sororities
- Special interest groups (political, religious, social, etc.)
- Service organizations

Registration of a student organization by Christian Brothers University shall neither constitute nor be construed as an endorsement by the institution of the purposes or objectives of the organization. However, all student organizations should be in keeping with the mission and goals of Christian Brothers University.

Listed below are the clubs and organizations currently recognized by the Student Government Association and the University:

Honor and Leadership Organizations

Alpha Chi
Beta Beta Beta
Phi Alpha Theta
Psi Chi
Order of Omega

Cultural/School Organizations

Black Students Association
Delta Sigma Pi

Engineering Organizations

American Chemical Society
American Institute of Chemical Engineers
American Society of Civil Engineers
American Society of Mechanical Engineers

Social Fraternities

Kappa Alpha Psi
Kappa Sigma
Phi Beta Sigma
Sigma Alpha Epsilon
Tau Kappa Epsilon

Others

Chorale/CB Singers
Inter-Fraternity Council
National Pan-Hellenic Council
Pan-Hellenic Council
Up 'til Dawn
Social Justice Committee

Religious Organizations

Campus Ministry
Lasallian Collegians

Social Sororities

Alpha Kappa Alpha
Alpha Sigma Tau
Alpha Xi Delta
Delta Sigma Theta
Zeta Phi Beta
Zeta Tau Alpha

B. UNIVERSITY ORGANIZATIONS

Christian Brothers University believes that the collegiate experience should be student-oriented. Therefore, the active participation of the student body in the governmental and judicial dimensions of the University community is encouraged and fostered through independent student organizations and by student membership on many University committees. Students who are interested in serving should contact the organization's chairperson. The Director of Student Activities or Student Government Office can direct students to the organization's contact person.

Listed below are important University committees to which students may belong:

1. Judicial Board

The Judicial Board is a campus-wide organization composed of representatives from the administration, faculty and student body. The Judicial Board hears discipline cases referred by the Dean of Students for further review. Disciplinary appeals may be handled administratively by appealing directly to the Vice-President for Student Life. Appointments to this committee are for the full academic year.

2. Student Handbook Committee

This committee is a Student Life standing committee composed of the Vice President for Student Life, the SGA President, one student senate representative and one faculty member from the Judicial Board. Its purpose is to review The Compass, CBU's student handbook, and make any changes deemed necessary to keep the document current and reflective of the purpose and mission of the University. Appointments to this committee are for one full academic year.

3. Food Service Advisory Committee

The Food Service Advisory Committee reports to the Vice President for Student Life and is charged with assessing the quality of food service on campus. The committee is chaired by the Director of Residence Life and consists of the Food Service Director, eight resident students, one commuter student and a faculty representative.

4. Committees of the Board of Trustees

a. ADVANCEMENT COMMITTEE

The Advancement Committee shall recommend actions to the Board relating to policies affecting the relations of the University with its various publics. It shall recommend policies for acquiring voluntary funds for both operating and capital purposes. The Student Government Association

President and the Student Government Association's Vice President of Finance are the student representatives normally appointed to the Committee by the Chairperson of the Board. Appointments to this committee are made by the Chairperson of the Board and are for one full academic year.

b. EDUCATION COMMITTEE

The Education Committee shall recommend actions to the Board concerning personnel policies for the faculty of the University and the academic policies and goals of the University. It shall review the long-range academic programs and make appropriate recommendations to the Board. An Evening Program Advisory Council member and the Student Government Association's Vice President of Senate are the student representatives normally appointed to the Committee by the Chairperson of the Board. Appointments to this committee are made by the Chairperson of the Board and are for one full academic year.

c. MISSION AND IDENTITY COMMITTEE

The Mission and Identity Committee shall recommend policies and actions to the Board which will assist the University in the faithful performance of its mission and goals as a Catholic, Lasallian institution. Appointments to this committee are made by the Chairperson of the Board and are for one full academic year. The Vice-President of Programming is the student representative normally appointed to this Committee by the Chairperson of the Board.

d. PLANT AND GROUNDS COMMITTEE

The Plant and Grounds Committee shall recommend actions to the Board concerning the plant and grounds of the University. Appointments to this committee are made by the Chairperson of the Board and are for one (1) full academic year. An Evening Program Advisory member and the Student Government Association's Vice President of Programming are the student representatives normally appointed to this committee by the Chairperson of the Board.

e. STUDENT LIFE COMMITTEE

The Student Life Committee shall recommend action relating to policies affecting student morale, extracurricular programs and religious life. It shall review the long-range student development programs and make appropriate recommendations to the Board. Appointments to this committee are made by the Chairperson of the Board and are for one full academic year. The Vice-President of Programming and the Student Government Association's President are the student representatives normally appointed to this committee by the Chairperson of the Board.

5. Strategic Planning Review Board

The Strategic Planning Review Board has the responsibility for oversight of the strategic planning process for the University as approved and directed by the Board of Trustees. The University President will select one student from three candidates recommended by the SGA President.

6. Who's Who Committee

The Who's Who Committee is a student, faculty and Student Life committee consisting of five members. It is the committee's role to review and recommend senior students for the honor of being included in *Who's Who Among American Universities and Colleges*. Appointments to this committee are made by the Director of Student Activities and are for one full academic year.

C. PROCEDURES FOR BECOMING A RECOGNIZED STUDENT CLUB /ORGANIZATION

A registered student organization/club at Christian Brothers University has many benefits. Student organizations, upon successful registration, have the privilege of using on-campus facilities, access to relevant literature, banking services, leadership opportunities, and funding assistance through student allocations. These organizations have access to the professional staff in the Student Life Office should the group need assistance in program planning, mentoring, conflict resolution, risk management and any other issues related to the student organization.

A group interested in becoming a recognized organization must meet the following criteria:

1. Meet the criteria set forth in subsection E in this section.
2. Provide the following to the Director of Student Activities:
 - a. a copy of the constitution and bylaws of the organization must clearly contain the following:

- Name, purpose, proposed selection of officers, proposed nature and frequency of meeting and activities, and financial plans, including fees, dues, assessments, disbursements and disposal of assets in the event of dissolution.
 - The names of active members (Must be a minimum of five (5) registered students of the university).
 - A current list of officers and their election dates
 - An active service project.
 - the name of the campus advisor.
3. Receive preliminary approval from the Office of Student Activities and the Student Government Association. Final approval will be given on behalf of the University by the Vice President for Student Life or their designee.

D. RELIGIOUS ORGANIZATIONS

Christian Brothers University is a Catholic institution in the Lasallian tradition of the Christian Brothers and as such is “a values-oriented, inter-faith educational community.” Serving as a Lasallian institution of higher education, we welcome persons from diverse religious faiths.

The Declaration on Religious Freedom (1965) of the Second Vatican Council of the Catholic Church stated that “the dignity of the human person and the freedom of the act of faith demand that everyone should be immune from coercion of every kind, private or public, in matters pertaining to the profession of a particular religious faith.” Therefore, no campus organization is permitted to proselytize or pressure students into conforming to a particular religious belief.

All recognized student organizations which are religious in nature must also secure approval from the Office of Campus Ministry for organizing activities and events.

In order for a religious organization to be formed on campus:

1. A written proposal must be submitted to the Office of Campus Ministry for each academic year stating the purpose of the organization, requirements for membership, and a planned schedule of events for the upcoming year. All events will be monitored by the Director of Campus Ministry or a designated representative of the Campus Ministry Office.
2. All publications and flyers for student religious organizations must be approved by the Office of Campus Ministry, as well as the Office of Mission and Identity.
3. Members of religious student organizations may not make blanket or random visits to students’ rooms as part of their membership in the group.
4. All activities and fundraising are to be approved through the Office of Campus Ministry. In order to obtain funds for an approved religious organization, the organization must comply with the policies and procedures of the Student Government Association regarding finances.
5. There will be no defaming or misrepresenting the beliefs of others or literature that is against any religious tradition.

As a Catholic university, there is a manner in which we seek God’s presence among us. There is a respect and honor shown for all religious traditions by the way of open dialogue. Through dialogue, we uphold the Lasallian tradition seeking God’s presence among us.

E. POLICIES GOVERNING STUDENT ORGANIZATIONS

Christian Brothers University encourages students to participate in worthwhile campus activities.

The University experience is enriched by participation in social, spiritual, cultural, physical, educational and professional programs. To make approved activities as fulfilling as possible and to eliminate potential problems, the following policies will apply to all activities sponsored by organizations approved by the Student Government Association and the University:

1. A student organization may conduct its activities on the campus of Christian Brothers University only when (1) the organization has been officially recognized by the institution, and (2) the organization has completed the semester registration process. The only exception to

this policy is organizational meetings held with the permission of the Director of Student Activities. Any organizational meetings must comply with all facility usage policies.

2. Christian Brothers University shall not be responsible for injuries or damages to persons or property resulting from the activities of student organizations, or for any debts or liabilities incurred by such organizations. Organizations are also responsible and liable for the conduct and actions of all members and guests.
3. Each organization must agree to comply with all policies, regulations and procedures established by Christian Brothers University, as well as with all municipal, state and federal law. The organization's philosophy must be congruent with that of the University.
4. Organizations having a national affiliation must be members in good standing with their national offices in order to be recognized by CBU.
5. No discrimination on the basis of age, sex, color, disability status, national origin or race is to be practiced by organizations in selecting or maintaining membership. Violations of this policy will be referred to the Dean of Students for disciplinary action in accordance with the established Student Code of Conduct. Exceptions involve some organizations that by their nature include only members of a single sex or religion (i.e., sororities, fraternities). Such organizations are allowed provided their mission is congruent with the mission statement of CBU.
6. Each organization must have a faculty or staff advisor who is employed full-time by the University. Exceptions to full-time status may be made by the Director of Student Activities. A group may not orient new members without a campus advisor.
 - a. The campus advisor will be required to do the following:
 - Help develop and review the organization's constitution and by-laws as needed.
 - Help the officers develop a strategic plan for service to the University and the Memphis community.
 - Assist the organization in fulfilling its purpose.
 - Advise the organization on questions of University policy.
 - Be available as a resource person for information concerning the organization.
 - Attend any event sponsored by the club or organization in its entirety if alcohol is served or present (See Section 8).
 - b. Organizations will not be permitted to sponsor events with alcohol on or off campus on Thursday evening unless granted permission by the Vice-President of Student Life.
 - c. The fraternity or sorority advisor must be present at any on-campus or off campus event sponsored by the organization if alcohol is served or present.
 - d. If the advisor chooses not to attend an off campus event sponsored by the organization when alcohol is served or present, then the event will not be considered a sanctioned University function. Therefore, the organization will not be allowed to advertise the event on campus, meet with the Alcohol Review and Planning Board, or use CBU's property to run buses.
 - e. The Director of Student Activities will approve all campus advisors for every student organization. The campus advisor will be appointed by the Director of Student Activities each academic year. The Director of Student Activities will evaluate the campus advisor with the officers of each Organization annually.
 - f. Should the advisor resign from the University or the organization, the group will have three (3) weeks to identify a new advisor before losing related privileges. Extensions will be granted by the Director of Student Activities only when evidence is presented that a concerted effort to identify a new advisor has failed.
7. Failure to meet designated guidelines in regards to proper paper work for organizational events / initiations may result in the loss of organizational privileges until such materials are submitted. No person or organization may use the name, seal or any symbol of the University in any manner without written permission from the Director of Student Activities. (Note: This includes clothing. See Section 9 under "Information Display" for more details). A recognized organization may use the name of the University in its title without such permission.

8. Clubs and organizations which have recruitment, initiation or orientation rites as part of their membership process must adhere to the following guidelines:
 - a. Recruitment programs may be held both semesters. Organizations are expected to recognize the academic mission and goals of CBU and not create an academic hardship for any associate or new member.
 - b. Organizations and their advisors must annually review their initiation rites and guidelines, and keep a copy on file in the office of the Director of Student Activities.
 - c. Organizations must design their orientation and recruitment activities to be educational in nature. A respect for human dignity must be maintained in all activities.
 - d. The organization's president and **recruitment/membership officer** must meet with the organization's advisor **at the start of each semester when recruitment is to be held, to discuss the educational nature of the process** and to define exact new member requirements or recruitment procedures.
 - e. Orientation rules and activities must be submitted in writing to the organization's advisor, for his/her approval before the activities are to be approved by the Director of Student Activities.
 - f. Formal new member recruitment or initiation activities of any kind may not take place before the start of the fourth full week of classes and must conclude two full weeks before the start of final exams.
 - g. Organizations may not recruit, initiate, induct or retain any student who does not have at least a 2.25 cumulative grade point average.
 - h. All recruitment and new member activities must comply with University policy. Care must be taken not to create undue physical, psychological or emotional distress for prospective members.
 - i. Little Sister Organizations are not allowed.
 - j. Hazing is strictly prohibited. Hazing is defined as "any deliberate individual or group action intending harm by being placed in dangerous or precarious situations". Hazing may also consist of actions which inflict and/or result in personal indignity or physical injury. Hazing may consist of actions which cause or inflict physical pain, assault, battery, intentional emotional distress, risk or physical harm, which result in the impairment of academic performance or of the proper fulfillment of obligations to the University, sponsored groups or activities. Questions as to whether specific actions may be considered hazing should be addressed to the Director of Student Activities by the organization prior to the event.
 - i. Specific actions and activities which are explicitly prohibited include:
 - Any activity that might reasonably be expected to bring harm to the individual.
 - Paddling, beating or otherwise permitting members or prospective members to hit other individuals.
 - Requiring anyone to wear garments that are degrading or uncomfortable, in the judgment of the Student Life Staff.
 - Depriving prospective members of the opportunity for sufficient sleep and edible and decent meals.
 - Activities that interfere with an individual's employment, family or religious obligations.
 - Requiring or encouraging individuals to consume any amount of alcohol or other drug.
 - Forcing, coercing or permitting individuals to eat or drink foreign or unusual objects.
 - Having substances thrown at, poured on or applied to the bodies of individuals.
 - Degrading or humiliating games or activities that make an individual the object of amusement, ridicule or intimidation.
 - Kidnaps or any mandatory forced on or off-campus trip as part of any activity
 - Any requirement which compels an individual to participate in any activity which is illegal, perverse, publicly indecent or contrary to the individual's morals and/or beliefs.
 - Activities that violate the rights of others or disrupt campus activities or events.
 - Serving or making available alcoholic beverages to any person, regardless of age, at a membership, recruitment or initiation function.
 - Freedom from humiliation and danger of hazing is the right of every student on this campus.

Any violation of this policy may subject individuals or the organization to disciplinary sanctions imposed by the Student Life Staff.

9. Clubs and organizations which have recruitment, initiation or orientation rites as part of their Active membership in any student organization shall be limited to currently enrolled students. Professional organizations may include members of the business community.
10. Each organization must represent the interests of its members. Control must be from within the local campus group.
11. No organization may use the same name as a currently registered organization, or one similar to it, or have purposes which are similar to those of a currently registered organization.
12. Students must maintain a 2.25 cumulative grade point average to remain active in any campus organization. Possible disciplinary action may be taken by the Dean of Students against the organization if it is determined that the member was intentionally allowed to remain active after his/her average fell below the required minimum.
13. Properly registered organizations may be eligible for funding through the Student Government Association or its designee, provided the appropriate probation and other University requirements have been properly met.
14. No organization may solicit funds from any outside person, business or organization without written approval from the Vice-President for Student Life. Any fundraising activity shall be for the benefit of the organization as a whole or for charity. Funds shall not be distributed to the officers or members of an organization for personal profit or gain.
15. No organization may solicit funds from any outside person, business or organization without written approval from the Vice-President for Student Life. Any fundraising activity shall be for the benefit of the organization as a whole or for charity. Funds shall not be distributed to the officers or members of an organization for personal profit or gain.
16. Organizations may maintain financial accounts with a commercial banking institution provided:
 - a. The organization is registered with the University.
 - b. The president and treasurer of the organization are bonded.
 - c. The commercial financial statements are open to inspection upon demand of the organization's advisor, the SGA VP of Finance, Director of Student Activities and/or the Vice-President for Student Life.
 - d. Each organization shall maintain a sound financial system related to the collection and disbursement of revenues in accordance with generally accepted accounting principles. An organization may be subject to audit by representatives of the SGA or the Vice-President for Student Life at any time. Appropriate records shall be maintained for the purpose of the audit.
 - e. Each organization shall designate an officer to be responsible for the collection and disbursement of all funds and the maintenance of books and records.
17. Recognized organizations shall have access to University services, including audio-visual equipment, AV tech, and printing and mail services, subject to notification and availability of equipment. Fees may be charged for those services that result in a monetary expense. Organizations on probation cannot have access to AV equipment.
18. No student who is on academic probation or disciplinary suspension from the institution shall be eligible to become an officer, or to maintain the status of officer in an organization. Any student who is on disciplinary probation is subject to removal as an officer from any organization at the discretion of the Vice President of Student Life.
19. It is the responsibility of the chief executive officer of each organization to consult with the Office of Student Activities to ensure that all candidates for office are eligible academically and in good standing with the University.

F. GREEK LIFE

All recognized campus organizations are required to abide by the above policies. However, due to their unique nature, social Greek organizations have certain additional requirements and policies which apply

only to them. Listed below are the policies which national Greek social organizations recognized by the Student Government Association and the University are obliged to follow:

Each individual fraternity or sorority must support the Inter-Fraternity Council, National Pan-Hellenic Council, or the Pan-Hellenic Council. Support is defined as regular attendance at Council meetings and adherence to policies adopted by the organization. The Council's responsibilities will include:

- Strengthening the Greek community on campus through improvement of communication among membership organizations.
- Supporting community service projects for the campus and community.
- Supporting the mission and goals of the University.
- Working closely with non-Greek organizations on campus in order to facilitate and improve relationships.

The Councils must establish their own operating procedures and policies dealing with all relevant areas of concern to Greek social organizations. These procedures and policies must be in accordance with University policy, as well as an accurate representation of Greek life at CBU. A copy of this document must be given to the Director of Student Activities

1. A student organization recruitment functions shall normally take place on campus and be registered with the Director of Student Activities whether on or off campus. This is done to prevent the scheduling of important events at or near the same time or in the same facility.
2. No drugs or alcoholic beverages are allowed at informal or formal recruitment functions.
3. Bids cannot be offered until the Friday and Saturday following the recruitment week established by the Director of Student Activities.
4. Potential new members should be regularly informed of their progress throughout the pledge period.
5. All chapter meetings must adjourn no later than 8:30 p.m. on Sunday evenings to allow students the opportunity to attend Mass.

Failure to abide by the policies listed above may result in disciplinary action imposed on the organization or individual members by the Student Life Staff.

G. DISCIPLINARY ACTION AGAINST A STUDENT ORGANIZATION

Student organizations are expected to adhere to the same requirements as individual students, as listed in the Student Code of Conduct.

Disciplinary action may be initiated against an organization by any of the individuals listed in Section 7.D. under "Disciplinary Procedures". The investigation of violations, impositions of sanctions and appeal of imposed sanctions shall follow the procedures outlined in Section 7 of this handbook.

Disciplinary action involving organizations, and any resulting imposition of sanctions, may be brought separately against the organization itself and/or against individual members or persons representing or associating with the organization. The investigation of organizational, and any subsequent individual disciplinary cases, will be conducted separately with independent review of each by the Director of Student Activities.

H. CONDITIONS FOR WITHDRAWAL OF CLUB/ORGANIZATION REGISTRATION

The Vice President for Student Life may place an organization on probation or suspension or withdraw its official recognition for any of the following reasons:

1. Failure to maintain the requirements for recognition.
2. Failure to operate as an active organization.
3. A request from the organization for a withdrawal of recognition.
4. Violation of University policy, including policies governing student organizations.

An organization which is placed on probation may continue to hold meetings but may not sponsor any activity or program. An organization whose registration is withdrawn may not engage in or sponsor any activities or meetings or advertise any activity or meeting on campus.

SECTION 5

ACADEMIC POLICIES AND PROCEDURES

- A. **ACADEMIC MISCONDUCT**
- B. **CHEATING**
- C. **PLAGIARISM**
- D. **GRADE APPEAL POLICY**
- E. **SATISFACTORY ACADEMIC PROGRESS FOR TITLE IV AID**

A. **ACADEMIC MISCONDUCT**

Academic misconduct is a violation of the principles of integrity in the academic community and will not be tolerated at Christian Brothers University. Academic misconduct is any conduct which distracts from the teaching and learning process of faculty members and students. This includes, but is not limited to: cheating, plagiarism, inappropriate or abusive language, distracting or disorderly conduct, misuse of or damage to property, or conduct dangerous to others.

Because a faculty member has the responsibility for proper classroom management, he or she can order the temporary removal or exclusion of any student from the classroom if the student's behavior is judged inappropriate. Only the Academic Vice President can permanently expel a student guilty of academic misconduct.

The following procedures will be adhered to in cases of academic misconduct:

1. A faculty member may ask a disruptive student to leave the classroom and will notify the Office of Campus Safety/ Police and/or the Academic Affairs Office if the student refuses to obey the request.
2. A faculty member has the right to assign a failing grade for any class work during the period of temporary exclusion.
3. Prior to the next class meeting, the faculty member shall notify in writing, the student, the student's advisor, the faculty member's department head and the dean of the school about the incident and the resulting disciplinary action(s).
4. A student may appeal any disciplinary actions by following the grade appeal policy outlined later in this section.
5. Recurrence of academic misconduct may result in the student's permanent expulsion from the class where the misconduct has occurred or from Christian Brothers University.
6. An instance of severe or grievous academic misconduct may result in permanent expulsion from the University by the Academic Vice President. Any appeal of expulsion shall be made to the President of the University, but his review is limited to ensuring that fundamental fairness guidelines have been met. If fundamental guidelines have not been met, the President can refer the case back to the Academic Vice President.

B. **CHEATING**

Cheating is serious and will not be tolerated. Any type of unauthorized help on any assignment, examination, or quiz constitutes cheating. There are various forms of cheating. They include but are not limited to: plagiarism (see below); enlisting the assistance of another person, including a paid service; modifying academic records and documents; obtaining exam or quiz questions or any other academic material without the permission of the instructor and before such questions are officially revealed; sharing such questions and academic material with other students; and attaining help, without the instructor's permission, while taking an exam or quiz.

A faculty member will take disciplinary action when cheating is discerned. Disciplinary action may take the form of a warning or the assigning of a failing grade for the assignment, examination or entire course. The faculty member may recommend to the Academic Vice President that the student be expelled from class.

The following procedures will be followed in cases of cheating:

1. After cheating is discerned, the faculty member should immediately inform the student of the alleged charge. Cheating must be discerned, not merely suspected. If at all possible, evidence should be available.
2. The faculty member must, prior to the next class meeting, inform in writing the student, the student's advisor, the faculty member's department chair, the Dean of the School and the Academic Vice President, of the charges against the student and any disciplinary action taken against him or her.
3. If the student, who has been accused of cheating, wishes to appeal his or her final grade for the semester, that person shall follow the grade appeal process set forth in Section 3.10 of this Handbook.
4. Multiple infractions may result in permanent expulsion from the University by the Academic Vice President. Any appeal of expulsion shall be made to the President of the University, but the review is limited to ensuring that fundamental fairness guidelines have been met. If fundamental fairness guidelines have not been met, the President can refer the case back to the Academic Vice President to insure that the guidelines are met.

