

STUDENT HANDBOOK

# THE COMPASS

2021-22



# SECTION I: INTRODUCTION

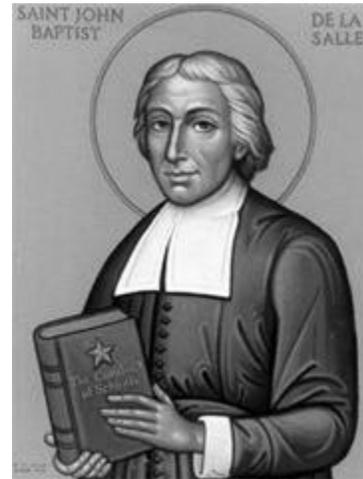
## A. THE CHRISTIAN BROTHERS

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 de La Salle in Rheims, France. The Founder revolutionized the entire educational experience as he ensured a practical and academic education for the poor and marginalized. 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 79 countries operating 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 Brothers sponsor six institutions of higher education, 53 high schools, 19 middle schools, and three elementary schools in North America.

The Christian Brothers—a Roman Catholic religious congregation—are the largest group of non-clerical, male religious in the Catholic Church today, numbering more than 4,000 worldwide. They are consecrated religious men who do not aspire to become priests, but do take vows of poverty, chastity, obedience, and service to the poor through education, promising to live together in a community. FSC, 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 La Salle Brothers” after the name of the founder.

The Founder, known in English-speaking countries as St. John Baptist de La Salle, was canonized as a saint in 1900 by Pope Leo XIII. In 1950, he was further proclaimed the Patron Saint of all those who work in the field of education by Pope Pius XII.



## B. INTRODUCTION BY THE OFFICE 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 emanates from CBU, touching our intersecting communities. This distinctive Lasallian association encourages active and principled participation on the campus and throughout Memphis. As a member of this unique community, you have many rights, duties and responsibilities. Our primary concern is that you are afforded the best possible environment wherein true personal Christian growth might be nurtured and brought to fruition.

We entitled this handbook as *The Compass* with the intention that its information will give you direction during your collegiate experience. *The Compass* should assist you in understanding the processes and responsibilities of our 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 guide carefully and keep it available for handy reference. It is the University's primary document outlining student responsibilities and procedures. This document may be revised periodically, with the most up-to-date version available on the CBU website.

### **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 Associate Vice President for 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 review the handbook yearly for updates/changes.

# SECTION II:

## ABOUT THE UNIVERSITY

### HERITAGE

*Let us remember that we are in the holy presence of God.  
Live Jesus in our hearts . . . forever.*

As a Catholic institution of higher learning, Christian Brothers University brings the timeless wisdom and religious heritage of centuries into an encounter with the twenty-first century. For a millennium, universities have dedicated themselves to teaching, fostering research, and educating students who freely associate with their teachers in a common love of knowledge. Our contemporary Lasallian institutions emphasize measurable learning as the culmination of this mission, both inside and outside the classroom. An effective Catholic university unites the intellectual search for truth with a faith based on the gospel and mission of Jesus Christ. (Blessed) John Paul II described the Catholic university as “an incomparable center of creativity and dissemination of knowledge for the good of humanity . . . born from the heart of the Church.”

At CBU, the rich intellectual heritage of the Catholic university expresses the Lasallian tradition daily. St. John Baptist de La Salle, an educational innovator who founded the Brothers of the Christian Schools in seventeenth century France, now serves as the patron saint of teachers throughout the modern Catholic Church. Now a worldwide community of vowed religious brothers and dedicated associates, the Lasallian family remains committed to the vision of the founder: “... not only is God so good as to have created us, but God desires all of us to come to the knowledge of the truth.” St. John Baptist De La Salle, therefore, made it his life’s work to bring the blessings of a practical education beyond the privileged classes of French society, to all people—especially the young—who have an inherent dignity as those created in the image and likeness of God. A Lasallian institution such as CBU continues to affirm the dignity of all people and embraces the presence of God.