C. PLAGIARISM

Plagiarism is serious and will not be tolerated. Plagiarism is using the work of others and offering it as one's own. This includes the use of another's ideas or writings without proper acknowledgment, submitting a paper written by another, or submitting an examination or assignment containing work copied from someone else.

A faculty member will take disciplinary action when plagiarism is discerned. Disciplinary action may take the form of a warning or the assigning of a failing grade for the assignment, examination or entire course. The faculty member may recommend to the Academic Vice President that the student be expelled from class.

The following procedures will be followed in cases of plagiarism:

1. After plagiarism is discerned, the faculty member should immediately inform the student of the alleged charge. Plagiarism must be discerned, not merely suspected. If at all possible, evidence should be available.
2. The faculty member must, prior to the next class meeting, inform in writing the student, the student's advisor, the faculty member's department chair, the Dean of the School and the Academic Vice President, of the charges against the student and any disciplinary action taken against him or her.
3. If the student, who has been accused of plagiarism, wishes to appeal his or her final grade for the semester, that person shall follow the grade appeal process set forth in Section 3.10 of this Handbook.
4. Multiple infractions may result in permanent expulsion from the University by the Academic Vice President. Any appeal of expulsion shall be made to the President of the University, but the review is limited to ensuring that fundamental fairness guidelines have been met. If fundamental fairness guidelines have not been met, the President can refer the case back to the Academic Vice President to insure that the guidelines are met.

D. GRADE APPEAL POLICY

Student Grievances other than Grade Appeals must go through the Dean of Students following the guidelines under the Student Code of Conduct in Section 8 of The Compass. Guidelines are also listed in The CBU Catalog.

A student who has evidence that he or she has been assigned grade in a capricious, prejudicial or arbitrary manner may appeal the assigned grade by following the procedures listed below.

These procedures must be initiated no later than two weeks after the beginning of the subsequent academic semester (or term). Before appealing to the Grade Appeals Committee and within four weeks from the beginning of that semester (or term), the student must complete a form obtained from the Academic Affairs Office with the signatures of all persons mentioned in Steps 1-4 of the Grade Appeals Policy to show that he or she followed these steps.

1. The student should first discuss the grade in question with the instructor involved. Although this first step is highly encouraged, if the student feels uncomfortable discussing the grade with his/her instructor, the student can initiate the Grade Appeal process with his/her advisor.
2. If not satisfied, the undergraduate student should discuss and document the situation with his or her advisor, the graduate student with his or her graduate director. If the advisor/graduate director deems the appeal appropriate, he or she may discuss the matter with the instructor.
3. If consulting the advisor or graduate director does not resolve the situation, the student should discuss and document the matter with the Department Chair, who, in turn, should discuss the matter with the instructor. (This step is not required for MEM students.)
4. If still not satisfied, the student should refer the matter to the Dean of the appropriate school, who may request a meeting of the student, instructor, Department Chair, or and, at the discretion of the student, the student's advisor or graduate director.
5. If the matter remains unresolved, the student may then appeal the case to the Grade Appeals Committee. The Committee is an elected committee of five faculty members (See Section 1.8.4.4.) Department chairs and school deans are not to serve on the committee. The faculty member and the student in question each may be represented by a non-voting faculty member of their choosing.
6. The prescribed procedures of the Grade Appeals Committee are on file in the Office of the Academic Vice President. Before any hearing is undertaken, the Committee's chairperson will verify that the procedures described in 1- 4 have been followed and that all parties involved understand the procedures that will be used during the hearing.
7. The findings and judgments of the Grade Appeals Committee will be communicated to the instructor and the student involved. The Committee will inform the Academic Vice President of the nature of the findings and judgments. The Academic Vice President will, in turn, instruct the Office of the Registrar to make any necessary changes. Since the purpose of the Committee is to review charges of capricious, arbitrary or prejudicial grading, and since such review is not an infringement on an instructor's academic freedom, the judgment of the Committee is final.
8. All records of proceedings and decisions of the Grade Appeals Committee are kept on file in the Office of the Academic Vice President.
9. Grade Changes for prior semesters submitted after the midpoint of the following regular semester will require the faculty member's signature as well as the signature of the Department Chair or Dean of the school before the grade change can be processed by the Registrar's Office.

E. SATISFACTORY ACADEMIC PROGRESS FOR TITLE IV AID

Federal regulations prescribe that in order for a student to continue receiving Title IV funds at Christian Brothers University, that student must maintain satisfactory progress as listed below. Title IV funds include Federal Pell Grant, Federal SEOG, Tennessee Student Assistance Awards, Federal Work-study, Federal Perkins, Federal Stafford and Federal Plus Loans and any other funds which are in any way funded by the federal government. *Satisfactory Academic Progress for Title IV Aid is measured as:*

Achieving a cumulative Grade Point Average as listed below:

<u>Hours Attempted</u>	<u>GPA</u>
1 – 23	1.50
24-59	1.70
60 and above	2.00

In addition, a student must successfully complete 67% of course work attempted with a grade of D or above. A grade of I or U is not counted as successful completion of course work. Repeat courses are not counted as successfully completed courses.

Satisfactory Progress for Title IV Aid is monitored at the end of each academic year (excluding summers). However, if a student is in unsatisfactory status, that student is monitored on a term basis until satisfactory status is achieved maximum number of hours a student may attempt and draw Title IV funds is 150% of those required for a degree completion. (Ex.: for a program requiring 126 hours to graduate, the number of hours attempted could not exceed 189).

Students who fail to meet Satisfactory Progress for Title IV Aid will be placed on Financial Aid Probation the following term and can draw Title IV Aid. If the cumulative grade point average requirement and a percent of earned hours versus hours attempted requirement are not met during the Probation term, the student will be placed on Financial Aid Suspension and cannot receive Title IV Aid until the cumulative GPA is raised to the required level.

Students will be notified in writing if they fail to meet Satisfactory Progress Standards for Title IV Aid (even if they are receiving only institutional funds). If the student has extenuating circumstances that prohibited normal academic performance, the student may appeal the status to the Director of Student Financial Assistance in writing within (10) days of receiving notification of the status. Extenuating circumstances may include, but are not confined to, illness of the student or a family member or death of a family member or some circumstance beyond the control of the student which inhibited academic performance. It is possible that a student may be in good academic standing but not be making Satisfactory Progress for Title IV Aid. If you have doubts about your status, please check with the Student Financial Assistance Office.

SECTION 6

STUDENT LIFE RESOURCES

- A. **CAMPUS POLICE/SAFETY AND EMERGENCY RESPONSE**
- B. **COUNSELING AND SUICIDE INTERVENTION**
- C. **MEDICAL WITHDRAWAL**
- D. **COMMUTER STUDENT LIFE**
- E. **INTERNATIONAL STUDENT LIFE**
- F. **RESIDENCE LIFE**
- G. **STUDENT DISABILITY SERVICES**
- H. **STUDENT RIGHT TO KNOW (CLERY ACT)**

A. **CAMPUS POLICE/SAFETY /POLICE AND EMERGENCY RESPONSE**

1. **Introduction and Overview**

The mission of the Office of Campus Police/Safety at Christian Brothers University is to work in partnership with the campus community to provide a safe and secure environment which both enhances the campus learning experience and complements the University's educational mission for all students, faculty, staff and visitors. The Department of Campus Police/Safety is located in St. Joseph's Hall next to the Computer Center. There is around the clock coverage by campus police and security officers who are trained to respond to emergencies, as well as to everyday situations. The members of Campus Police/Safety pledge to demonstrate respect and courtesy to all individuals, their rights and beliefs, and to uphold the laws and policies of the University.

The Department of Campus Police/Safety patrols the campus, monitors parking, provides assistance when requested, and coordinates any need for emergency assistance, such as ambulance, police and fire department. **The officers can be reached at (901) 321-3550.**

Crime statistics for the campus and the surrounding area, as well as tips on crime prevention, are available in the Campus Police/Safety Office and on the University's website under Campus Police/Safety :www.cbu.edu/safety

2. **Student Contact Information**

All students **MUST** have current emergency contact information on file in the Registrar's Office, as well as with the Director of Residence Life if living in campus housing.

3. **Campus Emergency Text Messaging**

Christian Brothers University has implanted an emergency notification system to send time-sensitive emergency communication to students, faculty and staff who opt-in. By employing a variety of electronic communication tools, such as text messaging, and e-mail, emergency messages can be sent simultaneously to registered campus community members via cell phone, home phone, and WiFi-enabled devices.

Christian Brothers University's Department of Campus Police/Safety will use the mass notification system to provide official notification of a situation that poses an imminent, physical threat to the community.

All information you provide to the site is private and will not be shared. CBU will only use the system in the event of a critical emergency. Registration is free; however your cell phone carrier may charge standard text messaging fees.

4. **Medical Emergency**

- a. Any person encountering a potentially dangerous medical situation must determine immediately if it is an actual emergency. If it is, do not hesitate; **call 911 immediately**. If you cannot leave the situation, send someone who is nearby to call.

- b. Do not delay by referring to other offices or persons for consultation. In a true medical emergency situation, precious time may be lost conferring with others. It is better to call for help and not need it, than wait and regret the decision later.
- c. If other people are near, it may be possible to use them to contact additional campus personnel who may be better trained to handle emergencies. It is imperative that the primary concern always be for the emergency at hand. Do not expect immediate help from others. Plan as if you have to handle the situation yourself. Never leave the emergency until you are relieved by trained, competent personnel.
- d. Make sure that you give: **your name, address, phone number (if possible) and any other information requested by the 911 dispatcher.** Allow the dispatcher to terminate the phone conversation, thus assuring all essential information has been received correctly.
- e. After you have made the appropriate medical referral, report this to the Vice President for Student Life as soon as possible after the incident.

5. Fire

- 1. If you discover a fire:
 - If the fire is small (i.e., trash can), put it out with a fire extinguisher.
 - With all other fires, exit the building, pulling the local alarm in the corridor.
 - If the building is not equipped with a fire alarm, notify all persons to leave the building using the nearest exit.
 - Call the Fire Department at **911**.
- 2. If you hear a fire alarm:
 - Pull windows and doors closed.
 - Exit the building using the nearest unblocked staircase.
 - Move away from the building. Follow the directions of the University staff or the Fire Department.

6. Severe Weather

- a. If there is severe weather:
 - Move indoors.
 - The National Weather Service issues severe weather information in the form of WATCHES and WARNINGS.
 - TORNADO WATCH** – means there is a possibility of one or more tornadoes in the area. Continue normal activity but watch for tornadoes.
 - TORNADO WARNING** – means a tornado has been sighted or detected by radar and may be approaching. **SEEK SHELTER IMMEDIATELY** as outlined below:

LAMBERT HALL AND STRITCH HALL

All persons should move to the **ground floor** and utilize the interior hallways.

MAURELIAN AND ROZIER HALLS

All persons should seek shelter in the **suite bathrooms**. Time permitting, the **top floor residents** should **move one level below** and seek shelter in the bathrooms with those on that floor

CBU APARTMENTS

All residents should seek shelter in the **interior hallways of the ground floor units**.

LIVING LEARNING CENTER

All residents should seek shelter in the **interior hallways of the ground floor units**.

NOLAN ENGINEERING BUILDING, KENRICK HALL, COOPER WILSON CENTER FOR LIFE SCIENCES AND ASSISI HALL

Persons in these building should move to the **first floor hallway** making sure that the doors to the classrooms, laboratories and offices are closed, to avoid flying debris.

BARRY HALL

Persons in this building should move to the **basement hallway** on the **north end**, making sure that all doors are closed to avoid flying debris.

PLOUGH LIBRARY

Persons should move to the **ground floor** and utilize the **hallway** and rooms on the east side.

THOMAS CENTER

Persons on the **lower level** should move to the **inside hallway** on the west end by the Thomas Center Conference Room. Persons in the **cafeteria** should move to the **west end** of the building in the kitchen and serving area.

BUCKMAN AND BENILDE HALLS

Persons in the classrooms of these buildings should seek safety by getting down on hands and knees against the **interior wall** with head covered. Persons in the office area of Buckman should seek shelter in the **hallway**.

CANALE ARENA AND AUDITORIUM

Persons should utilize the **east end** of the gym, where the locker rooms, showers, etc. are located.

COMPUTER CENTER

Persons should utilize the **hallway and offices** located in the **southeast corner** of the Computer Center.

ST. JOSEPH HALL

Persons in the classrooms should seek safety by getting down on hands and knees against the **interior wall** with heads covered. Persons in the office area should seek shelter, utilizing desks and office furniture available.

MAINTENANCE BUILDING

Persons should utilize the hallway in the **north side** of the building near the dining area and seek shelter under tables and desks.

7. National Emergency

If there is a national emergency:

- Move indoors.
- Turn on radio/television for latest bulletins and updates.
- Stay away from windows (and draw drapes).

8. Earthquake

If there is an earthquake:

a. During the shaking:

- If indoors, take cover under a desk, table, etc. or in doorways, halls and against inside walls.
- If outdoors, stay outside and move away from building and utility wires.
- Do not use candles, matches or other flames during or after a tremor.

b. After the shaking:

- Listen to radio/television broadcasts for emergency bulletins and stay off the telephone except to report emergencies.
- Stay out of severely damaged buildings. Do **NOT** go sight-seeing. For more specific information please refer to the chart on back of the entrance door to your residence hall room or see the Earthquake Preparedness pamphlet.

9. Hazardous Chemical Spill

In the event of a train derailment or accident resulting in a possible chemical spill:

- Resident Directors and RAs should notify the Director of Residence Life, the Dean of Students and Security and proceed to evacuate the residence halls, move in the students upwind away from the accident and await further instructions from the fire, police and civil defense personnel.
- Security, along with University staff personnel, will evacuate all other persons on campus, moving them away from the accident and await further instructions from the fire, police and civil defense personnel.
- A representative of CBU will be available to serve at the command post which would be set up by the fire department during the emergency and until the area is clear. (The Representative from CBU shall be a Vice President, the Dean of Students and/or Director of Campus Police/Safety). See Emergency Management Plan Hand Copy or Campus Police/Safety web page.

10. Campus Emergency Text Messaging

Christian Brothers University has implanted an emergency notification system to send time-sensitive emergency communication to students, faculty and staff who opt-in. By employing a variety of electronic communication tools, such as text messaging, and e-mail, emergency messages can be sent simultaneously to registered campus community members via cell phone, home phone, and WiFi-enabled devices. Christian Brothers University's Department of Campus Police/Safety will use the mass notification system to provide official notification of a situation that poses an imminent, physical threat to the community. All information you provide to the site is private and will not be shared. CBU will only use the system in the event of a critical emergency. Registration is free; however your cell phone carrier may charge standard text messaging fees.

11. Missing Persons Policy

a. Policy

This policy, with its accompanying procedures, establishes a framework for cooperation among members of the University community aimed at locating and assisting students who are reported missing. A student shall be deemed missing when he or she is absent from the University for more than 24 hours without any known reason. All reports of missing students shall be directed to the Department of Campus Police/Safety which shall investigate each report and make a determination whether the student is missing in accordance with this policy. All students shall have the opportunity to identify an individual to be contacted by the University in case a student is determined to be missing. If a missing student is under 18 years of age the Department of Campus Police/Safety is required to notify the parent or guardian of the missing student not later than 24 hours after the determination by Campus Police/Safety that the student is missing. The Department of Campus Police/Safety will also notify the Memphis Police Department not later than 24 hours after it determines that the student is missing. The Dean of Students shall have the responsibility of making the provisions of this policy and the procedures set forth below available to students.

b. Procedure

Any report of a missing student, from whatever source, should immediately be directed to the Department of Campus Police/Safety .

When a student is reported missing, the Department of Campus Police/Safety shall:

- Initiate an investigation to determine the validity of the missing person report.
- Contact the Dean of Students.
- Make a determination as to the status of the missing student.
- If the missing student is under the age of 18, notify the student's custodial parent or guardian as contained in the records of the University within 24 hours of the determination that the student is missing.
- Notify Memphis Police Department within 24 hours after determining that the student is missing.

- c. **Notification**
 - i. The Director of Campus Police/Safety notifies the Vice President for Student Life.
 - ii. The Vice President for Student Life will brief the President of the University as well as the Executive Director of Communications and Marketing.
 - iii. The Vice President for Student Life shall initiate whatever action she/ he deems appropriate under the circumstances in the best interest of the missing student.
- d. **Student Contact Information**
Students shall ensure that there is up- to- date emergency contact information on file at the Registrar’s Office and with the Director of Residence Life (if living in campus housing).
- e. **Distribution of Information**
 - i. Notification of this policy to the community sent by email.
 - ii. Posting of this policy on the CBU Campus Police/Safety ’s and Resident Life’s web pages.
 - iii. The inclusion of this policy will be implemented into the student handbook.

Any incidents of missing persons shall be documented in the annual Campus Security Reports as well as the annual Clery Act and Tennessee Bureau of Investigation statistics.

B. COUNSELING AND SUICIDE INTERVENTION

The Counseling Center offers assistance and services to all students associated with Christian Brothers University. Confidential, professional services include personal counseling, crisis counseling/intervention, personal development forums, consultation and referrals. Services are available on a walk-in or by appointment basis from 8:00 a.m.- 4:30 p.m. Monday through Friday. Evening students are asked to call for an “off-hour” appointment as needed. Services of a consulting clinical psychologist are available by appointment through the Counseling Center. Please call 321-3527 for more information.

All services are confidential. No information about counseling visits is entered on an official university record; nor is information released to other people without the student’s consent, except when disclosure of specific information is essential to protect the student or someone else in danger.

Crisis Counseling/ Suicide Intervention

In the event that a student becomes emotionally distraught, or a member of the Christian Brothers University community becomes concerned about the welfare of a student, please take action immediately. Call the Counseling Center or one of the listed numbers and ask for assistance. If you are concerned that you or a fellow student is in crisis, please **DO NOT DELAY THE CALL**. If the student is in a residence hall, make sure that a staff member is alerted.

Below is a list of numbers for community resources providing 24-hour assessment/assistance at no charge.

Crisis Telephone Numbers (24- hour assessment/assistance)

CBU Campus Police/Safety	(901) 321-3550
Community Behavioral Health	(901) 577-1004
Crisis Center (database of 3,000 referrals)	(901) 274-7477
Lakeside Crisis Care	(901) 377-4733
Rape Crisis (Memphis Sexual Assault Resource Center)	(901) 272-2020
St. Francis Behavioral Health Services	(901) 765-1400
Suicide and Crisis Intervention	(901) 274-7477

C. MEDICAL WITHDRAWAL FROM UNIVERSITY

The University occasionally faces the problem of students who pose a threat to themselves or others, who are unable to cope, or who create a pattern of extreme disruption. If such behavior constitutes a violation of CBU’s rules and regulations, the case will be referred to the Vice President for Student Life for action. If the student’s behavior occurs without such violation, if the student does not respond to the charges against him or her, or if the student did not know the nature or quality of the conduct in question at the time of the occurrence, the Vice President may require an interim removal of the student from campus pending resolution

of an investigation. If, as a result of this investigation, and with documentation from an appropriate health professional, it has been determined that the student's behavior indicated a substantial risk or threat to self or others, or that the individual is otherwise unable to fulfill the expectations of a student at Christian Brothers University, the pursuit of professional care or a withdrawal from the University may be recommended. Any decision to take further action shall be made by the Vice President for Student Life, in consultation with the appropriate professional staff. At that time, the Vice President for Student Life shall inform the student of the decision and shall initiate the withdrawal process through the Registrar's Office. Removal of a student from the University will be undertaken only as a last resort. Every effort should be made to help students understand the consequences of their behavior, make responsible decisions, and develop skills that will allow them to remain and function in the Christian Brothers University community. Students who have voluntarily withdrawn or who have been removed from campus are not allowed to attend class, have no access to the campus or University sanctioned or sponsored events.

Re-admission

Students who leave campus under the above conditions, either voluntarily or involuntarily, may be re-admitted to the University only after being cleared by the Vice President for Student Life for re-admission. Re-admission will typically be based on the student demonstrating a period of responsible behavior outside the University and may require a statement from a physician, psychologist or other qualified professional that the student is ready to return and cope with college life.

D. COMMUTER STUDENT LIFE

Christian Brothers University is committed to providing commuting students with an experience as rewarding as that of their resident student peers. The University encourages students to take advantage of the social, cultural, educational, physical and spiritual programs available to them. Information about planned activities is available through campus bulletin boards, "CBU Connection" and the office of the Director of Student Activities. There are many things commuters need to know to make their educational experience at CBU pleasant and worthwhile. Below is information that may be helpful:

1. Food

Commuting students have several options available to them during the day if they wish to dine on campus. The Alfonso Dining Hall is open during posted meal times to all students. Non-residents may purchase the all-you-can-eat meals individually or in a meal plan, consisting of 20 meal tickets. Contact the Director of Food Services for more information about the 20 meal plan tickets. The Buccaneer is also available during the day for students.

2. Studying

There are several places on campus for students to study. The most widely utilized is the library. Other available places are the Rozier and Maurelian Lounges, empty classrooms, Computer Center, and the Cooper-Wilson Lounge on the second floor

Cooper- Wilson Center for Life Sciences

The lounge in Cooper-Wilson is equipped with coffee, soft drinks, and snacks. Tables and couches are available with windows.

Rozier and Maurelian Lounges

The Rozier and Maurelian lounges are located on the bottom floor of their respective buildings. They are available for commuter and resident student use- equipped with a big screen television and game tables. Snack and drink machines are also available.

3. Swashbuckler Fitness Center

The Swashbuckler Fitness Center is located on the first floor of the Thomas Center. It includes a variety of cardio and strength training equipment. The Fitness Center is open daily.

4. Intramurals

Intramural activities are available to all commuters. Organized activities include basketball, softball, soccer and volleyball. Contact the Director of Student Activities in Student Life Office.

5. Lockers

Commuter students may obtain lockers in Kenrick Hall for storage of their personal possessions.

Interested commuters should contact the Dean of Students.

6. Good Morning Commuters Breakfast

Coffee, juice and donuts are served to commuter students in front of the Science Building on the first Wednesday of each month from September through April.

7. Commuter Newsletter

Published once a semester to assist with keeping commuters informed of programs and services offered on campus.

8. Other Information

All campus organizations and clubs are open to commuters. The University encourages students to enrich their educational experience by participating in student organizations. See Section 4 of this Handbook for information on recognized campus organizations and clubs. Information is also available from the Student Government Association office located in the Thomas Center.

The Office of the Dean of Students is open to commuters during regular business hours to answer questions or provide information about commuter life at CBU. Please contact the office for more information.

E. INTERNATIONAL STUDENT LIFE

Throughout its more than 130 year history, Christian Brothers University has opened its doors to individuals from all walks of life. The University has a population that represents students from approximately 30 countries. The Office of the Dean of Students supports the international student population by providing the following programs and services:

- Immigration issues
- Academic policies
- Health Insurance
- Cultural adjustment
- Employment
- And other pertinent issues

For more information on international students programs and services, come by the Office of the Dean of Students, located in the Thomas Center, or by calling **321-3536**.

F. RESIDENCE LIFE

Please refer to Section 7 “Residence Life Responsibilities and Procedures”

G. STUDENT DISABILITY SERVICES

Christian Brothers University is committed to ensuring that educational programs are accessible to all qualified students in accordance with the provisions of Section 504 of the Rehabilitation Act of 1973 and expanded by Title III of the Americans with Disabilities Act of 1990. To that end, Christian Brothers University offers a variety of services to accommodate students with disabilities.

Student Disability Services is under the auspices of the Dean of Students, whose office is located in the Thomas Center. The telephone number is **(901) 321-3536**. For more information on available services, go to <http://www2.cbu.edu/cbu/StudentLife/DisabilityServices/>

Services:

Reasonable and appropriate accommodations are **determined on a case-by-case** basis for otherwise qualified students who have a demonstrated a documented need for these services. Depending on the disability, some of the services may include one or more of the following:

- A Writing Assistance Program to assist with writing assignments;
- A Math Center to assist with math assignments;
- Peer Counselors to answer questions and assist entering students in transition to college;
- Study skills workshops that stress time management, concentration, motivation, note taking and test preparation;

- Extended time on in-class assignments and exams;
- Note takers;
- Use of tape-recorders;
- Preferential seating;
- Short term personal counseling

Grievance:

A student who believes he or she has been discriminated against based on a disability, or who has a complaint against services offered for a disability, may file a written complaint with the Dean of Students, or in the event that the complaint alleges a violation by the Dean of Students, to the Vice President for Student Life. Detailed information regarding the grievance procedures can be obtained from the Office of the Dean of Students or downloaded from: <http://www.cbu.edu/studentlife/disability>

H. STUDENT RIGHT TO KNOW (CLERY ACT)

Christian Brothers University is in compliance with federal legislation known as the Student Right to Know Act and the “Clery Act.” The legislation requires institutions to make available to prospective students, currently enrolled students, and interested parties information about Campus Police/Safety policies and procedures, established safety programs, and statistics concerning crimes that have taken place on campus. This information is available on the Campus Police/Safety website at: cbu.edu/studentlife/security.

SECTION 7

RESIDENCE LIFE RESPONSIBILITIES AND PROCEDURES

- A. INTRODUCTION AND OVERVIEW
- B. APPLICATION AND ASSIGNMENT POLICIES
- C. CONTRACT AND SPECIAL HOUSING PERIODS
- D. EMERGENCY EVACUATION AND RESIDENT SAFETY
- E. MEAL PLANS
- F. PROHIBITED ITEMS
- G. RESIDENCE HALL POLICIES AND PROCEDURES
- H. RESIDENT RESPONSIBILITIES
- I. VISITATION AND GUEST POLICY

A. INTRODUCTION AND OVERVIEW

Residence halls provide a unique living environment. Living on campus can be one of the most valuable and memorable experiences of your university career. Our goal in the residence halls is to help maintain a living and learning environment designed to complement the academic program at CBU. Every effort is made to provide a pleasant atmosphere which is conducive to study. Much of this is done through cooperative planning with the Residence Life Staff, maintenance, housekeeping, Campus Safety and other administrative staff.

Residents are expected to keep their rooms and bathrooms clean and sanitary. Periodic safety and room checks will be made by the Residence Life Staff. Residents whose rooms do not meet cleanliness standards will be given 24 hours to clean up the room(s). Failure to do so will result in disciplinary action.

The Director of Residence Life is responsible for the proper functioning of the residence halls and has the overall responsibility for their operation and related programs and activities. He/she supervises the selection, training and evaluation of the Resident Directors and Resident Assistants. The office of the Director of Residence Life is located in the Thomas Center.

The Resident Director (RD) leads the Resident Assistant Staff in presenting programs and promoting the development of a satisfying environment in the residence halls. On an individual level, each RD is available to help with personal, academic or residential life concerns. An RD is on duty every evening and available by calling 901-734-0134.

Hours are 8:00 pm – midnight, Sunday – Thursday; 8:00 pm – 2:00 am, Friday-Saturday.

The Resident Assistant (RA) is available to help residents with personal, academic or other problems that typically confronts students. They may do so by referring students to appropriate persons for consultation or by giving students an opportunity to talk to a good listener. As members of the Residence Life Staff, they are responsible for the development of a healthy environment which is conducive to personal and academic success. There is an RA on duty in each residence hall every evening.

B. APPLICATION AND ASSIGNMENT POLICIES

1. Application Procedures

Applications for residence hall living may be obtained from the Student Life Office. Because assignments are allocated by date of receipt, completed applications must be accompanied by a Room Reservation Deposit. A \$300.00 Room Reservation Deposit is required for all residence hall assignments. Checks or money orders should be made payable to **Christian Brothers University**.

If the deposit is not received, the contract will not be considered complete and will not be processed.

The Office of Student Life reserves the right to refuse any residential living application, to change or cancel any residential living application, to change or cancel any assignment, and/or to terminate a resident's occupancy for justifiable cause.

Live-In Requirement

Freshmen and Sophomores whose permanent residence is beyond a 30-mile radius will be required to live on campus for both their Freshman and Sophomore years. Any request for exemption to this rule must be made in writing and submitted for approval to the Vice President for Student Life.

2. Assignment Procedures

a. Residence Halls

A room selection process is held each spring for returning students. Priority is granted to residents who wish to return to their original assignment, then on the basis of classification. During this process, returning students are allowed to select their own rooms and roommates. Returning students may apply for rooms at any time after the selection process has begun. Assignments will be made on the basis of space availability and date of application. Returning students have priority over new students until the new student assignment process begins. New student applications will be collected throughout the spring and summer. Assignments will be made in June on the following basis:

- space availability
- date of receipt of the application with deposit
- roommate choice

b. Apartments

The Avery and Capstone Apartments are available for the academic year, and, in a limited capacity, during the summer sessions. Anyone interested in pursuing a summer lease agreement in the Avery Apartments should contact the Director of Residence Life before April 30th to fill out an application.

c. Although every effort is made to place students with compatible roommates, the University cannot guarantee compliance with every request. Unless applicants make specific and mutual roommate requests, the Director of Residence Life or his/her designee will make assignments. These assignments will be made without regard to race, color, creed or national origin.

d. Housing Deposits

i. Damage Deposits (New Students)

A \$150.00 damage deposit is required of all resident students upon the submission of their initial housing application. Damages assessed to students must be paid at the time of check-out. Any portion of the deposit remaining when a student withdraws from the residence hall will be refunded at that time.

ii. Room Reservation Deposit (New Students)

A \$150.00 Room Reservation Deposit is required of all new resident students and shall be submitted with the Housing Contract. Housing applications will not be processed until this deposit is received. This deposit will be credited to the student's account and will be deducted from the room and board charges.

iii. Room Reservation Deposit (Returning Residents)

A \$300.00 Room Reservation Deposit is required all residence hall options.

iv. Contract Cancellation Fee

A \$300.00 cancellation fee will be assessed for students canceling their contract after August 1, and will be billed directly to the student's account.

v. **Breach of Contract**

Fall contracts are for the full academic year (exception: students graduating in the fall of students who completely withdraw from the University). A \$500.00 breach of contract fee will be assessed for students who do not return to the residence halls for spring semester.

3. **Room/Roommate Changes**

- e. A flexible room/roommate change policy exists at Christian Brothers University, with room and roommate changes permitted after initial occupancy reports are finalized. Normally this occurs the second week of class.
- f. During the open room change period, residents may change rooms (based on the availability of space and seniority) by first contacting the Director of Residence Life. Students who fail to contact the Director of Residence Life before making a room change, change rooms before the open change period or do not move by the date indicated on the Room Change Request Form, **will be assessed \$50** for an improper room change.
- g. The only room changes that can occur outside of open room change periods are those approved specifically by the Director of Residence Life.
- h. Under **NO** circumstances will changes based on racial, ethnic or religious differences be permitted.

4. **Consolidation**

The Director of Residence Life makes every effort to assign each resident to his/her preference. However, if a resident is currently being billed for a double room assignment and does not have a roommate, or the roommate moves out, the consolidation process begins. It is the policy of the Residence Life Office to offer you the option for single rooms wherever possible. If the Resident wishes to remain in a double occupancy, the Resident will have to move to another double room assignment. Consolidation begins during the second week of classes.

5. **Cancellations**

Prior to August 1, any student who wishes to cancel his/her residence hall contract must submit a letter in writing to the Office of Student Life and receive approval from the Director of Residence Life. Exemptions to this policy will be made by the Vice President for Student Life only after reviewing documentation submitted by the student or his/her parents/guardian in support of a request not to reside on campus. Contract cancellations may be granted by the Director of Residence Life **only** under the following conditions: withdrawal from the University, graduation or documented hardship. Fall contracts are for the full academic year (exception: students graduating in the fall semester or if a student withdraws from the University). A \$500.00 Breach of Contract fee will be assessed for students who do not return to the residence halls for spring semester.

6. **Withdrawals from the University**

A student who has withdrawn from the University must vacate residence hall accommodations within (24) hours. For those students who **withdraw** from the University, refunds will be prorated depending upon the amount of time the resident occupied the room.

7. **Safety Checks and Room Cleanliness**

All residents all responsible for the proper care and cleaning of their assigned rooms and accompanying common areas. Failure to keep these areas properly cleaned and maintained will result in disciplinary action. Fines will be assessed in the to the appropriate students at the discretion of the Director of Residence Life. These checks will happen every 4-6 weeks.

8. **Vandalism**

Any student found responsible for vandalism in the Residence Halls or on other University property will be fined \$500 for the first offense as well as charged with paying for damages. On the second offense, a fine of \$500 will be charged to each responsible student as well as charges for damages. Vandalism of University property at any time may result in eviction from University housing. The University reserves the right to deny application for housing based on previous damages and/or vandalism of University property.

C. CONTRACTED AND SPECIAL HOUSING PERIODS

1. Contract Period and Conditions

The residence halls are operated primarily for use by CBU full-time Day students. Fall assignments/contracts are for the **full academic year** (both fall and spring semesters). The academic year begins the first day of the Day Program Orientation and ends the last day of final examinations for the Day Program spring semester. **The contract does not include housing for fall, Christmas and spring breaks.** Special living arrangements during these periods are possible.

Please contact the Director of Residence Life about eligibility and pricing.

a. Fall and Spring Breaks

(Fall Break Close: October 14, 2011 @ 6:00pm; Reopen: October 23, 2011 @ 1:00pm)

(Spring Break Close: March 2nd, 2012 @ 6:00pm; Reopen: March 11, 2012 @ 1:00pm)

Any resident intending to stay on campus must notify his/her Resident Director in writing by the Thursday before the break. Only residents whose homes are outside the local area will normally be allowed to stay. Residents from the local area must receive a specific exception if they need to stay. If you complete a form and are notified of a charge, you will be assessed the fee for the dates of stay listed on the form.

- If residents from the local area are approved to stay, they will be charged \$25 per night, up to a maximum of \$100.
- If students living more than 300 miles away need to stay in the residence hall, no charge will be administered provided the Resident Director is notified in advance.
- If students living outside the local area but within three hundred miles need to stay, they must receive advance permission from the Director of Residence Life. There will be no charge.

b. Thanksgiving and Easter Breaks

The residence halls will be open as usual for these short holidays. Residents will not be charged for staying over these breaks.

c. Christmas Break

(Christmas Close: December 16, 2011 @ 6:00pm; Reopen: January 8, 2012 @ 1:00pm)

All residents must leave the day of their last exam unless they receive permission from the Director of Residence Life. The residence halls will close for all residents at 6:00 p.m. on the last day of final exams. All residents must be out of their rooms by that time.

During the Summer and Christmas breaks, the Facilities Department cleans all bathrooms. It is, therefore, necessary that all personal belongings and carpets be removed from the bathrooms to allow cleaning.

D. EMERGENCY EVACUATION AND RESIDENT SAFETY

1. Fire Procedures for Residence Hall Personnel

In order to protect the health and property of residents, the University has established the following procedures for fire safety in the residence halls:

- a. If you discover a small fire (e.g., trash can), put it out with the fire extinguisher in your suite. Report this fire and discharge of the extinguisher immediately to a Resident Director or Resident Assistant and Campus Safety. (Note: you **will not** be charged for recharging the extinguisher.)
- b. In the event of a room fire, the residents should:
 - Pull windows and interior doors closed.
 - Unlock all bathroom and exterior doors.
 - Exit the building using the nearest available and unblocked staircase. All residents and guests are required by Tennessee state law and University policy to vacate the buildings during a fire or alarm.

Residents not vacating the building will be subject to disciplinary action/fine.

- If the alarm has not yet sounded, pull the nearest alarm box and notify a Resident Director or Resident Assistant.
 - Once on the first floor, residents of Rozier should go near the south end of the swimming pool staying at least 30 yards from the building. Residents of Maurelian should go to the residence parking lot. Residents of the CBU apartments should go to the south end of the parking lot. Residents of Stritch Hall should go to the lawn at the south of the building.
 - No one will be allowed back in the building until the alarm is shut off **and** the “all clear” is given by the fire department or a residence hall staff member.
- c. Evacuation Gathering Points:
- **Rozier** residents gather on outdoor basketball court
 - **Maurelian** residents gather grassy area near the belltower
 - **Stritch and Lambert** residents gather on grassy area S.E. of Stritch Chapel
 - **Avery** residents gather on baseball field
 - **Capstone 170** residents gather on baseball field
 - **O’Hara (600), Pender (604), and the Living Learning Center** gather on outdoor basketball court

E. MEAL PLANS

A meal plan is required of all resident students. All meal plans allow you to eat in Alfonso Dining Hall and the additional BUC Dollars that are included in the meal plans may be spent either in The BUC Snack Bar, Canale Café, or in Alfonso Dining Hall.

LLC, Rozier, Maurelian and Stritch residents may select one of the following options:

- All Access Meal Plan + \$50 BUC – This allows you to eat unlimited meals in Alfonso. This plan is designed for those who like three (3) square meals per day (or more); this plan provides you with unlimited meals: breakfast, lunch, dinner and in-between meals Monday-Friday and brunch and dinner on Saturday and Sunday. The \$50 BUC will be applied to your BUC card each semester and may be spent as you wish in either The BUC, Canale Café, or Alfonso Dining Hall.

Capstone and Avery Apartment residents may choose the all access plan above; but also have the choice of the following meal plan

- 100 Block Meal Plan + \$200 BUC – This plan is designed for those students in the apartments who may cook some but who still like to enjoy a few meals each week without shopping, cooking or cleaning. You can swipe your BUC card 100 times per semester in Alfonso Dining Hall plus \$200 BUC to spend as you like in any of our three dining facilities.

The meal plan contract does NOT include meals during fall Thanksgiving, Christmas, spring or Easter breaks. There are no meal plan contracts during the summer months.

F. PROHIBITED ITEMS

1. Water furniture (i.e. waterbeds), weight-lifting equipment, large games or furniture (pool tables, video games, etc.), or any vehicles having internal combustion engines are not permitted in the residence halls.
2. Residents are not permitted to possess or use personal grills (this includes but is not limited to hibachis, outdoor grills with propane tanks, charcoal grills, and turkey fryers). Per the Fire Marshall, no resident may possess or use personal grills on CBU property. The Memphis Fire Department will issue a fine of \$6000 per grill found on the residence hall premises.
3. **Holiday Decorations Policy**
Because of the potential for accidents or fires, the following regulations must be observed by anyone wishing to exhibit decorations:
 - Only artificial trees shall be permitted in student rooms.
 - No Christmas lights or decorative string lights of any type shall be permitted in student rooms at any time.

- Trees or decorations are not to be placed in any corridor or area which might obstruct an exit.
- All decorations used on the inside of a University building must be flameproof, or be made of a material that is flame retardant.
- No open flames (candles, stereo, liquid fuel, etc.) may be used.
- At no time may hallway lights, exit lights, etc. be painted or covered over.

G. RESIDENCE HALL POLICIES AND PROCEDURES

1. Checking In and Out of Your Room

- Residents claim and vacate their rooms according to directions issued by the Residence Life Staff. At check-in, each resident is issued a room key and room condition report. It is the resident's responsibility to conscientiously examine his or her room and its contents, indicate the room condition and the absence or presence of its furnishings, and return the signed room condition report to the Resident Assistant or Resident Director on the day of the check-in.
- The resident should consider the completion and return of the room condition report as a protective measure. No resident will be held responsible for conditions, damages or shortages which existed prior to the time he or she assumed occupancy ***provided these items are noted on his or her room condition report at the time of check-in.*** Failure to return the completed form may result in a resident being charged for room deficiencies which preceded his or her time of occupancy. All personal possessions must be removed when vacating the room. Any possessions found in the room will be discarded and a cleaning charge assessed.
- When checking out of your room (withdrawal, graduation, room change or end of year), the resident is responsible for properly checking out with his/her Resident Assistant or Resident Director. Students must sign his/her checkout sheet and return keys to the Resident Assistant or Resident Director at the time of checking out of the residence hall or apartment to properly checkout.
- Failure to complete the check-in or check-out procedure properly may result in a \$50.00 charge and possible disciplinary action.*** Failure to personally surrender room keys to a member of the hall staff may result in an additional charge for re-keying the room. Residents will also be charged for cleaning fees if rooms are left excessively dirty after check-out. All students are required to check out of their rooms in compliance with the hall closing schedule.
- Early Move-In Policy**
Because of administrative, staff and security preparations, students will not be allowed to move in before their assigned time, unless given permission by the Director of Residence Life.

2. Room Inspection, Search and Seizure

The University reserves the right to inspect rooms at any time for fire or health hazards, maintenance requirements, and to determine compliance with the University regulations. A staff member will knock and identify him or herself before entering a student's room.

The University reserves the right to enter rooms for the purpose of search and seizure if there is a reasonable basis to believe a student is using a residence hall room for purposes which are illegal, would undermine campus discipline or constitute a hazard. A search will be authorized by the Vice President for Student Life or his/her designee and will be conducted in the presence of a senior staff member and the Resident Director whenever possible. Representatives of Campus Safety will also be present.

The university also reserves the right to remove personal locks placed on any wardrobes, cabinets, or dressers found in a student's room should there be probable cause for search and seizure.

3. Common Area Damage

Common areas are defined as those areas of a hall that lie outside a specific bedroom. Residents of a hall are jointly responsible for the care, cleanliness and protection of the common areas of their buildings. Damages will be charged to students of that area or residents of the entire building if assessment to specific individuals cannot be determined.

4. **Eviction from On-Campus Housing**

Violations of University regulations, or conduct deemed to be such as to require the removal of a student from the residence hall in the best interest of other residents, will be grounds for the termination of the housing agreement. An evicted resident will have (24) hours to vacate his/her room unless his/her continued presence in the halls constitutes a threat to other residents or University property. Extensions may be granted by the Vice President for Student Life or the Dean of Students. If a student is evicted from a residence hall due to disciplinary action, he/she will receive no refund and he/she will lose any remaining portion of his/her deposit.

H. **RESIDENT RESPONSIBILITIES**

The following rules are set to preserve the condition of the halls, the rooms and their contents and are the resident's responsibility. Any violation of these rules causing damage to University property will result in appropriate charges to and disciplinary action against the resident(s) involved.

Residents must cooperate and comply with the reasonable directives of University officials acting in the performance of their duties and agree to abide by all laws and University policies as contained in this handbook. Each resident and his or her guest(s) agree to abide by the policies and procedures stated herein and by those found in The Compass, Student handbook.

1. **Alcoholic Beverages and Drugs**

(See Section 7).

2. **Appliances**

Refrigerators under 7 cu.ft. are permitted provided they are maintained in sanitary condition and do not disturb other students in the suite. Window air conditioners (other than those provided by the University) and other electrical appliances drawing excessive current, such as hotplates, are not permitted. Appliances producing heat through open flames, heated coils, or heated liquids except hair styling equipment) are prohibited.

3. **Bicycles**

Bicycles may be stored in a rack or in residents' rooms with the approval of roommates, but not in hallways or access ways.

4. **Lost Keys**

The loss of a resident's room keys must be reported to a Resident Director. In order to protect the room's occupants and possessions, the room's locks may be changed and the resident charged for re-keying the room. Lost or unreturned keys will result in a \$35.00 fine and a hold placed on student's record.

5. **Lounge Furniture**

Removing public area furnishings or equipment or taking it to residents' rooms constitutes theft of University property.

6. **Painting Rooms**

Residents may not paint their rooms.

7. **Pets**

Students may not keep animals of any kind in the residence halls. Small fish may be kept in aquariums under 10 gallons, provided they are maintained in a sanitary condition and are emptied of fish over breaks. Animals may be kept for authorized academic experiments, provided the student receives permission from the Director of Residence Life. (**\$500.00 fine if violated**). Only exception to this rule would be a service dog with the proper paperwork from a physician.

8. **Quiet/Courtesy Hours**

In order to provide a comfortable living and learning environment on campus, specific times have been set aside as quiet hours for residents to relax, study and sleep. During quiet hours, noise should not be heard outside your room. Doors should be shut when stereos or TVs are on, or when groups of people are talking. Voices also need to be kept low. Headphones should be used by those who like loud music.

During quiet hours, one warning may be given to a resident. After that, residents will be subject to disciplinary action. If a resident habitually violates quiet hours, he/she will be subject to more severe disciplinary sanctions.

Courtesy hours are to be maintained 24 hours a day. During courtesy hours, residents may leave their doors open and a reasonable amount of noise may be permitted. However, during courtesy hours, any student or faculty/staff member may request that someone quiet down. The resident or room occupant must comply.

If a resident fails to comply or repeatedly violates the courtesy hours noise level standard, he/she may be subject to disciplinary action. This action may include placing noisy equipment into storage or sending it home.

Quiet Hours

Sunday – Thursday	9:00 p.m.– 9:00 a.m.
Friday and Saturday	Midnight – 9:00 a.m.

9. Removal of Room Furniture/Screens

University furniture that is in a given room must remain in that room. Storage or removal of furniture is not permitted. Residents are responsible for all University property assigned to their rooms. Residents may not remove window screens or coverings.

10. Room and Board Payments

Room and board payments are due in their entirety prior to the student's occupancy of the residence hall space. All fees are paid at the Business Office, 650 E. Parkway South, Memphis, TN 38104. Checks and money orders should be made payable to Christian Brothers University. Students are urged to secure Renter's Insurance for the contents of their rooms. The University's policy does not cover contents in case of damage.

11. Room Decorations

Residents shall not use any device which leaves a permanent mark when attaching objects to the walls or ceiling (e.g., nails, screws, staples, tacks, double-sided tape, etc.).