### THE BROTHERS IN MEMPHIS

The De La Salle Christian Brothers arrived in Memphis in 1871 from Chicago, and immediately opened a Catholic school. Within a few years, it contained elementary and secondary grades, college classes, and granted graduate degrees. Christian Brothers College, as it was called then, became the first degree-granting institution in Memphis and the first (and only) Catholic college in West Tennessee. The First World War temporarily brought an end to the college program as men went off to war. The elementary school declined and closed in 1926, while the high school continued. College courses were resumed in 1940, and CBC moved to its current location on East Parkway South that same year. In 1965, the high school program was separated from the college, and Christian Brothers High School moved to its present location on Walnut Grove Road. Christian Brothers College admitted its first female students in 1970, and it became Christian Brothers University in 1990. In 2000, the Brothers agreed to the request of the Diocese of Memphis to administer one of the Jubilee Schools, De La Salle Blessed Sacrament. The circle was once more complete, with the Christian Brothers offering elementary, secondary, and college programs with

graduate degrees, continuing the tradition of committed Catholic education throughout the city of Memphis for almost 150 years.

## **OUR IDENTITY**

Christian Brothers University is a Catholic University founded on the heritage of Lasallian education. While large enough to provide educational opportunities in the arts, business, education, engineering and sciences, the University is small enough to promote teaching as ministry and to provide challenging student-centered learning and personal growth. Students of diverse cultures and religious traditions are encouraged to grow in their own faith. The University welcomes students into an educational community of faith and service, one that is committed to academic excellence, the betterment of society and the care of God's creation.

## **MISSION STATEMENT**

Christian Brothers University is a Catholic University in the student-centered tradition of the De La Salle Christian Brothers. CBU fosters academic excellence in a range of programs to prepare students from all faiths and backgrounds for careers and lives informed by the Lasallian values of faith, service, and community.

## **CORE VALUES**

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

## **FIVE CORE PRINCIPLES OF LASALLIAN EDUCATION**

- Faith in the Presence of God
- Concern for the Poor & Social Justice
- Respect for All Persons
- Quality Education
- Inclusive Community

# SECTION III:

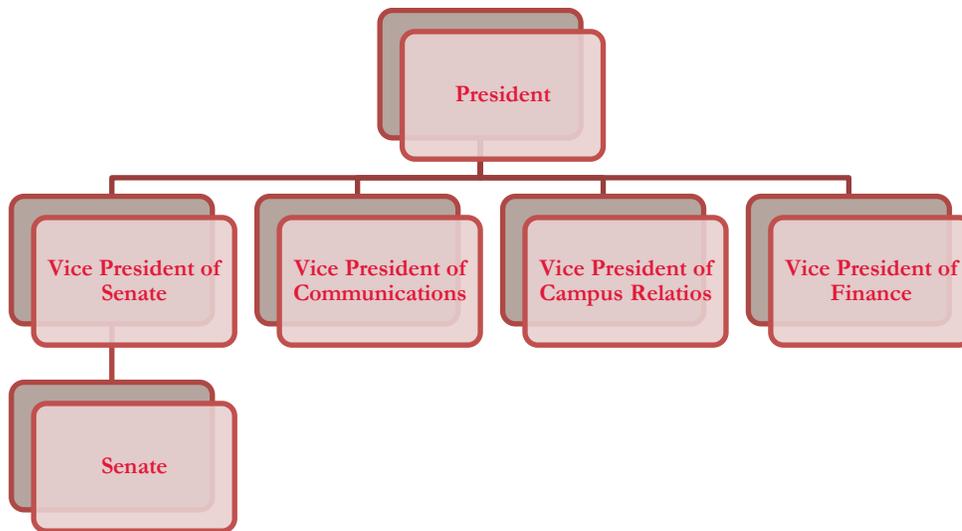
## STUDENT GOVERNMENT ASSOCIATION

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 Office of Student Life. The mission of the Student Government Association is as follows: "to uphold the values of CBU through advocacy, leadership and support of the student experience."

The Student Government Association, or SGA, is organized into two branches: executive & legislative. The duties and powers of the Executive Board are fully explained in the Student Government Association Constitution and Bylaws.