12. Room Security and Renter's Insurance

The University strongly recommends that residents secure renters' insurance for the contents of their rooms. The University's insurance does NOT cover room contents. For the safety of their belongings, residents are to lock their doors and carry their room keys with them when not in the room. Residents are responsible for damages which occur due to unlocked doors.

13. Smoking

Smoking is prohibited in all residence halls/apartments.

Effective August 1, 2011, all tobacco products will only be allowed in clearly visibly marked tobacco use areas. No one may smoke along any path way or walk way leading to or from the designated smoking area, nor may individuals smoke at the picnic tables nor outdoors in any of the grassy areas or the parking lots. While Christian Brothers University makes these areas available to smokers, it in no way has any legal responsibility to do so. Any individual who chooses to use these smoking areas do so at their own risk. Finally, smokers and users of tobacco products must dispose of the remains in the proper containers. See the following website for a list of the Designated Smoking Areas

<http://www.cbu.edu/cbu/StudentLife/TobaccoFreeInitiative/DesignatedSmokingAreas/index.htm>

14. Solicitation

No student is to permit his or her room to be used for any commercial purpose. Soliciting in the residence halls or on University grounds is forbidden without the express written permission of the Vice President for Student Life.

15. Stolen Property

Stolen property, such as municipal signs (stop, yield, street, interstate, etc.), is not allowed in the residence halls. Violators may be subject to disciplinary action and/or civil criminal prosecution.

16. Water Sprinkler

The water sprinkler system must be left free of any objects (i.e., clothing) at all times.

I. VISITATION AND GUEST POLICY

All residence halls have established visiting hours for members of the opposite sex. These hours are:

- Sunday – Thursday: 9:00 a.m. to 12:00 a.m. (midnight)
- Friday – Saturday: 9:00 a.m. to 2:00 a.m.

Students are responsible for the actions and behaviors of their guests on campus at all times.

During these times, members of the opposite sex may visit student rooms. As a Catholic University, CBU prohibits cohabitation, which represents a serious breach of conduct. Overnight guests of the same sex are allowed provided the hosting resident:

- Receives permission from his/her roommates and suitemates for the guest to stay.
- Receives permission and a guest pass from Resident Director and Director of Residence Life.
- Does not have guests staying overnight more than three nights per month.

SECTION 8

STUDENT CODE OF CONDUCT

- A. **THE CODE**
- B. **PROHIBITED CONDUCT**
- C. **JUDICIAL AUTHORITY**
- D. **DISCIPLINARY PROCEDURES**
- E. **FORMAL DISCIPLINARY HEARINGS**
- F. **DISCIPLINARY APPEALS PROCEDURES**
- G. **DISCIPLINARY SANCTIONS**
- H. **ALCOHOL AND DRUG POLICY**
- I. **ANTI-DISCRIMINATION/HARASSMENT POLICY**
- J. **SEXUAL ASSAULT POLICY**
- K. **GRIEVANCE POLICY AND PROCEDURE**

A. **THE CODE**

All students are members of several communities – city, county, state, university and church. As such, each student is subject to the conduct codes prescribed by each of these communities. The University and civil authorities have jurisdiction over violations of the law that occur on property owned or controlled by Christian Brothers University or during any University-sponsored event.

As an academic and religious institution, CBU has a vested interest in both the safety and well-being of the campus community. As a result of the high caliber of men and women CBU attracts, the Student Code of Conduct emphasizes responsibility in both the academic and non-academic areas of University life. It is the intent of the Code to provide the necessary guidelines to support and advance the educational and religious mission of the University without unduly restricting or diminishing the University experience.

By voluntarily joining the University community, a student assumes the responsibility for abiding by the standards that have been instituted pursuant to our mission, processes, functions and goals. The Vice President for Student Life or her/his judicial designees maintain an exclusive authority to impose sanctions for behaviors that violate the Student Code of Conduct and/or, if deemed appropriate, to terminate the student from membership in the University community.

Those charged with enforcement of the Student Code of Conduct will, at all times, endeavor to adhere to the principle of fundamental fairness so that each student's case is heard in a fair and consistent manner. The provisions of the Code are not to be regarded as contractual covenants between the University and the student. Christian Brothers University reserves the right to change policies or procedures maintained herein at any time during a student's enrollment period.

B. **PROHIBITED CONDUCT**

Christian Brothers University students, as members of the academic community, are expected to accept and adhere to high standards of personal conduct. Conduct which is not acceptable includes but is not limited to the following:

1. **Academic Misconduct**

Academic misconduct, as described earlier in Section 5, is prohibited.

2. **Alcohol/Drug Violations**

Possession, use, manufacture, distribution (exchange), or sale of alcoholic beverages or illegal drugs as an individual or recognized University organization, in violation of the law or University policies, is prohibited. Refer to the University's policy on alcohol and

drug use in Section 7.H. of the Student Code in the Student Handbook.

3. Conduct Dangerous to Self or Others

Students shall not exhibit dangerous conduct either to self or others. This includes, but is not limited to, taking any action, reckless or intentional, for the purpose of inflicting harm or creating a risk of harm for any person; or threatening by any means the use of force to harm or injure another person.

4. Contempt of the University Judicial System

A student who takes action to influence or coerce testimony, or takes any action which disrupts or impairs a University judicial hearing, may be found in contempt of the judicial process. Any student who knowingly provides false information in a University judicial hearing, may also be found in contempt of the judicial process and may be subject to judicial action.

5. Failure to Respond to Instruction

Failure to comply with any written or verbal instructions of University officials who are performing their duties is prohibited. This includes, but is not limited to, safety officers, residence hall staff, faculty and administrative staff.

6. False Reports

Knowingly initiating any false report, warning, threat of fire (e.g., pulling a fire alarm), threat of explosion, or other emergencies on University premises or any University-sponsored activity is prohibited. This includes any activity on or off campus which is initiated, aided, authorized, or supervised by the University. It is also a violation of the Code to knowingly make false reports or statements to University officials, including but not limited to safety officers, residence hall staff, administrative staff or faculty.

7. Falsification of Information

Forgery, alteration, falsification, or misrepresentation of University documents, records, or credentials is prohibited. This includes grade transcripts, student identification cards, computer records, and other official documents. The use of a document that has been forged or altered by someone else is also a Code violation.

8. Harassment/Discrimination

Christian Brothers University does not discriminate on the basis of race, age, color, religion, sex, sexual orientation, national and ethnic origin, or disability in its education programs or activities, including employment and admissions. For further clarification, see Anti-Discrimination/Harassment Policy later in this section.

9. Hazing

Hazing is strictly prohibited. Any action that in any way adversely affects the health or safety of any person as a condition of participating in any student organization or activity will result in judicial action. (For complete details of the Hazing Policy, see Section 4, E., Policies Governing Student Organizations earlier in this document.)

10. Identification Misuse

Possession, use, or attempt to use false or illegally altered identification is prohibited. Also, student identification cards are University property and must be shown or surrendered when requested by a University official.

11. Interference, Obstruction or Disruption

It is a violation of this Code to interfere with, obstruct, or disrupt any normal University activity such as teaching, research, recreation, meetings, public events, and disciplinary proceedings, the freedom of expression and movement of students or other members of the University community and their invited guests, and police or fire responses to an emergency.

12. Lewd or Disorderly Conduct

Students shall not commit any act that is lewd or indecent in nature, or disorderly, such as indecent exposure, profanity, or inappropriate language on University property, and/or at University-sponsored events, or inappropriate computer practice that is indecent, harassing or discriminatory in nature. (See Anti-Discrimination/Harassment Policy).

13. Misuse of Safety Equipment

The unauthorized use of any safety equipment or other emergency device is prohibited. tampering with or otherwise rendering safety equipment useless, such as exit signs, fire extinguishers, fire alarms, fire boxes, water/steam pipes, first aid equipment, or emergency telephones is also prohibited. Obstructing fire routes, such as hallways or stairwells, is not permitted.

14. Misuse of University Facilities or Property

Entering, climbing or using University buildings, facilities, structures or property in a way that is unauthorized is prohibited. This includes but is not limited to **climbing the Belltower, driving on athletic fields, unsupervised** use of the pool, or the reproduction of keys.

15. Open Flames

Open flames, torches, or other incendiary or explosive devices of any type are prohibited on University property, except as authorized by the Director of Campus Safety.

16. Possession of Stolen Property

Students are prohibited from possession of property that they know or have reason to believe may be stolen or misappropriated.

17. Property Damage

Damaging University property (including vandalism or graffiti) or property belonging to visitors or anyone else on University premises is prohibited

18. Sexual Assault/Misconduct

Inflicting sexual contact, sexual intrusion, or sexual penetration on any person without that person's consent is a violation of this Code. (See Anti-Discrimination/Harassment Policy and Sexual Assault Policy later in this section). Conduct will be considered "without consent" if no clear consent is given; if inflicted through force, threat of force, or coercion; or when inflicted upon a person who is unconscious or otherwise without the physical or mental capacity to consent. For example, if you inflict sexual contact or intrusion on someone who is under the influence of alcohol or drugs, it may be considered "without consent" because that person may not have the physical or mental capacity to consent. Harassment without physical contact will not be deemed sexual assault, but is also subject to sanction. If events do not constitute sexual assault, they may constitute sexual harassment and be subject to sanction(s) (See Anti-Discrimination/Harassment Policy).

19. Smoking/Tobacco Use Policy

Smoking and use of tobacco products is prohibited in and around all property owned or leased by Christian Brothers University. The University campus includes all buildings, grounds and parking lots leased, owned or operated by Christian Brothers University, as well as any vehicle leased or owned by CBU and any privately owned vehicle on University property. In this time of transition, designated smoking areas have been identified. Please see the map in the back of this handbook for locations

20. Theft, Misappropriation, or Unauthorized Sale

Students are to refrain from the unauthorized occupancy, use, possession or removal from a designated area, of property belonging to the University, its community members, guests or vendors.

21. Vandalism

Any student found responsible for vandalism in the Residence Halls or on other University property will be fined \$500 for the first offense as well as charged with paying for damages. On the second offense, a fine of \$1,000 will be charged to each responsible student as well as charges for damages. Vandalism of University property at any time may result in eviction from University housing. The University reserve right to deny application for housing based on previous damages and/or vandalism of University property.

22. Violation of Local Laws/Off-Campus Conduct

Violating any federal, state or local laws while on University premises is prohibited. Violation of such laws while off campus is also a violation of this Code, if the conduct, in the University's sole judgment, indicates the student may be a threat to the safety or security of the University or its personnel. The adjudication of such violations may proceed independently of state or federal agencies.

23. Violation of University Policies or Procedures

Students are expected to follow all University policies and procedures, including, but not limited to

the following: academic, residential, facilities, judicial and other institutional policies as described in University publications.

24. Violation of University Judicial Sanctions

Violating the terms of any disciplinary sanction imposed for an earlier violation of the Code will result in additional sanctions being levied.

25. Weapons, Firearms and Fireworks

Possession or use of firearms, tasers/ stun guns, explosives, unauthorized fireworks, or other dangerous weapons (any object or substance designed to or used to inflict a wound, cause injury, cause damage, or incapacitate, including but not limited to all firearms, pellet guns, BB guns, air rifles, switchblade knives, and knives with blades longer than 3-1/2 inches) that are used to cause fear in or assault on another person is considered a dangerous weapon and is prohibited. While possession of mace is not prohibited, offensive or reckless use may constitute physical harassment or assault and may be subject to disciplinary action.

In accordance with Tennessee State Law (TCA 39-17-1309) carrying a firearm on any college or university campus is prohibited. A lawful firearms permit does not exempt one from this law. *Campus Police officers in execution of their duties are authorized under state law to possess and carry a firearm in their discharge of their duties.*

C. Judicial Authority

The University recognizes that certain student rights exist during the judiciary process. The judicial process consists of the following six (6) judiciary authorities who may interface with a student who is alleged to have violated the Code.

Dean of Students

The Dean of Students is the chief judicial affairs officer for administering resolution to complaints in violation of the Student Code of Conduct. Responsibilities consist of investigating, with the help of Campus Safety when appropriate, interviewing and determining responsibility for all non-academic allegations of misconduct, and issuing University level sanctions when appropriate, determining the disciplinary charges to be filed according to the Codes, interviewing, advising and assisting parties involved in disciplinary proceedings and arranging for a balanced presentation before the various boards on a timely basis, maintaining all student non-academic disciplinary records, conducting disciplinary conferences, and collecting and disseminating research and analysis concerning student conduct. The Dean of Students, along with Campus Safety when appropriate, will conduct the initial investigation for discrimination/harassment complaints. If the accused student admits to the violation, sanction(s) will be imposed by the Dean of Students. These sanctions are potentially reviewable by the appropriate judicial authority (See Disciplinary Appeals Procedure later in this section).

If the accused student does not admit culpability, the Dean of Students will determine if the evidence is sufficiently strong to determine responsibility. If it is determined to be sufficiently strong, the Dean of Students may impose sanctions. If doubt is established, the complaint will be forwarded to the Judicial Board or the Special Review Board for further investigation if necessary and/or adjudication.

Director of Human Resources

The Director of Human Resources deals with faculty or staff personnel issues and complaints.

Director of Residence Life

The Director of Residence Life and the members of the Residence Life Staff are responsible for the supervision and enforcement of the Residence Life and University policies as they pertain to resident students and their guests. Any Incident Report or complaint from the Residence Life Staff will be reviewed by the Director of Residence Life. The Director of Residence Life may adjudicate first time offenses, as long as the sanction imposed is no more than a warning, fine or educational project. If further

action is required, the Director will forward the complaint or incident to the Dean of Students for adjudication. Any complaint involving any type of discrimination or harassment will be immediately directed to the Dean of Students.

Director of Student Activities

The Director of Student Activities will adjudicate violations concerning all registered student organizations.

Judicial Board

The Judicial Board is a committee consisting of four (4) faculty representatives who are elected at the last Faculty Assembly in the spring, one (1) faculty member appointed by the Vice President for Student Life, four (4) students, appointed by the Vice President for Student Life with consultation from the Student Government Association, and one representative from the Student Life Staff who shall chair the committee.

The Judicial Board will hear all cases referred by the Office of Student Life for adjudication. A quorum of two faculty, two students and the Student Life Chair must be present to adjudicate a case. The Judicial Board will make a decision as to whether the student is responsible or not for the charges, or, in the case of an appeal, either uphold or impose new sanctions, or dismiss all charges. Committee members are required to attend training sessions prior to adjudicating a case. Decisions made by the Judicial Board will be final, with the exception of eviction from residence halls, suspension, expulsion, and fundamental fairness, which guarantees that the student has been dealt with justly and in accordance with University policies and procedures. Appeals from this body on the same grounds are heard by the Vice President for Student Life.

Special Review Board

The Special Review Board is a three-member committee (appointed by the Vice President for Student Life), consisting of two faculty members from the Judicial Board and a representative of Student Life, to deal with violations of a more sensitive nature (e.g., discrimination, sexual assault, sexual harassment, stalking, racial/national origin, disability and gender harassment, as defined in the [Anti-Discrimination/ Harassment Policy](#)). The Special Review Board will review all information from the initial investigation by the Dean of Students and Campus Safety, conduct an additional investigation if needed, including calling and questioning witnesses, and adjudicate the complaints. Appeals from this body are heard by the Special Appeals Committee.

Special Appeals Committee

The Special Appeals Committee consists of three members, the Director of Student Activities and two faculty members selected from the Judicial Board. The faculty representatives will not have been part of the Special Review Board previously involved in adjudicating the case. The Special Appeals Committee will adjudicate all appeals from the Special Review Board involving suspension, expulsion, harassment, discrimination and fundamental fairness which guarantees that the student has been dealt with justly and in accordance with University policies and procedures. Appeals from this body on the same grounds are heard by the Vice President for Student Life

Vice President for Student Life

In considering an appeal, the Vice President for Student Life will either uphold the sanction or change a sanction. In the event that the Vice President for Student Life believes the charge requires further review, it will be re-submitted to the appropriate judicial authority for determination of the appropriateness of the decision. If, after reconsideration by the judicial authority, the determination remains the same, the Vice President for Student Life may either uphold the sanction, or change the sanction to conclude the appellate process.

The Vice President for Student Life will be the sole appeal for eviction from the residence halls.

D. DISCIPLINARY PROCEDURES

In addition to protecting the community, the University views the disciplinary process as a learning experience that can result in growth and personal understanding of one's responsibilities and privileges within the University community. The disciplinary process is not meant to be a substitute for civil or criminal legal proceedings but, instead, is designed to provide a fair evaluation of whether or not a student has violated the Code. Formal rules of evidence will not apply in the University disciplinary process. The University encourages the reporting of any criminal activity to the Office of Campus Safety and to the Memphis Police Department where appropriate.

1. Complaint

Anyone may file a complaint with the Dean of Students in the Office of Student Life (321-3536) whenever a student or an employee is believed to have violated any of the Code standards. If the accused is an employee of the University, the complaint will be forwarded to the Director of Human Resources for investigation and resolution.

Every attempt will be made to obtain a written complaint from the accuser. The complaint shall include the circumstances giving rise to the complaint, the dates of the alleged occurrences, and the names of witnesses, if any. The complaint shall be signed by the accuser. However, when the accuser refuses to provide or sign a written complaint, the matter will still be investigated to the fullest extent possible, and appropriate action will be taken. Complaints made anonymously or by a third party must also be investigated to the fullest extent possible.

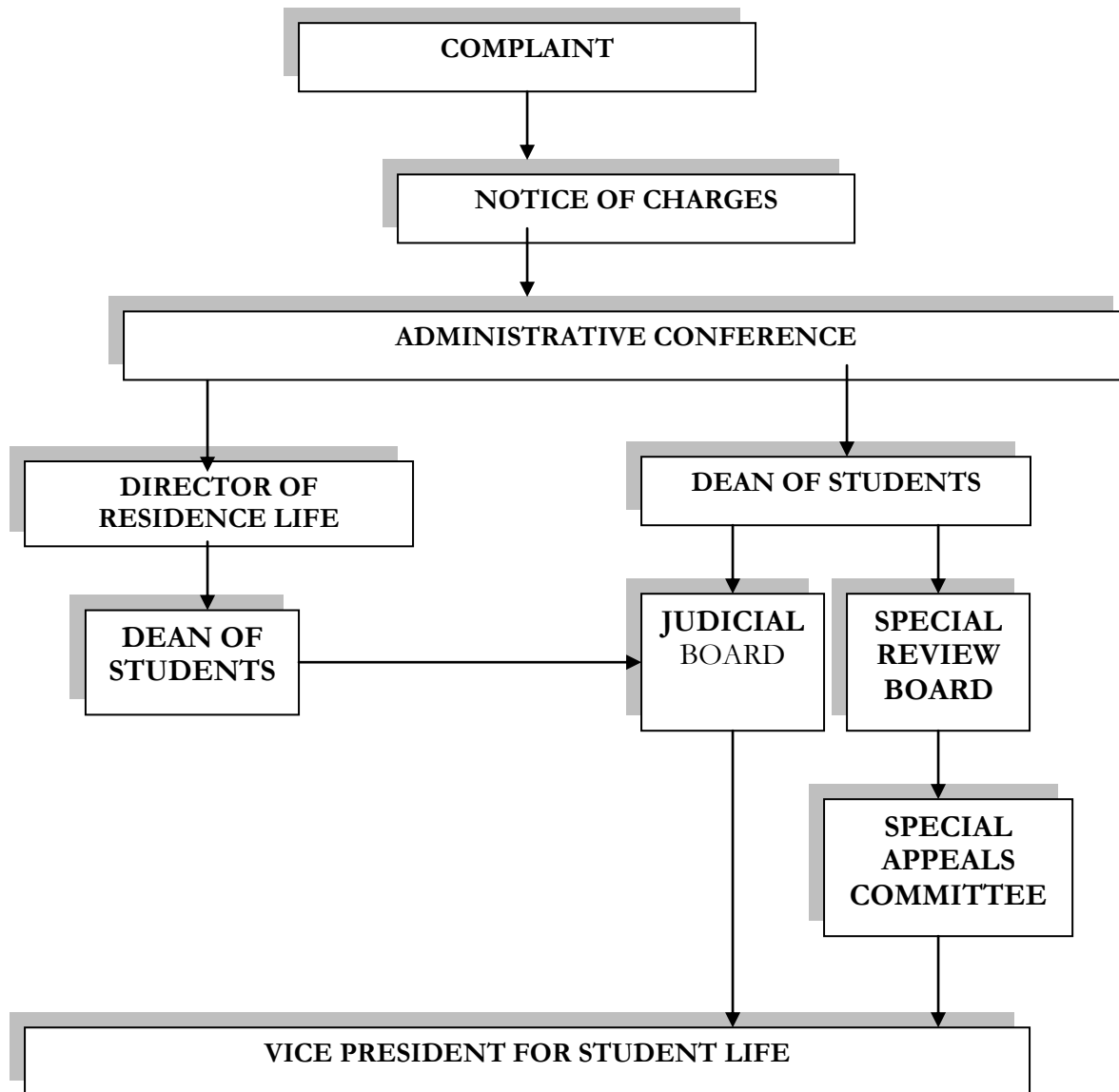
Upon receipt of the written or verbal complaint, an investigation will be conducted to determine whether there is substance to the complaint, whether the complaint falls within the jurisdiction of the Code, or whether to refer the charge to the Vice-President for Academic Affairs for complaints related to academic misconduct, outlined in section 5.A. of the Student Handbook, or the Director of Human Resources for complaints related to faculty or staff, as outlined in Section 7. I. in the Student Handbook.

All non-academic complaints against students will be investigated by the Dean of Students. Complaints of all forms of discrimination/harassment will be investigated by the Dean of Students in conjunction with Campus Safety when appropriate. If the accused student admits to the violation, sanction(s) will be imposed by the Dean of Students. These sanctions are potentially reviewable by the appropriate judicial authority (see [Disciplinary Appeals Procedure](#) under C).

If the accused student does not admit culpability, the complaint will be forwarded to the Judicial Board or Special Review Board for further investigation if necessary, and/or adjudication (refer to [Judicial Authority](#) under C.)

If, after investigation, documentation fails to offer sufficient evidence of a violation, it is referred back to the accuser. Consultation/advising are provided with/for the complaint. If documentation results in a clarification of the violation, the appropriate judicial authority may determine that additional action is necessary. The University's ability to take action is limited if the victim chooses not to or is unable to participate in the disciplinary process

2. Disciplinary Process



3. Student Rights

Students are generally afforded the following rights by the University disciplinary system:

- a. The accused student and the accuser shall receive a written notice of the time, date and place of an administrative conference with a judicial officer. If the accused student is unable to meet at the time and date scheduled, that student shall have two (2) working days of the date to reschedule the appointment.
- b. In the event that a charge is brought against a student, both the accuser and the accused student will receive a written statement of said charge(s) in sufficient detail as to enable the students to prepare.
- c. The accused student shall respond in writing to charges within two (2) working days after the date of the written notification.
- d. Both the accused student and the accuser will receive a statement of Student Rights in the written notification.

- e. The accused student and the accuser have the right to ask for clarification of the disciplinary process during the administrative hearing, or in the case of the accused, possible sanctions that may be imposed as a result of a finding of responsibility for a violation of the Code of Conduct.
- f. At a disciplinary hearing, the accused student and the accuser, if a student, shall have the right to be accompanied by a non-legal advisor of the student's choice. The advisor's participation shall be limited to advising the student. In the event that an advisor disrupts the proceedings, he/she shall be removed from the hearing.
- g. Both students are responsible for the attendance of any other witnesses appearing on his/her behalf. Such witnesses shall testify one at a time.
- h. Both the accused student and the accuser have two (2) working days to file an appeal, if warranted, to the appropriate judicial authority. (See 'Disciplinary Appeals Procedures').
- i. Except for major violations, formal disciplinary hearings will not be held during exam week.

4. Student Rights

The investigator shall notify the alleged harasser (hereinafter referred to as the accused) in writing within five (5) working days of receipt of complaint. The accused shall respond in writing to the complaint within five (5) working days of notification. The notice is sent to the mailing address or CBU email address listed in the University information system or the address listed on the security report. Notice may also be delivered in person by the Office of Campus Safety or University staff.

The notice describes the Code standard(s) allegedly violated and informs the accused student about the reported circumstances underlying the alleged misconduct. The notice informs the accused student of the time, date and place of an administrative conference with a judicial officer. If the accused student is unable to meet at the time and date scheduled, he/she must contact the judicial officer within two (2) working days of the date of the notice to reschedule the appointment.

Both the accused and the accuser will receive notice of the charges, including a copy of the written complaint and written response. Any inclusion of identifiable information against a third party will be removed prior to distribution.

5. Administrative Conference

An administrative conference will be held separately for each student, the accuser and the accused. The administrative conference is a preliminary meeting between the judicial officer and either the accused student or the accuser. When the student appears at the administrative conference, the judicial officer explains the disciplinary process, discusses the student's rights, and reviews the charges with the student.

If the accused student does not schedule an administrative conference by the deadline given in the notice or fails to attend a scheduled conference, the discipline officer can unilaterally resolve the case in the student's absence. The judicial officer may grant exceptions. However, unless unusual circumstances beyond the control of the student arise, the judicial officer normally will not grant a delay.

6. Investigation

At this time, the judicial officer will conduct further investigation as necessary. Another conference will be held as needed.

7. Investigative Report

If the accused student accepts responsibility for the violation, the Dean of Students will accept a guilty plea and issue sanctions. If the accused student denies the charges and, after an investigation, the complaint is found to have merit, the Dean of Students will prepare a written investigative report which will be forwarded to the Judicial Board or Special Review Committee for further investigation, if needed, and/or adjudication (See Section 7.C. Judicial Authority). This report will include the finding of fact.

E. FORMAL DISCIPLINARY HEARINGS

A formal disciplinary hearing will normally be held within seven (7) working days of the initial conference. The judicial body has the duty to ensure that all evidence is brought forth from whatever source and must make a determination based on the record and further information gathered.

Procedure

Members on the committee will be given copies of all related documents at least (24) hours prior to the hearing. Part of the consideration will be the investigative records created by the Dean of Students and/or Director of Campus Safety's investigation.

There shall be a record, such as a tape recording, of all hearings. The record shall be the property of the University.

Order of Hearing

1. Reading of the charges.
2. Statement by accuser/or statement by a University representative when appropriate as in an anonymous complaint.
3. Statement by accused student.
4. Presentation of evidence and witnesses by both parties
5. The judicial authority may also call witnesses at this time.
6. Closing statement of accuser/University representative.
7. Accused student's reply to the charges.

After closing statements have been heard, the University representative, the accuser and accused student, advisors and all witnesses shall exit the hearing. The Judicial Board or the Special Review Board will then reach a decision as to whether the student is responsible or not for the charges. The committee will inform both the accused and accuser of their findings at the conclusion of the conference and deliberations. Both the accuser and the accused will be informed of the appeals process at this time. Sanctions may be determined within two (2) working days of the hearing, or at the end of the hearing. If sanctions are determined at the end of the hearing, the accuser must exit the hearing prior to reading of sanctions imposed. Both the accused and the accuser must be notified in writing of the findings of the committee within two (2) working days of the disciplinary hearing.

F. APPEALS PROCEDURES

The purpose of an appeal is to guarantee fundamental fairness, which means the accused student and the accuser have been dealt with justly and in accordance with the established University policies and procedures. The accused or accuser may appeal a decision of the Special Review Board to the Special Appeals Committee or a decision of the Judicial Board to the Academic Vice President if either party believes the principle of fundamental fairness was not upheld, or the University's policies and procedures were not followed. The accused or accuser may further appeal the decision of the Special Appeals Committee to the Vice President for Student Life. (Please refer to Section 7.C., Judicial Authority, or the Disciplinary Process chart under D for conditions for appeals and the appropriate appeals judicial authority). The Vice President is the final review for all appeals.

The student shall submit a written notice of appeal within two (2) working days after he/she is served with a written copy of a disciplinary decision from the Director of Residence Life, Dean of Students, or Judicial Board or the Special Appeals Committee. The judicial authority receiving such appeal will review created records, and conduct further investigation as is deemed appropriate and take one of the following actions:

- Concur with the sanctions
- Reduce the sanction
- Resubmit the case to the judicial authority in the event additional evidence is presented.

Records

All disciplinary, hearing and investigative records are kept on file for three (3) years after graduation, or non-attendance at the University for two (2) consecutive years. Dismissals will become a part of the student's permanent record. No disciplinary records will be released to other institutions or employers unless the University is directed to do so by civil authorities or a written request by the student.

G. DISCIPLINARY SANCTIONS

The disciplinary process is an educational one by which the University strives to instill in its students an understanding that each is responsible for his/her actions. The purpose of the imposition of sanctions is to:

- A.** redirect the behavior of a student or student organization toward a pattern more acceptable for members of the University community;
- B.** protect the University community from possible harm or injury by said persons; and if appropriate give financial redress to an individual for loss, harm or destruction of property resulting from the actions of the accused.

Any sanction imposed by the adjudicatory agent of the University shall be conveyed to the student within two (2) working days after the decision is made, and is effective immediately unless otherwise stipulated.

The Dean of Students, or the appropriate judicial authority, may impose one or more of the following sanctions on a student, group of students or organizations:

1. Warning

A warning is a written or oral communication that further misconduct may result in more severe disciplinary action. A written record of the action will be kept by the University official. This warning is an opportunity for the student to adjust his/her behavior before further disciplinary action becomes necessary.

2. Restitution or Assessment

A student who has committed an offense against property may be required to reimburse the University or other owner for damage to or misappropriation of such property. Any such payment shall be limited to actual cost of repair or replacement.

3. Fines

A student may be required to pay a monetary fine for an infraction. Fines can be charged to the student's account and paid in the Business Office.

4. Educational Projects

A special educational project designed to assist the student in understanding the overall impact of his/her behavioral infraction may be assigned. Such assigned projects could include research papers, the creation of educational projects, or the planning and/or presentation of educational programs related to the policy infraction. The assigned projects will be under the direct supervision of the Dean of Students or the Director of Student Activities, or an administrator acting on his/her behalf.

5. Community Service

Students may be required to work a specified number of hours for a community service agency or on the campus. The assigned hours will be completed under the supervision of the Vice President for Student Life or an administrator acting on his/her behalf.

6. Restriction

A restriction upon a student's privileges for a period of time may be imposed. This restriction may include, but is not limited to, denial of the right to represent the University in any way, denial of use of the facilities, parking privileges or participating in co-curricular activities.

7. Required Evaluation or Counseling

A student may be directed to attend a prescribed number of counseling or educational sessions with qualified persons or organizations approved by the Vice President for Student Life or an

administrator acting on his/her behalf. If such a course of action is undertaken, the adjudicatory agent of the University may inquire only into whether the student has attended the prescribed number of sessions and cooperated with efforts made by the counselor or organization to help him or her adjust to incumbent responsibilities.

8. No Contact Order

If a student has been accused of harassing, assaulting, stalking, or sexually assaulting another person, he/she may be issued a no contact order. The student will be told not to contact a particular person for a specific period of time. If the order is violated, the student will face additional disciplinary charges which may result in suspension or expulsion from the University.

9. Disciplinary Probation

Disciplinary probation means that the student is no longer in good standing with the University. Disciplinary probation places the student in a probationary status with the University community for a specified period of time, not to exceed one (1) year. Any behavioral infraction of policy during this period may cause the student to be removed from the University. For any student who is considered financially dependent on his/her parents, a letter may be sent notifying them of their son's/daughter's status.

10. Eviction from Residence Halls

A student may be evicted from his or her living space for repeated infractions or for a serious violation of University policy. The student shall be notified in writing of the terms of the eviction. An evicted resident shall have no more than 24 hours to vacate his or her room. Extensions may be granted only by the Vice President for Student Life or the Dean of Students. For any student who is considered financially dependent on his/her parents, a letter will be sent notifying them of their son's/daughter's status. A student evicted from a residence hall due to disciplinary action will receive no refund and he/she will lose any remaining portion of his/her deposit.

11. Interim Suspension

Although the status of a student accused of violating one or more of these regulations should not be altered until a final determination has been made in regard to the charges against him or her, interim suspension may be imposed upon a finding by the Vice President for Student Life that the continued presence of the accused on campus constitutes a threat to the physical safety and well-being of the accused or any other member of the University community or its guests, or risks destruction of property, or disruption of classroom or other campus activity. A final determination of the charges against any student summarily suspended on an interim basis shall be made through appropriate hearing procedures within ten (10) days of such suspensions, during which time the accused shall forfeit all University rights and privileges. For any student who is considered financially dependent on his/her parents, a letter will be sent notifying them of their son's/daughter's status.

12. Co-curricular Suspension

A modified suspension may be imposed which may involve exclusion from participation in all activities except class attendance, with the exception of defined privileges which are necessary or required. If a student, while on modified suspension, violates the terms set forth in the notice of the same, or violates these regulations in any respect as determined after the opportunity for a hearing, he or she shall be subject to further discipline in the form of suspension or expulsion. For any student who is considered financially dependent on his/her parents, a letter will be sent notifying them of their son's/daughter's status.

13. Disciplinary Suspension

If a student is suspended, he or she is deprived of student status and must carry out a total separation from the University for a stated period of time. Conditions for readmission shall be stated in the order for suspension and shall remain a part of the student's permanent record, regardless of whether or not such a student is successfully readmitted. A student placed on suspension will be withdrawn from classes. The final decision on suspension rests with the Vice President for Student Life. For any student who is considered financially dependent on his/her parents, a letter will be sent notifying them of their son's/daughter's status.

14. Administrative Hold

Should a student fail to complete an assigned University judicial sanction or financial obligation to the University, an administrative hold may be imposed. This restricts the right of the student to conduct business with the University – register for classes, receive transcripts, etc. This sanction may be imposed whenever an obligation or sanction is unfulfilled (no disciplinary conference required) and is lifted when the obligation is fulfilled.

15. Expulsion

Expulsion means a permanent and immediate separation from the University. The imposition of this sanction shall become a part of the student's permanent record, and is a permanent bar to his/her readmission to the University. The final decision on expulsion sanction rests with the Vice President for Student Life. For any student who is considered financially dependent on his/ her parents, a letter will be sent notifying them of their son's/daughter's status.

H. ALCOHOL AND DRUG POLICY

1. Alcohol Policy

a. University Policy

The Christian Brothers University Alcohol Policy, developed from the spirit of the University's mission statement, is, insofar as possible, educational in nature. The goals of this policy are to create a non-coercive social environment respectful of those who choose not to drink; to promote moderation, safety and individual accountability for those who choose to drink legally; and to establish and maintain an informed community where the effects of alcohol abuse and the behavioral problems associated with it are minimal.

Christian Brothers University permits the moderate use of alcohol within the limits of applicable state, city, and county liquor laws and the policies of the University. The use of alcoholic beverages is viewed as a privilege, not a right. All persons within the CBU community are expected to observe the following alcohol policy that **prohibits**:

- i. Drinking at athletic events
- ii. Public intoxication
- iii. Providing an alcoholic beverage to an obviously intoxicated person
- iv. Drunk or disorderly conduct
- v. Persons under the age of 21 serving, possessing or consuming alcohol
- vi. A person over the age of 21 supplying (i.e., selling, giving, getting, etc.) alcoholic beverages to anyone under 21 years of age
- vii. A person under the age of 21 falsifying or possessing any form of identification to attempt to secure any alcoholic beverage
- viii. Possession of open container(s) (e.g., any bottle, can, mug, etc.) of alcoholic beverages, and/or their consumption except in designated locations which have been specified in accordance with state law and the University policy
- ix. Alcohol consumption in any room of the residence halls where all occupants are under 21 years of age. Any gathering in a student room in the residence halls, University owned houses and/or apartments that consists of ten or more people where alcohol is present, is considered an illegal party.
- x. If an event with alcohol occurs off campus that would lead a reasonable person to believe the event was preplanned by an organization and not registered with the Alcohol Review and Programming Board, the event will be considered an illegal party.
- xi. Kegs and/or other multi-liter containers (empty or filled) in the residence halls. **Students purchasing alcoholic beverages with University-approved student fees or with any student funds which are collected and administered by University office or agency unless approved to do so by the Vice President for Student Life (i.e., senior-faculty reception)**
- xiii. Consumption of alcoholic beverages in the hallways of the residence halls, the lounges of the

Residence halls or any part of campus, except as permitted herein. The lounges of the Thomas Center are available for parties with alcoholic beverages with written consent of the Alcohol Review and Planning Board. In some special cases, the campus grounds are available for parties with alcoholic beverages with written consent of the ARPB.

- xiii. Failure to be responsible for the conduct of campus guests or to acquaint them with the University policies and procedures regarding the use of alcoholic beverages.
- xiv. Participation in **drinking games** or other forms of abusive drinking behavior.
- xv. Failure to comply with rules and criteria set forth by the Alcohol Review and Planning Board, and procedures specified in The Compass for the use of alcoholic beverages at University functions will result in one or more of the following sanctions:

- **Parental/Guardian Notification**

Federal legislation allows universities to notify the parent or guardian of students under the age of 21 who violate any federal or state law, or any rule of the institution, governing the use of alcohol or drugs. Christian Brothers University, therefore, may notify parents or legal guardians in writing of any such violation.

- **Criminal Sanctions (for your information)**

Federal Government guidelines state that anyone under 21 years of age receiving Federal Financial Aid (Pell Grants) who is convicted of violating established Federal or State Alcohol Laws may lose his or her financial aid.

Court-imposed sanctions for a first offense of the above offenses are listed as follows:

- Fines of \$50 to over \$100
- Jail terms of 30 days to 3 years or more
- Community service hours

These sanctions can be combined or issued separately depending upon the interpretation of the judge.

- **University Sanctions**

Christian Brothers University sanctions may be issued by appropriate disciplinary authorities. Depending upon the severity of the incident, any of the sanctions specified in the Code of Student Conduct may be levied, ranging from reprimand to suspension or expulsion.

- **Alcohol Counseling**

If students of Christian Brothers University feel they may be experiencing an alcohol or drug problem, they are encouraged to contact the University Counseling Center located in the Thomas Center. The Director of Counseling is available for confidential consultation on a walk-in basis or by appointment. Confidentiality will not be violated unless authorized by the student or a threat to life occurs. The Director will be able to provide information and testing, or assist in making a referral to a local agency or treatment facility. The Director may be reached at **321-3527**.

2. Use of Alcoholic Beverages at University Functions

a. Campus-Wide Socials/Parties

Any Campus-Wide Socials/Parties, off-campus or on-campus parties open to the campus or closed to the organization, sponsored by a University club or organization must follow these guidelines if alcohol is being served. Several details of the event will be subject to approval by the Alcohol Review and Planning Board. **All parties are subject to the Alcohol Review Board.**

b. Alcohol Review and Planning Board

- i. The purpose of the Alcohol Review and Planning Board (ARPB) is to promote the responsible use of alcohol at Christian Brothers University. Its membership is to include the following representation:
 - The Dean of Students (Chairperson)
 - The Director of Student Activities
 - The Director of Campus Safety
- ii. The following represents the overall function of the ARPB:

- To review the guidelines and procedures when an individual, club or organization requests alcohol be made available at campus-wide socials or parties for the Christian Brothers University campus community. (See Campus-Wide Socials/Parties above).
- To review requests to host an event with alcohol which is an exception to the stated conditions for alcohol use on campus or the alcohol policies stated within The Compass. The ARPB will make a final decision on each request. Procedures to follow for the review of your event by the ARPB: **You must submit a CBU Activities Request Form to the Director of Student Activities at least two weeks prior to the event. This form must be signed by the President of the Club/Organization (if applicable), and Advisor of the sponsoring club or organization, ensuring that the criteria listed below for the use of alcohol at University functions are met.**

iii. **Bus Policy**

Any campus-wide party or closed party sponsored by a University club or organization must comply with the bus policy. A bus must be provided for any event off campus where alcohol is being served and/or sold. Please refer to: cbu.edu/studentlife/activities/buspolicy.doc

3. Criteria for Sponsored Events with Alcohol

Those individuals or organizations sponsoring events where alcoholic beverages will be served must adhere to the guidelines listed below. The use of any alcoholic beverages must be in accordance with applicable state, city and county laws and the following requirements:

- a. Any student or guest requesting alcoholic beverages will be required to verify his or her age with a driver's license. A law enforcement official or privately hired security, assisted by a designated club member and/or advisor, will verify identification. Only those students who meet the age requirements of Tennessee State Law will be served or permitted to consume alcoholic beverages. Additional picture identification may be required if the legal age of the presenter is questioned.
- b. Students are responsible for the conduct of their guests, and as such, should take care to acquaint their guests with University policies regarding the use of alcoholic beverages. It is the responsibility of individuals or organizations sponsoring events where alcoholic beverages will be served and of their advisor to ensure that alcoholic beverages served to those meeting Tennessee age requirements (whether students or guests) are not in turn consumed by underage individuals.
- c. Organizations sponsoring events where alcoholic beverages are served must hire additional security guards and/or law enforcement officials. The number of additional guards shall be determined by the ARPB.
- d. Alcoholic beverages shall not be served or consumed by individuals who demonstrate a lack of sobriety. Enforcement of sobriety standards is the responsibility of the individuals or organizations sponsoring the event and their advisor.
- e. The third party vendor hired by the organization must assume the responsibility for providing adequate controls for proper dispensation of alcoholic beverages, and for the good order of the participants at the event. However, the advisor must be present during the entire event when alcohol is served off campus to intervene if a situation was to occur. The organization shall review its plans with its advisor and the Alcohol Review and Planning Board. They will be responsible for approving plans prior to the event. The organization has the responsibility for cleaning any University facilities utilized for its sponsored event.
- f. The organization's officers and advisor must assume the responsibility for providing adequate controls for proper dispensation of alcoholic beverages, and for the good order of the participants at the event. Therefore, the advisor must be present during the entire event when alcohol is served on campus. The organization shall review its plans with its advisor and the Alcohol Review and Planning Board. They will be responsible for approving plans prior to the event. The organization has the responsibility for cleaning any University facilities utilized for its sponsored event.
- g. Organizations that sponsor campus-wide events where alcohol is consumed are encouraged

- to have the appropriate liability insurance to protect themselves and the University.
- h. Nonalcoholic beverages and food shall be provided in adequate amounts determined by the Alcohol Review and Planning Board when alcoholic beverages are served.
 - i. Organizations must abide by the alcohol responsibility guidelines specified in the University Alcohol Policy.

4. Violations by students

Any violation of the Alcohol Policy will subject the student to the following minimum disciplinary sanctions. Other more serious measures may also be taken at the discretion of the Dean of Students where warranted.

First Violation of the Academic Year

The student will:

1. Receive a minimum fine of \$50. The fine will be charged to the student and read as an “Alcohol Policy Violation” on his or her bill from the University;
2. Dispose of all alcoholic beverages in his or her possession or they will be confiscated and disposed of by a University staff member;
3. Complete an alcohol/drug education class and, if determined necessary by the Dean of Students, complete an alcohol evaluation;
4. Receive a written or oral warning that current or future alcohol policy violation(s) may result in more severe sanctions and/or administrative action at the discretion of the Dean of Students (e.g., removal from housing, probation, suspension) when:
 - i. The violation occurs in conjunction with other University policy or standards violations.
 - ii. The violation involves offensive or potentially harmful behavior to the student or others, such as fighting, threats or acts of verbal or physical aggression, driving under the influence, unauthorized access and vandalism; and/or
 - iii. There have been previous violations of University policy or standards and/or incident reports within the current or previous academic year.
5. Depending on the nature of the violation and the student’s response, parental notification will be at the discretion of the Dean of Students.

Second Violation of the Academic Year

The student will:

1. Receive a minimum fine of \$75. The fine will be charged to the student and read as an “Alcohol Policy Violation” on his or her bill from the University.
2. Dispose of all alcoholic beverages in his or her possession or they will be confiscated and disposed of by a University staff member;
3. Complete an alcohol evaluation and any follow-up treatment or assistance programs recommended in the evaluation;
4. Receive written notification of any further sanctions or administrative action at the discretion of the Dean of Students, (e.g., removal from housing, probation, suspension) especially when other violations are present as listed above
5. Parental Notification

Third Violation of the Academic Year

The student will:

1. Receive a minimum fine of \$100. The fine will be charged to the student and read as an “Alcohol Policy Violation” on his or her bill from the University.
2. Dispose of all alcoholic beverages in his or her possession or they will be confiscated and disposed of by a University staff member;
3. Complete an alcohol assessment in addition to any recommended follow-up participation in treatment or assistance programs;
4. Receive written notification of subsequent sanctions that may include removal from housing,

probation, suspension at the discretion of the Dean of Students. Failure to complete a required alcohol/drug class or an alcohol/drug evaluation within six (6) weeks will result in:

- The carry-over of violation for the following year and the inability to register at enrollment for the following semester until requirements are met.
- The penalty for any subsequent violations of this policy is at the discretion of the University.

The University reserves the right to remove from the residence halls, suspend or expel at any time any student found in violation of this policy.