The 2018-2019 Student Government Association Executive Board has the following positions:



### FUNDING

The Student Activity Fee funds the Student Government Association. 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 IV:

## POLICIES & PROCEDURES FOR REGISTERED STUDENT ORGANIZATIONS

- A. TYPES OF STUDENT ORGANIZATIONS**
- B. GENERAL POLICIES ON STUDENT ORGANIZATIONS**
- C. CRITERIA FOR REGISTRATION OF ORGANIZATION**
- D. PROCEDURE FOR NEW REGISTRATION OF ORGANIZATION**
- E. REQUIREMENTS OF REGISTRATION FOR ORGANIZATIONS**
- F. REPORTS**
- G. PROBATION, SUSPENSION, AND WITHDRAWAL OF REGISTRATION**
- H. OFFICERS OF STUDENT ORGANIZATION**
- I. FISCAL PROCEDURES**
- J. ROLE OF ADVISOR**
- K. REQUESTING UNIVERSITY SPACE FOR PROGRAMS AND ACTIVITIES**
- L. CHALKING/SIGN POLICY**
- M. THE "ROCK" POLICY**
- N. RSO MANDATORY TRAININGS & WORKSHOPS**

### **A. TYPES OF STUDENT ORGANIZATIONS**

Participation in various clubs, organizations and activities can be of great educational and recreational value. The University encourages students to become actively involved in organizations. Student organizations may be either: sponsored by Christian Brothers University, such as the Student Government Association associated student body organizations, and professional and honors societies; or registered directly by CBU, such as the Honors Program or the President's Ambassadors.

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

1. Honors and leadership organizations and recognition societies
2. Departmental organizations and professional fraternities and sororities
3. Social fraternities and sororities  
(national organizations only; must follow official chartering procedures)
4. Special interest groups (political, religious, athletic, etc.).

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

## **B. GENERAL POLICIES ON STUDENT ORGANIZATIONS**

1. All registered student organizations may conduct their activities on the campus of Christian Brothers University only when (1) the University has officially recognized them, and (2) the organizations have completed the semester registration process.
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.
3. No student organization shall deny membership to any person on the basis of age, race, sex, religion, handicap or national origin, provided that:
  - a. Social fraternities and sororities may have sex-restricted membership,
  - b. Organizations wishing to limit membership and/or leadership to those professing the religious beliefs of the group and comporting themselves in conformity with those beliefs may do so,
  - c. Organizations wishing to limit membership on the basis of one of these other categories due to its religious beliefs may do so.
4. No student organization shall engage in or condone any form of hazing, including but not limited to harassment of any person by exacting unnecessary, disagreeable, or difficult work, by banter, ridicule or criticism, or by abusive or humiliating acts.
5. Student organizations shall be vicariously responsible and liable for the conduct and actions of each member of the organization while acting in the capacity of a member or while attending or participating in any activity of the organization.
6. No person, group or organization may use the name of Christian Brothers University except that a registered student organization may use the name of the institution to indicate that it is an affiliation of Christian Brothers University students.

## **C. CRITERIA FOR REGISTRATION OF ORGANIZATION**

1. Any proposed student organization shall be open to all students of Christian Brothers University who otherwise meet membership requirements. The majority of the membership of the organization shall be limited to currently enrolled students. Organizations may include faculty and staff of the institution, and/or spouses of students, and professional organizations may include members of the professional and business communities as members.
2. A proposed organization must represent the interests of Christian Brothers University student members, and the control of the organization must be within the local campus group. The organization must not have a knowing affiliation with an organization possessing illegal aims and goals, with a specific purpose to further these illegal aims and goals. All officers are to be University students in good standing.
3. The proposed organization must agree to comply with all policies established by SGA and Christian Brothers University, and with all federal and state laws and regulations.
4. The proposed organization must not:
  - (a) Have illegal aims and goals
  - (b) Propose activities which would violate regulations SGA or the institution or federal or state laws and regulations, or materially and substantially disrupt the work and discipline of the institution
  - (c) Advocate incitement of imminent lawless action which is likely to produce such action
5. The proposed organization must have the minimum number of five charter members who are current students, and there must be a demonstration of continuous interest in the purposes of the organization sufficient to afford registration on a long-term basis.

6. New organizations may be denied registration when the purposes are within the scope of a current registered organization. No organization may use the same name, or a name which is misleading and similar to the name of a currently registered organization.
7. The organization must provide for the distribution of all funds and assets in the event of dissolution.

## **D. PROCEDURE FOR NEW REGISTRATION OF ORGANIZATION**

In order to become officially registered as a student organization, a group must meet the following criteria set forth under "Criteria for Registration of Organizations:"

1. Attend a mandatory "New Student Organization Training Workshop."
2. Complete the *New Student Organization Application Form*.
3. Submit a proposed constitution and bylaws of the organization, according to the online registration process, which must clearly contain the following:
  - a. Name of organization
  - b. Purpose
  - c. Proposed activities
  - d. Rules of membership
  - e. Officers
  - f. Terms and methods of officer selection,
  - g. Proposed nature and frequency of meetings and activities
  - h. Financial plans of the organization, including any proposed fees, dues and assessments.
4. Submit the *Member Verification Form*. This form must include names and emails of at least 5 chartered members of the organization, who must be current students and each have a minimum 2.0 cumulative G.P.A. Organizations not initially meeting the minimum requirement for number of members may ask for "Provisional Status," to allow for recruiting said members. this status will last a maximum of one year. After one year, organizations may apply for a one semester extension of Provisional status.
5. Submit the *Advisor Verification Form*.
6. Submit a *Statement of Assurance of Compliance* by the organization that it will comply with all rules and regulations, policies, and procedures of Christian Brothers University and with all federal and state laws and regulations.
7. Submit the *Student Organization Agency Account Request Form*, if interested in securing an account on campus.
8. The Office of Student Life and the Student Government Association may require the sponsors to clarify any materials or information provided in the registration process to resubmit the request with non-conforming materials or provisions deleted, or to appear at a hearing for the purpose of obtaining additional information and testimony concerning the purposes, aims or proposed activities of the organizations.
9. Upon submission of all documents, all new submitted organizations will be voted upon by the Student Government Association's Senate. Organizations will be notified of senate approval.

## **E. REQUIREMENTS OF REGISTRATION FOR ORGANIZATIONS**

1. All registered student organizations at Christian Brothers University will be required to re-register their organization by the 4th week of each new semester.
2. Semester renewal of registration of an organization shall be dependent upon the organizations demonstration of compliance that includes the completion and submission of the following:

- a. Organization Presidents must attend a *Semester Student Organization Registration Training Workshop* to receive preliminary approval of re-registration.
- b. Complete the online *Semester Student Organization Renewal Form*.
- c. Submit *Member Verification Form*, *Advisor Verification Form*, and *Statement of Assurance of Compliance*, and constitution and bylaws as laid out above.
- d. In order to increase the continuing education of our RSO officers and members, there will be three mandatory training sessions each semester and each RSO must attend at least 2 of the training sessions to remain in good standing with the Office of Student Life.

## **F. REPORTS**

1. All organizations may be asked to submit an annual report concerning its programs and activities by March 1st of each year. This report shall be reviewed by the Office of Student Life.
2. All organizations may be asked to submit an annual financial report reflecting all revenues received and disbursed by the organizations, and/or an interim financial report or such a report concerning any fundraising activity of the organization by March 1st of each year. This report shall be reviewed by the Office of Student Life.

## **G. PROBATION, SUSPENSION, AND WITHDRAWAL OF REGISTRATION**

1. The SGA or the Office of Student Life may place an organization on probation, suspension, or fully unrecognized for any of the following reasons:
  - a. The organization fails to maintain compliance with the initial requirements of registration
  - b. The organization ceases to operate as an active organization
  - c. The organization requests withdrawal of registration
  - d. The organization operates or engages in any activity that is in violation of the *Compass* or local, state, or federal laws.
2. An organization on probation may continue to hold meetings, but may not host or sponsor any activities or programs while on probation.
3. An organization that is suspended may not hold meetings or host or sponsor any activities or programs while on suspension.

## **H. OFFICERS OF STUDENT ORGANIZATIONS**

No student who is under academic, conduct or social suspension from the institution shall be eligible to become, or maintain the status of, an officer of an organization.

## **I. FISCAL PROCEDURES**

1. All registered student organizations will be eligible to create an agency account with the University to house any collection of revenue for the organization. This account can be created by filling out the *Student Organization Agency Account Request Form*.
2. All registered student organizations that have an account set up with the university are tied to the same rules as all departments at CBU. Any payments or withdrawals require a check request with appropriate approval signatures and documentation.
3. If a group needs funds in advance of an event, it must follow up with receipts to document the expenses, return the money or a combination totaling the balance owed. Payment will always be via a check which the student organization would need to cash at a local bank, or payment of an invoice directly to a vendor. All money out must have appropriate documentation to satisfy auditors.