5. Drug Policy

Christian Brothers University has a prime concern for the well-being of its students, including their psychological and medical welfare, and recognizes the problems created by the misuse of controlled substances. The University prohibits the possession, distribution, sale or use of controlled substances (i.e., marijuana, narcotics, barbiturates, hallucinogens or amphetamines and all other drugs prohibited by state and federal law). The University also prohibits the possession of drug paraphernalia (i.e., bongs, one hitters, pipes, clips, etc.). Students who violate this policy are liable for disciplinary action by the University and/or criminal prosecution by civil authorities.

a. Sale

When, in the opinion of the Dean of Students, there is a reasonable basis for believing that a student is or has been trafficking in controlled drugs, or is or has been in possession of such amounts as to make this a reasonable suspicion, the student will be subject to interim suspension pending a judicial hearing.

b. Use

When, in the opinion of the Dean of Students, there is a reasonable basis for believing that a student has been in possession of prohibited drugs, the student will be subject to judicial action.

c. The Law

Possession, manufacture, sale and/or distribution of controlled substances are illegal under both state and federal law. Giving marijuana or other drugs free of charge to friends will be interpreted by the University to be the same as sale or distribution.

d. Student-Athlete

- i. In observance with N.C.A.A. regulations, each academic year, student-athletes shall sign a form consenting to be tested for the use of drugs prohibited by the Athletic Association. Failure to complete and sign the consent form prior to practice or competition shall result in the student-athlete becoming ineligible for participation (i.e., practice and competition) in all intercollegiate athletics;
- ii. All student-athletes will adhere to the Christian Brothers Athletic Alcohol & Drug Policy and shall sign a Christian Brothers University Drug Education Program Statement of Understanding and Consent Form. Failure to do so will result in dismissal from the athletic team and loss of any athletic aid;
- iii. Use of tobacco products for student-athletes is prohibited during practice and competition. A student-athlete who uses tobacco products during practice or competition shall be disqualified for the remainder of that practice or competition.

e. Sanctions

- i. A drug offense under Tennessee or Federal Law can be a misdemeanor or a felony depending on the charge and the amount of drugs. In either case, a criminal record will very likely hamper a person's chances of gaining admission to another school or future employment opportunities.
- ii. Court-imposed sanctions for a first offense for possession, distribution or use of drugs are as follows:
 - Fines of \$1000 to \$200,000 or more.
 - Jail terms of 30 days to 20 years or more.

- Community service hours.

These sanctions can be combined or issued separately depending upon the interpretation of the judge.

- iii. Christian Brothers University sanctions will be issued by the Dean of Students or the Judicial Board. These sanctions are listed in the Code of Student Conduct. A first drug violation will result, minimally, in a fine for \$150.00. It will be paired with an additional sanction, ranging from reprimand, community service, educational program, parental notification to suspension or expulsion.
- iv. Federal Government guidelines state that anyone receiving Federal Financial Aid (Pell Grants) who is convicted of violating established Federal or State controlled substance laws may lose his or her financial aid.

6. Drug Policy/ Intervention

If students of Christian Brothers University feel they may be experiencing a drug problem, they are encouraged to contact the University Counseling Center, located in the Thomas Center. The Director of Counseling is available for confidential consultation on a walk-in basis or by appointment. Confidentiality will not be violated unless authorized by the student or a threat to life occurs. The Director will be able to provide information and testing, or assist in making a referral to a local agency or treatment facility. The Director may be reached at **321-3527**.

Additional information on Alcohol and Drug Help Resources is available on the Counseling Center's website at <http://www2.cbu.edu/cbu/StudentLife/StudentCounseling/AlcoholDrugAssistance/index.htm>

7. Smoking Policy

Smoking and use of tobacco products is prohibited in and around all property owned or leased by Christian Brothers University. The University campus includes all buildings, grounds and parking lots leased, owned or operated by Christian Brothers University, as well as any vehicle leased or owned by CBU and any privately owned vehicle on University property. In this time of transition, designated smoking areas have been identified. Please see the map in the back of this handbook for locations

I. Anti Discrimination and Harassment Policy

POLICY STATEMENT

Discrimination and harassment on grounds of age, sex, sexual orientation, color, disability status, nationality or race, are all forms of misconduct that undermine the institutional mission of Christian Brothers University and thus will not be tolerated. All members of the University community are responsible for maintaining an environment of mutual respect for all persons.

These procedures may be utilized by any student, employee, or applicant for employment who believes he or she has been subjected to discrimination or harassment by a CBU student, CBU employee or a third party on the CBU campus or at a CBU-sponsored event. Former employees or students may file complaints concerning conduct which took place during the time of employment or enrollment provided the complaint is filed in a timely manner. For further information regarding the University officials to whom complaints should be directed, please refer to **Complaint Reporting** (See later section in this policy).

University Commitment

The University takes all accusations of harassment or discrimination seriously. The University also recognizes that accusations can have serious and far-reaching effects on the lives and careers of individuals. False complaints, that is, allegations made knowing that they are not true, can have a similar impact. Therefore, intentionally false charges are grounds for discipline, up to and including discharge and/or expulsion. Disciplinary proceedings shall follow applicable procedures as set forth in the Student Handbook or the Employee Handbook.

It is important that Christian Brothers University students, faculty and staff enjoy an environment free from implicit and explicit behavior used to control, influence or affect the well-being of any member of our community. Discrimination or harassment of any individual based on age, sex, color, disability, status, nationality or race, is unacceptable and grounds for disciplinary action. The University deplors such conduct, not only as a violation of the law, but also as an abuse of authority and an infringement upon an individual's right to a discrimination/harassment free environment. Whenever CBU has knowledge that discrimination or harassment of any form has occurred, prompt and remedial action will be taken (refer to steps for Initiating a Complaint later in this policy). The University assumes full responsibility for investigating and adjudicating any such complaint, including anonymous or third party complaints.

Educational Programs

The University will take measures annually to educate and train students, faculty and staff regarding conduct that could constitute a violation of this procedure. All employees, faculty members, and students are expected to participate in such education and training and to be knowledgeable of policies and procedures concerning harassment.

Disciplinary Action

All students, faculty and staff are subject to this policy. Any student, faculty or staff member found to have violated this policy by engaging in behavior constituting discrimination/harassment as stated below will be subject to disciplinary action which may include dismissal, expulsion or termination, or other appropriate sanctions.

Responsibility of Employees

All faculty members and staff, particularly management and supervisory personnel, are responsible for taking reasonable and necessary action to prevent and discourage harassment and discrimination. Faculty and staff are strongly encouraged to report to the Dean of Students within twenty four (24) hours, conduct that could be in violation of institutional policies and guidelines. Such reporting should occur when information about harassment or discrimination or pertaining to an observation of discrimination or harassment is received formally or informally. In these instances, the Dean of Students will conduct an investigation, in conjunction with Campus Safety, when appropriate. If, after investigation, the Dean of Students determines sufficient information to proceed with the disciplinary process, the University will assume the role of accuser.

PURPOSE

Prohibited Conduct: Sexual Harassment Defined

Sexual harassment in the educational/working environment:

Generally, sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature when one of the following criteria is met:

- submission to such conduct is made either explicitly or implicitly as a term or condition of the individual's employment or of the individual's status in a program, course or activity;
- submission to or rejection of such conduct by an individual is used as a basis for employment decisions, a criterion for evaluation, or a basis for academic or other decisions affecting such individual;
- such conduct is sufficiently severe, pervasive or persistent, as to deny or limit the ability of an individual to participate in or benefit from the educational program, thereby creating an intimidating, hostile or offensive educational or work environment.

Examples of Sexual Harassment:

Sexual harassment can take many forms, but most sexual harassment falls into three categories: verbal, visual or physical. Some examples of behavior that may constitute sexual harassment are:

- Use in the classroom of sexual jokes, stories, remarks or images when such use is in no way germane to the subject matter of the class.
- Attempted or actual kissing or fondling.
- Coerced sexual intercourse.
- Sexual assault. (See also Section 7.J., Sexual Assault Policy).
- Promising a work-related benefit or a grade in return for sexual favors.
- Inappropriate touching or brushing against the body.
- Implied or overt sexual threats.
- E-mail, voicemail, notes, letters, or other written materials displaying objects or pictures which are sexual in nature that would create hostile or offensive environments.
- Refusing to hire, promote or grant certain privileges because of acceptance or rejection of sexual advances.

The examples listed above are not exclusive, but simply represent types of conduct that may constitute sexual harassment.

Not every act that might be offensive to an individual or group will be considered harassment whether the alleged conduct constitutes sexual harassment depends upon the record as a whole and the totality of the circumstances, such as the nature of sexual advances in the context within which the alleged incident occurs. Harassment may not include verbal expressions or written material that is relevant and appropriately related to course subject matter or curriculum.

Please note that sexual assaults are criminal acts and, as such, the University may coordinate its internal investigation and processing with local police, crisis intervention centers and other agencies as appropriate.

Consensual Relationships:

Intimate relationships between supervisors and their subordinates, between faculty members and students are strongly discouraged due to the inherent inequality of power in such situations. These relationships could lead to undue favoritism or the perception of undue favoritism, abuse of power, compromised judgment or impaired objectivity.

Consensual Relationships – Conflicts of Interest:

Engaging in a consensual relationship with a student over whom the faculty member has either grading, supervisory, or other evaluative authority (i.e., member of dissertation committee, thesis director, etc.) constitutes a conflict of interest. The faculty member must take steps to remove the conflict, such as assigning a different supervisor to the student; resigning from the student’s academic committees; or by terminating the relationship at least while the student is in his/her class. Likewise, it is a conflict of interest for a supervisor to engage in a consensual relationship with a subordinate over whom he or she has evaluative or supervisory authority. The supervisor must take action to remove the conflict of interest by, for example, assigning another individual to supervise and/or evaluate the subordinate or terminating the relationship.

Prohibited Conduct: Discrimination Defined

Discrimination – the act of denying opportunities, resources or access to an individual or group based on race, age, sex (gender), color, disability status, or national origin.

Harassment – verbal or physical conduct based on race, age, sex (gender), color, disability status or national origin which is sufficiently severe, pervasive or persistent, as to deny or limit the ability of an individual to participate in or benefit from the education program, thereby creating an

intimidating, hostile or offensive educational or work environment.

For definition of sexual harassment, see earlier in this section.

Prohibited Conduct: Retaliation:

Retaliation by anyone is prohibited by the University. Retaliation is defined as any adverse action to a person who has exercised the right to file a complaint or make a report of harassment, or has participated in an investigation into allegations of harassment. Any retaliation is strictly prohibited regardless of the outcome of the investigation and may, in itself, be grounds for disciplinary action.

Complaint Reporting:

The University seeks to encourage the prompt reporting of all discrimination and harassment and its prompt resolution through University procedures. Where the charge of discrimination or harassment is against a student, the Dean of Students, in collaboration with Campus Safety when appropriate, will conduct the initial investigation, after which the complaint will be referred to the Special

Review Board for further investigation, if needed, and adjudication, as outlined in Section 7, in the Student Code of Conduct, in the Student Handbook. If the charge of harassment or discrimination is against University personnel or a third party, the Director of Human Resources should be contacted immediately. The Director of Human Resources will investigate all charges and make recommendations regarding their resolution.

Alleged Discrimination/Harassment by the Director of Human Resources or the Dean of Students:

When the allegation of harassment is against the Director of Human Resources, the Vice-President for Administration and Finance will investigate and resolve the complaint. If the complaint is against the Dean of Students, the Vice President for Student Life will investigate the complaint and carry out the responsibilities assigned pursuant to this policy.

Alleged Discrimination/Harassment by Students:

When the accused is a student, the Dean of Students and the Special Review Board will follow the procedures for complaint reporting and investigation as stated in the Student Handbook, Section 7, Code of Conduct, (D) Disciplinary Procedures and (F) Disciplinary Appeals Procedures. All student documentation shall be subject to the provisions and protection of the Family Educational Records and Privacy Act (FERPA).

Protection of Rights

The following procedures are intended to protect the rights of the aggrieved party (hereinafter, ‘the accuser’) as well as the party against whom the harassment complaint is lodged (hereinafter, ‘the accused’), as required by the state and federal laws. Each complaint must be properly and promptly investigated and, when warranted, appropriate disciplinary action taken against the accused.

In situations that require immediate action because of safety or other concerns, the University may take interim action which is appropriate, e.g., temporary removal from the University in the case of a student, separation of the students, or suspension with pay in the case of an employee.

Initiating a Complaint:

Any current or former student, applicant for employment or current or former employee who believes he or she has been subjected to discrimination/harassment at the University, or any University-sponsored activity or who believes that he/she has observed discrimination/harassment taking place may present the complaint to the Dean of Students or Director of Human Resources, as appropriate.

Every attempt will be made to obtain a written complaint from the accuser. The complaint shall include the circumstances giving rise to the complaint, the dates of the alleged occurrences, and names of witnesses, if any. The complaint shall be signed by the accuser. However, when the accuser refuses to provide or sign a written complaint, the matter will still be investigated to the extent possible, and appropriate action taken. Complaints made anonymously or by a third party must also be investigated to the extent possible

Time Period for Filing a Complaint:

Complaints must be brought within one hundred and eighty (180) days of the last incident of discrimination/harassment. Complaints brought after that period will not be pursued absent extraordinary circumstances. The determination of whether the complaint was timely or whether extraordinary circumstances exist to extend the complaint period must be made by the appropriate investigator.

Investigation Process: Initiation of Investigation: Conducting an Investigation

At the request of the Dean Of Students, Director of Human Resources or the Special Review Board, the Office of Campus Safety may participate in the investigation of the complaint. Activities in any investigation will include: interviewing the accuser, the accused and other persons believed to have factual knowledge related to the investigation.

Confidentiality:

To the extent possible, the investigation will be conducted in such a manner to protect the confidentiality of both parties. However, the accuser should be informed that the University has an obligation to address harassment and that, in order to conduct an effective investigation, complete confidentiality cannot be guaranteed. Information may need to be revealed to the accused and to potential witnesses. However, information about the complaint should be shared only with those who have a need to know about it. The accuser may be informed that if he or she wants to speak privately and in confidence about harassment, he or she may wish to consult with a social worker, counselor, therapist or member of the clergy who is permitted, by law, to assure greater confidentiality. Additionally, measures will be taken against the accused, or a third party, should there be retaliation. Retaliation is prohibited and should be reported to the investigator immediately.

Notification of Complaint:

The Investigator shall notify the alleged harasser (hereinafter referred to as accused) in writing within five (5) working days of receipt of the complaint. The accused shall respond in writing to the complaint within two (2) working days of notification.

Informal Resolution:

Informal resolutions are voluntary. (Please refer to the section on Grievance Procedures later in this section).

Investigation Report:

Informal resolution is unsuccessful, the Investigator shall draft a report summarizing the investigation. The report shall be submitted to the Vice President for Student Life, the accuser and the accused within thirty (30) working days following receipt of the complaint. In rare situations where more than thirty (30) working days are needed to complete the investigation, such as difficulty in locating a necessary witness or complexity of the complaint, additional time may be taken, and the parties will be notified accordingly.

Hearing: Procedure for a Hearing

Student hearing procedures are outlined in the Student Handbook. (See Section E, for Formal Disciplinary Hearings). In the case of faculty or staff, information concerning procedures can be

located on the Human Resources website.

Findings:

At the conclusion of all the above steps, if an investigator finds the charges have merit, both the accuser and the accused will be informed in writing within two (2) working days of the conclusion of the investigation. The accused student will be informed of the appropriate disciplinary action that will be taken, if applicable. Both the accused student and the accuser will be informed of the appeals process. These actions are outlined in the Student Handbook in the case of a student, or the Faculty and Staff Personnel Handbook for faculty or staff.

Record Keeping:

All student disciplinary, hearing or investigative records are kept on file for three (3) years after graduation, or non-attendance at the University for two (2) consecutive years, as outlined in Section 7 of the Student Handbook. Dismissals will become a part of the permanent record. No disciplinary records will be released to other Institutions or employers unless the University is directed to do so by civil authorities or written request by the student.

J. SEXUAL ASSAULT POLICY

It is the policy of Christian Brothers University to ensure, to the fullest extent possible, that any student, faculty or staff member who is a victim of sexual assault committed on the campus or at a university-sponsored event, shall receive treatment, support and information. Victims of sexual assault will be encouraged to make full use of these provisions. Referrals for treatment will be provided, and ongoing support will be offered to victims. To protect the privacy of the victim, confidentiality regarding the name of the victim, except on a need to know basis, will be maintained. (See Anti-Discrimination/Harassment Policy above).

Sexual assault may also be viewed as sexual harassment. If a sexual assault is deemed not to have occurred, under this policy, the events may be considered under the sexual harassment policy above.

Immediate steps to follow in case of sexual assault

In the event that a Christian Brothers University student becomes a victim of a sexual assault while on campus, the following course of action is highly recommended:

- **Call Campus Safety** immediately (321-3550, available 24/7). If needed, there are four (4) Emergency Phones on campus at these locations:
 - Between Rozier and Maurelian residence halls
 - In Buckman Quad, between the Engineering and Science buildings
 - In the Central Lot: **one** at the entrance to the lot, and **one** near the back of the Science Building

In the event of Sexual Assault,

Campus Safety will assist you by:

- Ensuring your immediate safety;
- Securing medical assistance as needed,
- Contacting the necessary law enforcement agencies,
- Preserving any evidence;
- Calling the support team you request, e.g. friends, family, the Counseling Center (321-3527) or the Memphis Sexual Assault Resource Center (272-2020, available 24/7), and appropriate University officials and
- Assisting you in making a written statement about the incident.

Follow-Up Procedures:

After the immediate safety steps have been followed, the student should decide whether or not to bring criminal charges against the perpetrator and/or file sexual assault/harassment charges within

the University.

If the perpetrator is believed to be on campus, or is a CBU student, Campus Safety will conduct an immediate internal investigation and determine if the accused needs to be removed from campus pending an inquiry.

If the victim wishes to bring internal charges against the perpetrator, she/he should meet with the Dean of Students (321-3536) to determine the course of action the student wishes to follow, as outlined in Section 7 of the Student Code in the Student Handbook.

Off-Campus Incident:

The student is advised to **call 911 immediately**. When returning to campus, we recommend that the student advise **Campus Safety** and other appropriate University personnel (e.g. Director of Residence Life, Director of Counseling, Vice President for Student Life) of the incident to assist the student in any of the procedures stated above.

Campus personnel who have been trained to help students through the proper steps including reporting/counseling/further referrals include the following:

Br. Dominic Ehrmantraut	Vice President for Student Life	901-321-3286
Karen Barnett	Dean of Students	901-321-3536
Cassy Greig	Director of Residence Life	901-321-4102
Heather Harrington	Director of Health Resources	901-321-3260
John Lotrionte	Director of Campus Safety	901-321-3550
Sadie Lisenby	Director of Counseling	901-321-3527
Ken Massa	Director of Human Resources	901-321-3474
Magretta Dobbs	Directors of Campus Ministry	901-321-3509
Br. Tom Sullivan		
Wilson Phillips		
Mario Brown	Director of Student Activities	901-321-3529

Resources available:

Christian Brothers University is committed to on-going programs of education to its students about sexual assault, including prevention, safety tips and counseling services for victims. Detailed information can be found on the University's websites :

Campus Safety: <http://sun.cbu.edu/cbu/StudentLife/CampusSafety/>

Counseling Center: <http://www2.cbu.edu/cbu/StudentLife/StudentCounseling/>
for crisis telephone numbers for community resources providing 24-hour assessment/ assistance at no charge

<http://www2.cbu.edu/cbu/StudentLife/StudentCounseling/ProgramsServices/>
(for information/self-help)

K. GRIEVANCE POLICY AND PROCEDURE

It is the policy of Christian Brothers University to provide an avenue to students for the resolution of a grievance or complaint when the grievance is not one which automatically requires formal action. This grievance procedure applies to all informal complaints, including discrimination and harassment. Both the accused student and the accuser can terminate the informal process and initiate the formal disciplinary process at any point of the grievance process.

The grievance procedures are intended to encourage resolution of the student's grievance informally and at the earliest possible stage. At the same time, where such resolution is not possible, these procedures provide for a more formal review of the situation by individuals not party to the case, and a final review by the appropriate dean, director or vice president. In providing these procedures, it is the intention of the University to carry them out in an equitable and timely manner. However, in extenuating circumstances, it may not be possible to adhere to established time frames, and extension of time shall not be construed as failure to follow established procedures.

The grievance procedure applies to all complaints, including discrimination and harassment, and does not replace or supercede the judicial system. The University may charge persons through the judicial system even when the student files a grievance under this policy.

Grievance Procedure:

The grievance procedure is as follows:

Step 1: You are not required to directly confront the person who is the source of your grievance, report, questions, before notifying any of those individuals listed in this Grievance Procedure. Nevertheless, you are required to make a reasonable effort to file your grievance in a timely manner as outlined in this policy.

Step 2: If the student is unable to clarify or resolve the matter, the student must confer with and submit a written statement of grievance to the Dean of Students. The written statement must include the following:

- the name of the student, faculty member or administrator whose action gave rise to the matter;
- the type of grievance alleged;
- a statement of the injury;
- the type of solution sought

In the event that the grievance concerns actions taken by the Dean of Students, the process will be conducted by the Vice President for Student Life.

Step 3: The Dean of Students shall refer the charge to the appropriate department head or director. The department head or director shall seek to mediate the charge, and thereby effect an informal resolution of the matter. Failing resolution, after consultation with both parties, the department head or director shall make a decision concerning the charge that shall be conveyed in writing to both parties and the Dean of Students. This phase of the grievance procedure shall be completed within (15) days of the initial written grievance.

Step 4: If the student is dissatisfied with the decision and wishes to take the matter further, he/she may then follow the process for Disciplinary Procedures as outlined in Section 7 of this document if the grievance concerns a fellow student. If the unresolved grievance concerns a faculty member or administrator, a formal complaint should be lodged with the Director of Human Resources.

Step 5: The Dean of Students will be responsible for notifying the Vice President for Student Life of complaints not immediately resolved and will pursue the complaint toward a proper conclusion. A file on written complaints will be kept in the Dean of Students' office.

SECTION 9

INSTITUTIONAL POLICIES

- A. CLASS WITHDRAWAL AND TUITION ADJUSTMENT POLICY
- B. CODE OF COMPUTER PRACTICES
- C. COMMUNICABLE DISEASES POLICY
- D. INFORMATION DISPLAY
- E. MEDIA POLICY
- F. PARKING AND TRAFFIC REGULATIONS
- G. SCHOOL CLOSING POLICY
- H. SMOKING/TOBACCO POLICY
- I. SPORTSMANSHIP AT ATHLETIC EVENTS
- J. STUDENT FREEDOMS
- K. USE AND CONTROL OF FACILITIES

A. CLASS WITHDRAWAL AND TUITION ADJUSTMENT POLICY

All requests for course withdrawals, both complete and partial, must be submitted to the Office of the Registrar by the student. These requests are made by completing the online “Withdrawal” form located on the Registrar’s Web page. Anyone requesting a “complete withdrawal” will be required to come to the Registrar’s Office to secure the necessary signatures to complete the withdrawal process.

The necessary information needed is Name, Student ID, Phone Number during the day, whether receiving Financial Assistance, whether the student receives or has ever received the HOPE Lottery Scholarship, Name of Class(es), Name of Instructor(s), Date of Last Attendance, Name of Advisor, whether an athlete or not, and whether an international student or not. The date of the online form will count as the official date of notification for processing the withdrawal. The instructor will be contacted for the date of last attendance, but the official notification date for processing the withdrawal will be the date of notification. This is the date that will be used by all offices for processing the withdrawal and any refunds.

NO TUITION ADJUSTMENT CALCULATION WILL BE APPLICABLE UNLESS A STUDENT COMPLETELY WITHDRAWS FROM ALL REGISTERED CLASSES.

The Institutional Tuition Adjustment Policy percentage for complete Withdrawal from CBU is calculated by dividing the number of days completed in the semester (or applicable term), as of the date of official Withdrawal (the date the student submits the Withdrawal form to the Registrar), by the number of days in the semester (or applicable term) exclusive of breaks of five or more days. No adjustment will be made if a student has completed more than sixty percent (60%) of a semester or an 8-week term. Advance deposits (including Application Fees and Tuition Deposits) are non-refundable.

The following schedules apply to Fall and Spring Terms ONLY. Summer sessions and special workshops will be on a TBA basis.

Day Undergraduate or MEM, MSEM, MACS, Graduate Students. The following schedule will be used when calculating tuition adjustments for all students classified as Day undergraduate or MEM graduate students regardless of when their classes begin*:

OFFICIAL NOTIFICATION DATE DURING THE SEMESTER	PERCENTAGE OF TUITION
DROP/ADD PERIOD OF SEMESTER	100%
FIRST 25% OF SEMESTER	50%
26-60% OF SEMESTER	25%
OVER 60% OF SEMESTER	No Adjustment

Evening Undergraduate or MBA, MEd, MAT, MSEL, or MAEL Graduate Students. (First 8-Week Term Only) The following schedule will be used when calculating tuition adjustments for all students classified as Evening undergraduate or MBA, MEd, MAT, MSEL, or MAT Graduate Students graduate students and who are ONLY enrolled in the first 8-week term of a semester*:

OFFICIAL NOTIFICATION DATE DURING THE 1 st 8-Week Term	PERCENTAGE OF TUITION
DROP/ADD PERIOD OF 1 st 8-WEEK TERM	100%
FIRST 25% OF 1 st 8-WEEK TERM	50%
26-60% OF 1 st 8-WEEK TERM	25%
OVER 60% OF 1 st 8-WEEK TERM	No Adjustment

Evening Undergraduate or MBA, MEd, MAT, MSEL, or MAEL Graduate Students. (Second 8-Week Term Only) The following schedule will be used when calculating tuition adjustments for all students classified as Evening undergraduate or MBA, MEd, MAT, MSEL, or MAT Graduate Students graduate students and who are ONLY enrolled in the second 8-week term of a semester*:

OFFICIAL NOTIFICATION DATE DURING THE 2 nd 8-Week Term	PERCENTAGE OF TUITION
DROP/ADD PERIOD OF 2 nd 8-WEEK TERM	100%
FIRST 25% OF 2 nd 8-WEEK TERM	50%
26-60% OF 2 nd 8-WEEK TERM	25%
OVER 60% OF 2 nd 8-WEEK TERM	No Adjustment

Evening Undergraduate or MBA, MEd, MAT, MSEL, or MAEL Graduate Students. (Both First and Second 8-Week Term Only) The following schedule will be used when calculating tuition adjustments for all students classified as Evening undergraduate or MBA, MEd, MAT, MSEL, or MAT Graduate Students graduate students and who are ONLY enrolled in the second 8-week term of a semester*:

OFFICIAL NOTIFICATION DATE DURING THE Both 1 st and 2 nd 8-Week Term	PERCENTAGE OF TUITION
DROP/ADD PERIOD OF 1 st 8-WEEK TERM	100%
FIRST 25% OF 1 st 8-WEEK TERM	50% of 1 st 8-Week Term 100% of 2 nd 8-Week Term
26-60% OF 1 st 8-WEEK TERM	25% of 1 st 8-Week Term 100% of 2 nd 8-Week Term
OVER 60% OF 1 st 8-WEEK TERM AND PRIOR TO THE BEGINNING OF THE 2 nd 8-WEEK TERM	No Adjustment of 1 st 8-Week Term 75% of 2 nd 8-Week Term
DROP/ADD PERIOD OF 2 nd 8-WEEK TERM	No Adjustment of 1 st 8-Week Term 50% of 2 nd 8-Week Term
FIRST 25% OF 2 nd 8-WEEK TERM	No Adjustment of 1 st 8-Week Term 25% of 2 nd 8-Week Term
AFTER 25% OF 2 nd 8-WEEK TERM	No Adjustment of 1 st 8-Week Term No Adjustment of 2 nd 8-Week Term

Adjustments will be applied in the following order

- Institutional Scholarships and Grants
- CBU Loans
- Student Payments
- Outside Scholarships
- Alternative Loans
- State Grants
- Lottery Scholarships

B. CODE OF COMPUTER PRACTICES

Christian Brothers University provides access to its host computer facilities for all faculty, staff and registered students of the University. The following Code applies to all users of the CBU network and computing systems.

In the pursuit of its mission, CBU aims specifically to develop students' capabilities for the intelligent and responsible use of information technologies. However, through ignorance or by intent, it is possible for users to disrupt the work of others, harm the computer/network/telephone equipment and software or perform illegal activities.

Since ITS (Information Technology Services) is responsible for securing the CBU network and computing systems against unauthorized use while providing for legitimate access, the following standards of conduct shall be adhered to by users. For those found in violation of the Code of Conduct for IT Resources, ITS will direct the violation(s) to the proper governing bodies. Please be aware that in some cases, these bodies may be local, state or federal.

Definitions

The following words shall be defined once here and used within this document to help simplify and clarify this Code of Conduct for IT Resources:

- *Users* -- faculty, staff, registered students or others accessing services provided by ITS
- *CBU_{net}* -- those computers, printers, network, telecommunications equipment, card readers, software and other devices owned and/or maintained by ITS.

General IT Usage Policies

The following terms and conditions are in effect for the use of the CBU_{net}:

Access to both CBU_{net} and the Internet, provided by CBU, is a privilege that all users have and must respect. Abuse of these privileges may cause the user to lose some or all access.

Abusive use may be seen as, but not limited to:

- Activities conducted from computer accounts issued by ITS, University owned computers, or personally owned computers, all of which may be connected to the CBU_{net},
 - Deprive others of CBU_{net} resources such as excessive use of bandwidth or excessive use of server resources,
 - Infringe on others' use of the facilities, such as conducting non-academic activities that prevent others from performing academic work,
 - Malicious acts created within the CBU_{net}, such as unsolicited email, propagation of worms and viruses, changing computer configurations, copying or installing unauthorized software or events leading to or unauthorized entry into another device,
 - Unauthorized downloading, copying, or distribution of copyrighted software, documentation or electronic media, all a direct violation of this Code and Federal law which carries maximum criminal fines of up to \$250,000 and imprisonment up to 5 years.
 - Retrieval or sending of lewd or pornographic materials.
 - Use of threatening language in public or private messages
1. Commercial use is prohibited for all users, such as, but not limited to, selling services or products over the CBU_{net}.
 2. It is the user's responsibility to keep their computer passwords confidential. Users may not use computer accounts other than his or her own, and users may not release password information to anyone else.
 3. It is the user's responsibility to keep their long distance access code and voice mail passwords

confidential. Abuse of these privileges may cause the user to lose some or all access. Abuse may be seen as, but not limited to:

- Prank or harassing telephone calls
- Users may not use access codes other than his or her own
- Users may not release password information to anyone else

Other Information:

- The maintenance of computers not owned by the University is the sole responsibility of the owner.
- Privacy of electronic transmissions across network devices is solely the responsibility of the sender (encryption software can be used to safeguard your transmissions).
- CBU reserves the right to monitor any data on the CBU net.
- CBU will not be held liable if a user's personal data is lost or becomes corrupt.
- You may stop by the ITS Helpdesk in the ITS Center to pick up your new account or reset password. You must present a photo ID when picking up your username and/or password.
- Your USER-ID will be valid as long as you remain an active student/faculty/staff at Christian Brothers University.

C. COMMUNICABLE DISEASES POLICY

The purpose of this policy is to provide protection and ensure the safety of all employees and students in the Christian Brothers University community, while upholding the dignity and integrity of each individual.

Any employee, student or other associated personnel who has a potentially life-threatening communicable disease should be under the medical supervision of his/her physician. Such person or persons are encouraged, though not required, to inform the Director of Health Services concerning their condition. Each situation, with the exception of diseases identified by the Center for Disease Control, will be handled with confidentiality and in an individual manner based on the directions of the physician, and in accordance with all applicable local, state and federal laws.

D. INFORMATION DISPLAY/ UNIVERSITY SIGNAGE

The University's Signage Policy is to ensure uniformity, clarity, safety and ADA compliance with CBU signs, both internal and external for buildings and grounds; to provide convenience for faculty, staff, students and visitors; and to maintain the historical beauty of the campus.

This policy applies to all University faculty, staff and students who work in the CBU facilities and on the University grounds. Students who need signage should work through the Director of Student Activities who will coordinate all requests with the Communications & Marketing department in accordance with the Administrative Policies # B.4 and # S.5.

The official University activity bulletin boards (i.e. non-departmental) are located in various places around the campus. The Director of Student Activities has sole responsibility for these boards. All displays should be in good taste and in accordance with the mission of the university.

1. Guidelines for posters and displays:

- No poster or display may use profanity, obscene references (visual or verbal) or pictures of alcohol.
- Content shall be in good taste, being construed as neither libelous nor slanderous

in nature toward persons or groups.

- Content should emphasize the activity or event. Alcohol may not be pictured or described on the poster.
- Posters and displays in languages other than English must have an English translation attached.
- The number of posters or displays approved is limited to 20 unless prior approval is granted by the Director of Student Activities.

2. Rules for posting:

- All postings must be approved by the Director of Student Activities.
- Posters without the appropriate stamp will be removed and sanctions may be imposed.
- Posters will be hung and removed by the Office of Student Life, with the exception of the maintenance of boards that belong to specified organizations, such as the Student Government Association.
- The President of a student organization that maintains a designated bulletin board will be responsible for all placement, content and removal of posters.
- Posters may only be posted on designated bulletin boards. No posters may be hung on walls, doors, windows, railings, walkways, etc.
- The display and placement of larger banners must be approved by the Director of Student Activities.
- Posters are to be hung with masking tape (not Scotch tape or duct tape) or tacked to a bulletin board.
- Posters and displays should be adequately secured to the board.
- Posters and displays must be approved no later than Friday at 4 p.m. for inclusion in the following week's displays. They will remain up for no more than two weeks prior to an event.
- On Monday mornings, new posters will be displayed and the old posters will be removed.

3. Departmental or School posters and displays:

- Posters and displays for School or Departmental bulletin boards must be approved by the Dean, Department Head or Director of that area.
- The guidelines cited above also apply to the content of these posters and displays.
- A designated faculty or staff member will be responsible for monitoring placement, content and removal of all School or Departmental posters and displays in the area.

E. MEDIA POLICY

ALL inquiries from the news media should be coordinated through the Communications & Marketing department. Although media calls should be returned promptly, students, staff and administrators should inform the Executive Director for Communications and Marketing BEFORE returning any media calls.

Procedures for inquiries from the news media are as follows:

- When a reporter calls, immediately advise the Communications & Marketing department. In answer to a direct call from a reporter, please tell the reporter:
 - o "Thanks for your call. As you may know, CBU's Communications & Marketing department coordinates inquiries from the news media. Let me refer you to the Executive Director for Communications & Marketing, She will be glad to help you. Her direct line is (901) 321-4417."
- Be sure to get the name and phone number of the reporter.

Advertising and Sponsorship Guidelines

- All paid advertising for CBU can be placed only with prior authorization of the Communications and Marketing department. (Excluding classified or display advertising of University job openings that are coordinated through the Office of Human Resources).

- Groups or organizations holding events or programs at CBU and who wish to promote or advertise the activity must allow the Communications and Marketing department the opportunity to preview all relevant print and broadcast advertising and review and approve all news releases.
- The Executive Director for Communications and Marketing and the Director of Publications must also approve use of any university graphics, photos, logos or information on any Web site other than CBU's. Organizations seeking to have a direct link from their web information to CBU's Web site must get approval from the Information Technology Services and the Communications and Marketing departments.
- All non-university and external sponsoring organizations using campus grounds or facilities are required to publish a brief disclaimer on all advertising materials stating:
"The (name of event or organization) is totally responsible for (name of event, etc.) and is not affiliated with Christian Brothers University."
- Organizations or groups using CBU property and facilities who wish to invite news media coverage must inform the Communications and Marketing department.
- Any representation of CBU athletics teams, mascots, logos or emblems for advertising or sponsorship of any kind must be pre-approved by the Director of Sports Information AND the Executive Director for Communications and Marketing. This includes graphic representation on merchandise and apparel. CBU does not endorse or promote any products or services.

F. **PARKING AND TRAFFIC REGULATIONS**

Parking rules and regulations on the campus of Christian Brothers University exist to provide for the safety of all concerned by preventing parking in fire lanes, in roadways, by fire hydrants and to ensure proper access to the campus. Christian Brothers University assumes no responsibility for the care and/or protection of any vehicle or its contents.

1. **Parking Permits/Parking Zones**

Christian Brothers University is private property and parking is by permit only. **All Parking Permits are issued by the Office of Campus Safety.** Decal/Hang tags are issued annually at registration in August and are valid for the academic year in which they are issued. No vehicle is considered to be properly registered unless a Christian Brothers University decal/tag is hung from the rear view mirror. Any vehicle bearing a legal decal/tag may park in the Central Lot at any time. Decals for motorcycles or convertibles may be obtained from the Office of Campus Safety, and must be easily visible.

Five types of permits are issued:

- **Resident (Main Campus)**
Those persons classified as resident students and reside in Rozier Hall, Maurelian Hall, 600 Apartments or 604 Apartments will be issued a permit to allow parking in the Resident Parking area around these locations. Students with this permit are also allowed to park in the Central Lot.
- **Resident (Avery and Oakdale)**
Those persons classified as resident students and who reside in the Avery Apartments or 170 Oakdale Apartments will be issued a permit, different from that of the Main Campus Resident parking permit, allowing them to park in the parking lot surrounding the apartment buildings. If you are residing in either of these locations and desire to park on the main campus, you will be allowed to park in the Central Lot but NOT in the resident lot of the main campus.
- **Commuter**
Those persons classified as commuter students will be issued a permit allowing them to park in the Central Lot only.
- **Faculty/Staff**
Faculty and Staff will be issued hang tags for their vehicles and will be allowed to park in those spaces designated as Faculty/Staff. Parking is also permitted in the Central Lot. The hang tags are to be displayed while the vehicle is parked on campus.

- **Temporary Permit**

A temporary permit may be obtained from the Department of Campus Safety for the following reasons:

- a. The person has mobility problems that require special parking accommodations. The permit is issued for up to (30) days.
- b. The individual expects to operate or park any vehicle on the campus for more than (24) hours but less than (7) days unless a longer period is authorized in writing by the Director of Campus Safety.

2. Visitor Parking

The spaces in front of Barry Hall, in the Library Lot and on the east side of the Faculty North Lot are designated as VISITOR PARKING.

3. Replacement of Parking decals

Upon proof of purchase, decals will be replaced without charge on registered vehicles that are sold. Decals lost, stolen or removed through administrative or disciplinary action will be replaced only after receipt of an additional fee.

4. Parking

Parking is prohibited where posted by signs or markings, in all fire lanes, without a Christian Brothers University decal, in an unauthorized lot or zone, over the yellow lines of a parking space, in handicapped zones, where a vehicle is blocking traffic or another car, by a trash dumpster, in walkways and on the grass. Any vehicle receiving a citation in the same location on three (3) consecutive days will be considered an abandoned vehicle and may be towed at the owner's expense. This includes disabled cars. Lack of spaces in certain areas is not considered a valid excuse for violation of parking regulations. The Director of Campus Safety may also remove or exclude from the campus any vehicle that is used as an instrument in a crime, is stolen, abandoned, mechanically unsafe, being operated by a person under the influence of intoxicants, that has not been properly registered in accordance with this code, or by written notice from the Dean of Students.

5. Enforcement

Campus Safety is responsible for enforcement of all parking and moving regulations. The maximum speed limit on campus is 15 miles per hour. Reckless driving of a vehicle endangering life and property is prohibited. Persons receiving a parking citation must pay the fine in the Business Office or appeal to the office of the Director of Campus Safety within (10) school days. Official forms for the appeal of traffic citations may be obtained, completed and submitted in the Office of Campus Safety. Citations not paid or appealed will be forwarded to the Business Office, where grades for the current semester will be withheld, and registration for the following semester denied.

6. Penalties

- Parking without a permit/decal \$20.00
- Parking in an unauthorized lot \$20.00
- Parking over white or yellow lines \$20.00
- Parking in a restricted zone \$20.00
- Parking in a Faculty/Visitor zone \$50.00
- Parking in a handicapped zone \$50.00
- Speeding/Reckless driving \$100.00
- Driving/Parking over lawns \$100.00
- Parking in a Fire Lane \$50.00
- Blocking trash dumpster \$50.00

7. Summary

Parking control on campus requires everyone's cooperation, even if it means having to walk a short distance. Please drive carefully and remember to remove your keys and lock your car. Do not leave anything of value in your car. If it must be left in the car, leave it in the trunk. Students and motorists

may obtain assistance and information from Campus Safety by calling **321-3550**. The Office of Campus Safety is located in St. Joseph's Hall, next to the Computer Center.

All Student autos parked on campus must have valid permits and be parked in Student designated areas.

G. CBU SCHOOL CLOSING POLICY: TELEVISION/RADIO CHANNELS AND SOCIAL MEDIA

After consultation with the Campus Safety director, the Academic Vice President will make the decision concerning day class cancellation no later than 5:45 a.m. on the day of the closing. The Executive Director for Communications & Marketing will notify television channels WREG-TV 3, WMC 5 -TV (includes WMC790 AM and 99.7 FM), EYEWITNESS NEWS ABC24/CW30, and WHBQ 13 so as to report the closing as soon as possible.

In addition, the following methods of announcing cancellations/closure will be implemented:

- The CBU Web site will be updated with the latest information regarding class cancellations and school closings.
- The ADT mass notification system will deliver closure and cancellation messages on multiple devices to those individuals who opt in to the system. Individuals may identify as many as three telephone numbers and one CBU email addresses (automatically) for receiving emergency notifications. Both voice and text messages can be sent to cell phones. To register or update your information, a valid CBU email account is required. Registration for the ADT system is online at: **<https://forms.cbu.edu/safety/notifications>**.
- Email notifications will be sent to faculty/staff and student listservs.
- Announcements will be posted on appropriate social media sites (i.e., Twitter, Facebook) for individuals who have opted into these sites.
- If you have an active Facebook and/or Twitter account, simply sign up at **www.facebook.com/ChristianBrothersUniversity** or to follow CBU at <http://twitter.com/FromCBU>.

The decision concerning evening classes (undergraduate and graduate) is made by the Dean of Graduate and Professional Studies in collaboration with the Graduate Program Directors no later than 3:00 p.m. on the day of closing. The Executive Director for Communications & Marketing will notify the stations listed above to report the closing and ensure that the additional methods listed above will be implemented.

The Dean of Graduate and Professional Studies (with appropriate consultation) will also make the cancellation decision regarding weekend classes, following the above procedures.

H. SMOKING POLICY

Effective August 1, 2011, all tobacco products will only be allowed in clearly visibly marked tobacco use areas. No one may smoke along any path way or walk way leading to or from the designated smoking area, nor may individuals smoke at the picnic tables nor outdoors in any of the grassy areas or the parking lots. While Christian Brothers University makes these areas available to smokers, it in no way has any legal responsibility to do so. Any individual who chooses to use these smoking areas do so at their own risk.. Finally, smokers and users of tobacco products must dispose of the remains in the proper containers. This helps to keep a neat and clean environment for all employees, students, visitors and customers.

Penalties for Smoking inside a building:

- o **First Offense:** \$25.00 fine. Oral or written warning.
- o **Second Offense:** \$50.00 fine. Community service and educational project.
- o **Third Offense:** \$75.00 fine. Disciplinary probation.
- o **Fourth Offense:** Serious penalties with a possibility of removal from housing

Designated Smoking Areas:

- West side of Avery Apartments (facing Oakdale Street)
- Between St. Benilde and Battersby Halls (by the exterior stairs)
- North of O'Hara Hall & Pender Hall (adjacent to fenced dumpster area)
- East of De La Salle/Stritch Chapel, south of Lambert and Stritch Halls
- North of the Living Learning Center, facing the railroad tracks
- Behind (east of) CBU Maintenance, inside fenced area
- Northwest corner of Maurelian Hall, near Service Entrance on Parkway
- Southeast corner of Nolan Engineering Center (inside fenced area)
- East lawn of Oakdale Capstone Apartments (on Hollywood side)

See the following website for a list of the Designated Smoking Areas

<http://www.cbu.edu/cbu/StudentLife/TobaccoFreeInitiative/DesignatedSmokingAreas/index.htm>

I. SPORTSMANSHIP AT ATHLETIC EVENTS

Participation at athletic events is strongly encouraged and welcomed by the CBU Athletic Department. School spirit has a very real and important impact on the success of CBU's intercollegiate athletic teams.

The National Association of Intercollegiate Athletics, of which CBU is a member, mandates that only the players, cheerleaders, mascots and pom-pom squads be on the floor before, during or after athletic events. Penalties will be assessed against the home team if anyone causes a disturbance or the players and cheering sections, by their participation, are representatives of Christian Brothers University. Their behavior and sportsmanship are expected to be of the same high quality as the community they represent. Violators could face sanctions from the NCAA, as well as campus disciplinary proceedings.

The Athletic Department asks all students and guests to demonstrate their enthusiasm by attending all athletic contests. It is important that such enthusiasm and spirit reflect true sportsmanship for all players, coaches and spectators. Inappropriate cheers, yells, signs or posters should not be made at any time since they demonstrate behavior which is unacceptable for NCAA, FSC and CBU. Violators will be asked to leave the event and may face disciplinary action.

J. STUDENT FREEDOMS**1. Freedoms of Expression**

Freedom of expression as defined by the Constitution of the United States of America and the State of Tennessee shall not unreasonably be prohibited or abridged. Students and student organizations are encouraged to examine and discuss all questions of interest to them and express reasonable and accountable opinions publicly and privately. Freedom of expression carries with it the responsibility for seeing that the normal operations of the University are preserved.

a. Public Forums

- i. One of the responsibilities of the University is to maintain a dialogue for the stimulation and intellectual development of the student body. An effective platform of public discussion is usually provided by a diversity of content and a balance of opinion. It should be emphasized that the views expressed by a speaker on campus do not necessarily reflect the opinion of the students, faculty, and staff, University or Board of Trustees. All officially recognized campus organizations may sponsor a speaker or other types of public presentations
- ii. Any recognized student organization may invite speakers to the campus given the following conditions:
 - That facility reservations be properly secured in advance through the Director of Student Activities.

- That a majority of the organization's officers are in accord regarding the extension of an invitation. The decision to invite a speaker should encompass the opinion of the faculty advisor.
- That the program be limited to students registered in the University, unless permission has been obtained from the Director of Student Activities to open it to the public.
- That all speakers agree to an open forum after formal remarks.

b. Pamphlets and Petitions

- The basic freedom of students to hear, write, distribute and act upon a variety of thoughts and beliefs will be respected.
- The circulation of literature identified by authorship and sponsorship will be allowed but is restricted to members of the CBU community and must be done so as not to infringe on pedestrians' rights to move freely in public places. Handbills are permitted in order to allow the expression of personal/group beliefs in an orderly fashion on campus. Handbills should have an English translation if in a language other than English. Handbills should be used only for their intended purpose and should not be placed on car windshields, on University structures or in campus mailboxes unless approved by the Director of Student Activities. The privilege of distributing handbills is granted by the Director of Student Activities.

c. Rights of Assembly

- The right of assembly will be recognized. Students should always be free to support cause by orderly means without disrupting the regular and essential operation of the institution. At the same time, it should be made clear to the academic and larger community that in their public expressions or demonstrations, students or student organizations speak only for themselves.
- The University may apply sanctions or take other action when student conduct interferes with the operation of the University.

d. Student Publications

Purpose

The purpose of student publications at Christian Brothers University is to provide opportunities for students to apply theoretical and practical knowledge through writing, layout, editing, etc. to produce a high quality yearbook and literary magazine that will most effectively benefit the entire University community.

Castings

The mission of the literary magazine is to publish the fiction, poetry, essays, artwork and photography of students, staff, faculty and alumni of Christian Brothers University.

Organization/Structure

Castings is a Student Life-related organization which link both the academic (curricular) and the Student Life (co-curricular) educational divisions of the University. For the aforementioned reasons, Castings is distinct from other student organizations and shall be governed by the following regulations:

This publication is bound by guidelines listed in the Publications Board Constitution.

- An exemption is granted from the registration procedure required of other student organizations.
- The Advisor(s) to the Yearbook will be a faculty or staff member. The advisor(s) to Castings will be a faculty member(s) from the Literature and Languages Department. Advisors shall be guided by general provisions and expectations outlined in the Publications Board Constitution and the specific subcommittee Constitution for the Yearbook.
- Each publication shall be funded from the Student Activity Fee (see Student Activity Fee Policy filed in the SGA office).
- An annual fiscal and programmatic report will be filed with the Publications Board by the editor or designee, and shall serve as the basis for an end-of-year review. The report shall become part of the archival record of the University.

- The Yearbook must:
 - Carry the following policy statement in its “credit block” on the editorial page.
 - Develop and regularly print the policy which governs “Letters to the Editor”
- The Yearbook is published by the students of Christian Brothers University.

2. Freedom of Information

a. The Family Education Rights and Privacy Act of 1974

The University is the guardian of students’ records. In conformity with the Privacy Law, these records, including transcripts of credits, are kept with professional confidentiality, and other than the exceptions noted in the “Policy Statement” given below, are released only with the student’s written permission. The Family Education Rights and Privacy Act of 1974, as amended is a federal law which states that: (a) a written institutional policy must be established, and (b) statement of adopted procedures covering the privacy rights of students must be made available. The law provides that the institution will maintain confidentiality of student education records.

b. Confidentiality of Student Records

Christian Brothers University accords all rights under the law to enrolled students. Students have the right to provide written consent before the University discloses personally identifiable information from the student's education records, except to the extent that FERPA authorizes disclosure without consent. Prior consent is not required to disclose personally identifiable information:

- to a school official who has a legitimate educational interest. A school official is a person employed by the University in an administrative, supervisory, academic or research, or support staff position (including law enforcement unit personnel and health staff); a person or company with whom the University has contracted as its agent to provide a service instead of using University employees or officials (such as but not limited to an attorney, auditor, or collection agent); a person serving on the Board of Trustees; or a student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. Legitimate educational interest means the demonstrated need to know by those officials of an institution who act in the student’s educational interest, including faculty, administration, clerical and professional employees, and other persons who manage student record information, including academic excellence and varsity and intramural sports.
- to schools in which a student seeks or intends to enroll .
- to Federal, State and local authorities involving an audit or evaluation of compliance with education programs.
- in connection with financial aid (such as the administration or continuation of aid).
- to individuals or organizations conducting studies for or on behalf of an educational institution.
- to regional or professional accreditation organizations.
- to parents of a dependent student as defined in section 152 of the Internal Revenue Code of 1954.
- to comply with a judicial order or subpoena.
- in the event of a health or safety emergency where the information is required to resolve the emergency.
- that which is considered directory information, so long as the student has not requested nondisclosure of this information.
- to the student.
- that is the result of a disciplinary hearing where the student is the perpetrator crime of violence or a non-forceable sex offense.
- of a student under the age of 21 who has committed a drug or alcohol related offense (e.g., reporting the offense to the parents of the student).

No one outside the institution shall have access to nor will the institution disclose any information from students’ educational records without the written consent of the student except , as listed above and any other exceptions as

permitted under the Act. Disciplinary records will not be released to other institutions or employers unless the University is instructed to do so by civil authorities or by permission of the student.

c. Release of Directory Information

At its discretion, the institution may provide directory information in accordance with the provisions of the Act to include: student's name, address(es), telephone number(s), e-mail address, photo or electronic images, date and place of birth, major field of study, enrollment status, dates of attendance, degrees and awards received, the most recent previous agency or institution attended by the student, participation in officially recognized activities and sports, and weight and height of members of athletic teams. Students may withhold directory information by notifying the Registrar within two (2) weeks after the first day of class for the Fall term. Requests for nondisclosure shall be honored by the institution, and will remain in effect until it is rescinded in writing with the Office of the Registrar.

d. Right of Inspection

The law provides students with the right to inspect and review information contained in their educational records, to challenge the contents of their educational records, to have a hearing if the outcome of the challenge is unsatisfactory and to submit explanatory statement(s) for inclusion in their files if they believe the decision of the hearing panel to be unacceptable. The Registrar has been designated by the institution to coordinate the inspection and review procedures for student educational records, which include admission, personal, academic and financial files, and academic, cooperative, educational and placement records. Students wishing to review their educational records must make a written request to the Registrar listing the item(s) of interest. Only records covered by the Act will be made available within (45) days of the request.

Students may have copies of their records with certain exceptions (e.g., a copy of the academic records for which a "hold" exists, or a transcript of an original or source document which exists elsewhere).

These copies would be made at the cost of fifteen cents per page. Educational records do not include records of instructional, administrative and educational personnel, which are the sole possession of the maker and are not accessible or revealed to any individual except as a temporary substitute, records of a law enforcement unit, student health records, employment records or alumni records. Health records, however, may be reviewed by physicians of the student's choosing.

Students **may not** inspect and review the following as outlined by the Act: financial information submitted by their parents; confidential letters and recommendations associated with admission, employment or job placement, or honors to which they have waived their rights of inspection and review; or educational records containing information about more than one student, in which case the University will permit access only to that part of the records which pertains to the inquiring student. The institution is not required to permit students to inspect and review confidential letters and recommendations placed in their files prior to January 1, 1975, provided those letters were collected under established policies of confidentiality and were used only for the purpose for which they were collected.

e. Amendment of Records

Students who believe their educational records contain information that is inaccurate or misleading may discuss their problems informally with the Office of the Registrar. If the decisions are in agreement with the student's requests, the appropriate records will be amended. If not, the student will be notified within a reasonable period of time by the Office of the Registrar of his/her right to a formal hearing. Student requests for a formal hearing must be made in writing to the Vice President for Student Life, who within a reasonable period of time after receiving such requests, will inform students of date, place and time of hearing. Students may present evidence relevant to the issues

raised and may be assisted or represented at the hearings by one or more persons of their choice, including attorneys, at the student's expense. The hearing panel which will adjudicate such challenges will be the Vice President for Academic Affairs, representatives of the Student Life Division and the Dean of the student's school.

Decisions of the hearing panel will be final and will be based solely on the evidence presented at the hearing, and will consist of written statements summarizing the evidence and stating the reasons for the decisions and will be delivered to all parties concerned. The educational records will be corrected or amended in accordance with the decisions of the hearing panel, if the decisions are in favor of the student. If the decisions are unsatisfactory to the student, the student may place with the educational records, statements commenting on the information in the records or statements setting forth any reasons for disagreeing with the decisions of the hearing panel. The statements will be placed in the educational records, maintained as part of the student's records, and released whenever the records in question are disclosed. This procedure does not apply to a hearing to contest an academic grade.

Students who believe that the adjudications of their challenges were unfair, or not in keeping with the provisions of the Act, may request, in writing, assistance from the President of the University. Furthermore, students who believe their rights may have been abridged may file complaints with the

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Ave. Southwest
Washington DC 20202.**

To comply with Federal Law, all disciplinary records are kept on file for three years following graduation or until the student has not attended CBU for two consecutive years, whichever comes first. No disciplinary records will be released to other institutions or employers unless the University is directed to do so by civil authorities or written request by the student.

Revisions and clarifications will be published as experience with the law and University policy warrant. Annual notice of Compliance within Act is published in the Student Handbook (Compass).

J. USE AND CONTROL OF FACILITIES

Various activities and events are scheduled throughout the year to enrich the academic life at Christian Brothers University. To support these activities, University facilities are made available for use by individual students, student groups and outside groups. The following guidelines govern all social and cultural activities held on campus:

- a. All student or student group activities must be registered and planned with the Director of Student Activities by completing a CBU Activity Request Form. This form must be completed and approved by the Director of Student Activities at least (7) days prior to the activity. However, any campus-wide or closed event where alcohol is served must have a proposal submitted to the Alcohol Review and Planning Board at least two (2) weeks in advance of the event.
- b. Rooms for all student activities must be reserved in advance with the Director of Student Activities and the Director of Events Management.
- c. Should the circumstance arise to cancel an event, the group needs to make both the Director of Student Activities and the Director of Events Management aware as soon as possible.
- d. Social activities or events must end no later than midnight unless granted special permission by the Vice-President of Student Life. Organizations will not be permitted to sponsor events with alcohol on or off campus on Thursday evenings unless granted permission by the Vice-President. **Groups are responsible for any damage incurred and for returning the room to its original condition immediately after the event.**
- e. All food service needs for on-campus events must be arranged with the **Aramark Food Services at 321-3560**. Food service requests need to be submitted seven (7) days prior to an event.

- f. Organizations or groups sponsoring activities are responsible for maintaining order before, during and after the event. All social activities such as dances, parties and dinners with over must have an advisor present.
- g. The organization or group advisor must be knowledgeable about CBU policies and procedures. The advisor is responsible for enforcing those policies and procedures. Groups that do not adhere to the CBU policies will be asked to vacate the facility immediately and may be denied access to CBU facilities in the future. Violators of the University policies may also be held legally responsible for such violations.
- h. Additional security service for events is required if there is a social gathering of 50 people or more. This must be arranged through the Director of Campus Safety and paid for by the organization.
- i. Decorations used on CBU property during events should be constructed and displayed in such a way as to protect the health and safety of all people attending. Special attention should be given to decorations during the Christmas season. Live Christmas trees are prohibited. Flame retardant artificial Christmas trees are permitted. No Christmas lights are permitted in residents' rooms.
- j. Rules governing use of specific facilities (reservations for which may be made through the Director of Student Activities):
 - **The Swashbuckler Fitness Center**
The Swashbuckler Fitness Center is located on the ground floor of the Thomas Center. It is open to CBU faculty, staff and students. The Fitness Center includes a variety of cardio and strength training equipment. The Fitness Center is open daily with the following hours of operation:
Monday – Friday: 7 a.m. – 10 p.m.
Saturday – Sunday: 9 a.m. – 9 p.m.
 - **Rozier Lounge**
Rozier Lounge is available for commuter students and residents. Normally, no scheduled events are held here other than residence hall meetings
 - **The Buccaneer Snackbar**
The “BUC” Snack Bar is located on the ground floor of the Thomas Center. It is open to all CBU Faculty, staff and students. Proper attire must be worn at all times; this includes shoes, shirts and pants/shorts. The hours of operation for the BUC Lounge operations are:
Monday – Thursday: 7:30 a.m. – 7:00 p.m. Friday’s 7:30 a.m. – 2:00 p.m.
 - **Sabbatini Lounge, Dining Hall, Science Auditoriums and Classrooms**
Available on a request and reservation basis.
 - **Canale Arena**
The use of this facility is restricted to students, faculty and staff. One guest may accompany a CBU student, faculty member or staff member. Requests for use are to be made to the Director of Athletics and the Director of Events.
 - The basketball court is open to the CBU community during posted hours. Each student is allowed one guest each time he/she uses the gymnasium. ID card must be shown.
 - The gymnasium will be off-limits while classes are being conducted, during intramurals, during special events and while varsity teams practice and conduct games.
 - The racquetball court and weight room are open to the CBU community during posted hours. ID cards must be shown. All courts and weight rooms are closed during varsity sporting events held in the gymnasium.
 - **Swimming Pool**
Open to the CBU community. The general public is not allowed. Children under 14 must be accompanied by an adult. No running, eating, drinking or smoking in the pool area. No cut-offs or jeans should be worn in the pool. No horseplay or hanging on the rope. A CBU ID card must be shown to enter the pool area. Hours will be posted. No swimming unless a lifeguard is on duty. **One** person at a time on the diving board.
 - **Jogging Track/Soccer Field**

No wheeled vehicles of any type are to be used on the track or field. Students can use the track for fitness purposes only.

k. Guest Responsibility

CBU students faculty and staff are responsible for their guests and their behavior while on campus or at a CBU-sponsored event.

l. Recreational Activities Policy

Outdoor recreational activities should be played on Nolan Field along the Thomas Center, not in or near buildings, corridors or parking lots. University facilities are also available for use on a rental basis. Rental information (including fees) and requirements governing the facility use are available from the Director of Events Management.

Christian Brothers University cannot and will not be able to supervise all activities of users. Users assume full responsibility for any injuries, damages or losses which occur to or are occasioned by use in or about the overall facilities.

OFFICE OF STUDENT LIFE PROGRAMS AND SERVICES

Vice President for Student Life

321-3286

Thomas Center

Services: Chief Student Life Officer with supervision of the Division of Student Life, advocacy for students

Dean of Students

321-3536

Thomas Center

Services: Chief judicial officer, international student advisor, disability services, cross-cultural and commuter services.

Director of Campus Safety

321-3550

St. Joseph Hall

Services: Coordination of all security personnel and responsible for the overall protection of the campus community

Director of Health Resources

321-3260

Thomas Center

Services: Nursing Diagnosis; Health Consultant; Referral to Area Physicians; First Aid; Blood Pressures, Information on Prescribed Medicines; Physical Exams; Total Patient Assessment; Prescribe Medications; Self-Care Station; Lab Tests as appropriate

Director of Residence Life

321-4102

Thomas Center

Services: Coordination of Residence Hall maintenance and management

Director of Student Activities

321-3529

Thomas Center

Services: Coordination of Student Activities; Greek Advisor; SGA Advisor; Coordination for Events

Director of Campus Ministry

321-3509

Thomas Center

Services: Mirrors to the University community the Lasallian traditions and values of faith, community and service.

Director of the Counseling Center

321-3527

Thomas Center

Services: Personal, confidential counseling; consultation and referral services; crisis counseling/intervention, Peer Counseling/Freshman Orientation Program; Personal Development Workshops/Seminars; study skills assistance

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EMERGENCY PROCEURES

Quick Reference Guide










In the event of an evacuation of a building on the entire campus, you will be alerted by a fire alarm, the Bell tower, a University Administrator or Campus Safety Officer with a bullhorn. Evacuations would be because of fire, bomb threats, or any other emergencies. The procedure will be to go to the buildings designated as a “staging area” where authorities will account for building occupants or, to the CBU Theatre, if the threat continues or the buildings or if the area continue to be deemed unsafe.

The following are the staging areas for each building:

Academic & Administrative Buildings

<u>Residence Halls</u>	<u>Location</u>
Barry Hall	Grassy area beside statue of St. John De LaSalle
Battersby	Faculty/staff parking lot behind Canale Arena
Buckman Hall	Boshwit Courtyard
Canale Arena/Theatre Offices	Theatre or lawn outside of Deal Plaza
CBU Maintenance Building	Student/Visitor lot next to central guard shack
Cooper-Wilson Center for Life Sciences and Assisi Hall	Student parking lot, Central lot
Kenrick Hall	Grassy area between Maurelian and Kenrick
Nolan	Buckman Quad
Plough Library	Buckman Quad
Saint Benilde Hall	Faculty/staff parking lot behind Canale Arena
Saint Joseph Hall	Boshwit Courtyard
Thomas Center	Buckman Quad
<u>Residence Halls</u>	<u>Location</u>
Avery Apartments	Baseball Field
170 Oakdale (Baseball Apartments)	Baseball Field
Lambert/Stritch Hall	Grassy Area by Southeast Side of Stritch Chapel
Living Learning Center	Outdoor Basketball Court
Maurelian Hall	Grassy Area by Near Belltower
O’Hara Hall (600 Apartments)	Outdoor Basketball Court
Pender Hall (604 Apartments)	Outdoor Basketball Court
Rozier Hall	Outdoor Basketball Court

DESIGNATED SMOKING AREAS

		
<p style="text-align: center;">West side of Avery Apartments (facing Oakdale Street)</p>	<p style="text-align: center;">East of De La Salle/Stritch Chapel, south of Lambert and Stritch Halls</p>	<p style="text-align: center;">Northwest corner of Maurelian Hall (near Service Entrance on Parkway)</p>
		
<p style="text-align: center;">Between St. Benilde and Battersby Halls (by the exterior stairs)</p>	<p style="text-align: center;">North of the Living Learning Center facing the railroad tracks</p>	<p style="text-align: center;">Southeast corner of Nolan Engineering Center (inside fenced area)</p>
		
<p style="text-align: center;">North of O'Hara Hall & Pender Hall (adjacent to fenced dumpster area)</p>	<p style="text-align: center;">Behind (east of) CBU Maintenance (inside fenced area)</p>	<p style="text-align: center;">East lawn of Oakdale Capstone Apartments (on Hollywood side)</p>

**EMERGENCY PROCEDURES
CHRISTIAN BROTHERS
UNIVERSITY**

**EMERGENCIES
CALL CAMPUS SAFETY
(901) 321-3550**

**SEVERE WEATHER
TORNADO**

IF INDOORS:

- Move quickly to a safe interior area without windows (e.g., hallways, basements, restrooms).
- Move to the lowest levels using stairways, NOT elevators.
- If possible, close all doors as you leave an area.
- Stay away from windows, doors, and exterior walls.
- Do **NOT** go outdoors.

IF OUTDOORS:

- Get inside if possible.
- Stay away from trees, power lines, utility poles, and other hazards.
- Curl up in a ditch or low-lying area; stay low to the ground; use your arms to protect your head and neck.

**SUSPICIOUS
PERSON**

- Do not physically confront the person.
- Do not let anyone into a locked building/office.
- Do not block the person's access to an exit.
- Call 911 or 3550 from a campus phone or from a cell phone; or if available in the lobby, use the red emergency phone.
- Provide as much information as possible about the person and their direction of travel.

SUSPICIOUS OBJECT

- Do not touch or disturb the object.
- Do **NOT** use a cell phone!
- Call 911 or 3550 from a campus phone; or use the red emergency phone.
- Notify your instructor or supervisor.
- Be prepared to evacuate.

EARTHQUAKE

- "Drop, Cover, and Hold" under a table or desk or against an inside wall, not in a doorway, until the shaking stops.
- After the shaking stops, check yourself and others for injuries and move toward the nearest exit or alternate exit.
- Evacuate the building.
- Do not leave the area/ campus without reporting your status to your instructor or supervisor.

FIRE

- Remain Calm.
- Activate the nearest fire alarm pull station and call 911 or 3550 from a campus phone; call 911 from a cell phone.
- Evacuate the building.
- Do **NOT** use elevators!
- Do **NOT** enter the building until authorized by emergency personnel.

**HAZARDOUS
MATERIALS RELEASE**

- If an emergency exists or if anyone is in danger, move away from the site of the hazard to a safe location.
- Follow the instructions of emergency personnel.
- Alert others to stay clear of the area.
- Notify emergency personnel if you have been exposed or have information about the release.

POWER OUTAGE

- Remain calm; provide assistance to others if necessary.
- Move cautiously to a lighted area. Exits may be indicated by lighted signs if the emergency power is operating.
- Turn off and unplug computers and other voltage sensitive equipment.
- For information about a prolonged outage, call Physical Plant at 321-3395

EVACUATION

- Remain calm.
- Evacuate using the nearest safe stairs and safe exit.
- Do **NOT** use elevators!
- Gather personal belongings (medication, keys, purses, wallets, etc.), but only if safe to do so.
- Follow directions given by emergency personnel.
- Go to identified assembly points at least 500 feet from the affected building.
- Assist persons with disabilities or injuries without jeopardizing your safety.
- If you are unable to evacuate due to a physical disability, go to a safe location (e.g., stairwell) and wait for assistance. Ask others to inform emergency personnel of your location.

If there is time:

- Turn off all electronics including computers (except in cases of leaking gas or other flammable substances).
- Secure any hazardous materials or equipment before leaving.

TELEPHONE GUIDE
(901) 321-3000

OFFICE PHONES

ACADEMICS	321-3231	ADVANCEMENT	321-3270
Administrative Assistant	321-3231	Alumni Office	321-4306
School of: Arts	321-3335	Institutional Aid (Grants)	321-4299
Business	321-3315		
Engineering	321-3405		
Science	321-3445	MISSION AND IDENTITY	321-3530
Dean of Academic Services	321-3235		
Dual Enrollment	321-4116	ENROLLMENT MANAGEMENT	
Information Technology Center	321-4438	Admissions Office (Day Students)	321-3205
Registrar/Records Office	321-3889	Admissions Office (Graduate and Professional Studies)	321-3291
Plough Library	321-3432	Career Center	321-3330
ADMINISTRATION AND FINANCE	321-3255	STUDENT LIFE	321-3286
Administrative Assistant	321-3256	Administrative Assistant	321-3531
Bookstore	321-3545	Dean of Students	321-3536
Business Office	321-3380	Health Resources (Nurse)	321-3260
Budget Manager	321-4497	Counseling Center	321-3527
Financial Aid Office	321-3305	Residence Life	321-4102
Food Service	321-3560	Student Activities	321-3529
Human Resources	321-3307	Student Government	321-3535
Mailroom	321-3551	Office of Campus Safety	321-3550
Maintenance	321-3395	Director of Campus Ministry	321-3509
Printing Services	321-3394	Events Management	321-3235
CAMPUS OFFICES		PRESIDENT'S OFFICE	321-3251
Archives	321-3243	Communications and Marketing	321-4417
Athletic Office	321-3370		
Christian Brothers Residence	321-3515		
Gymnasium	321-3370	For Emergencies (police, fire, ambulance)	DIAL 911
Music Department	321-3390		
Theater	321-3026	Notify Campus Safety of an Emergency	
Tutoring	321-3536	On Campus	321-3550