4. Organizations may maintain financial accounts with a commercial banking institution If they are solely responsible for the money and bookkeeping and can set up their own system.
5. Properly registered student organizations may be eligible for funding through the Student Government Association, provided the appropriate probationary and other University requirements have been properly met.
6. CBU prohibits organizations that solicit funds from any outside person, business or organization without written approval from the Associate Vice President for Student Life.
7. 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.
8. Each organization must designate an officer of the organization who is responsible for the collection and disbursement of funds and the maintenance of books and records.
9. Each organization must 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 institution at any time, and appropriate financial records shall be maintained for the purpose of audit.

## **J. ROLE OF ADVISOR**

1. All Registered Student Organizations at Christian Brothers University must have an advisor. Being an advisor can look very different among organizations but many of those roles are described below. Advisors agree to do the following:
  - a. Take an active role in the student organization which they are serving
  - b. Have an accurate knowledge of organizational finances and procedures
  - c. Serve as a resource to students on Christian Brothers University policies and procedures
  - d. Serve as a liaison between Christian Brothers University and the student organization
  - e. Work with the organization's leadership to establish the frequency of advisor interactions
2. Advisors will be advising organizations on best practices, organizational history, and ways to grow and challenge membership while meeting their mission.
3. Sanford's (1962) "Challenge and Support Model" suggests that students grow when they are challenged but also offered an adequate amount of support throughout those challenges. Applying this to their duties, advisors should ask students challenging questions and not allow for their students to become complacent in their organization.
4. Mentorship is a great way for students to learn from someone they look up to and also to be held accountable for their development.
5. The advisor will sometimes serve as a chief problem solver for the organization. In these moments, it is key to teach the students how to work through these problems, rather than fixing the problems behind closed doors for them or on their behalf.

## **K. REQUESTING UNIVERSITY SPACE FOR PROGRAMS AND ACTIVITIES**

1. All registered student organizations that meet the requirements of the "Criteria For Registered of Organization" listed above will be granted access to reserve space and equipment at Christian Brothers University for programs and activities.
2. All spaces where students may want to have an event on campus must be reserved through the Events Management Office. This includes the use of Alfonso Foyer Tables. The only instances where the Events Management Office will have to contact other departments are as follows:
  - a. Signaigo Field, Bland Field, Buc Baseball Field, Canale Arena, Canale Pool, Wilson Family Commons, LLC 104, and Alfonso Dining Hall.

3. All requests for space on campus MUST be reserved FIVE business days in advance through submitting a *Student Activity Request Form*.
4. If an organization does not request a specific room set-up for the event, the room will be set based on the standard for that room.
5. If the organization alters the set-up in anyway, it is its responsibility to leave the room how it originally found it.
6. Events Management understands that sometimes extenuating circumstances happen which may prevent the event from occurring. In these instances, Events Management requests an organization to submit either a *Cancellation Request Form* or *Change of Reservation Request Form* at least 1 BUSINESS DAY prior to the event.
7. To cancel an existing reservation, you MUST submit a *Cancellation Request Form* which can also be found on the *Internal Reservations* tab on the *Events Management* page:  
<https://luna.cbu.edu/events/EM/cancelrequest.cgi>
8. To change an existing reservation, you MUST submit a *Change of Request Form* which can also be found on the *Internal Reservation* tab on the *Events Management* page:  
<https://luna.cbu.edu/events/EM/changerequest.cgi>
9. Any additional cleaning services required to address excess mess or trash will be charged to the organization.
10. If grills or other open flames are to be used during the event, the organization must contact Campus Safety to conform to the *Open Flame Policy* and to inform Campus Safety of the event.
11. For any event sponsored by a registered student organization that is expecting more than 200 participants, a security or police presence must be maintained. Security must also be maintained for events where cash is collected, or there is a significant off campus/non-student population presence.
12. University officials may enter any registered student organization event, on campus or off campus, with prior notice or consent.
13. Failure to follow any of these rules or regulations will result in a warning. Multiple warnings could result in consequences such as but not limited to loss of room privileges or equipment rental.

## L. CHALKING/SIGN POLICY

The CBU chalking/sign policy encourages student organizations and administrative offices to develop and implement public displays, specifically chalk drawings and posters. Any display that utilizes chalk on a university piece of property shall be considered "Chalk Drawings," while materials printed on paper or similar mediums that are designed to hang from walls or awnings shall be considered flyers. Student organizations must adhere to the following:

- a. Chalk Drawings must be confined to the ground within the student quadrangle and "The Buc" dining area. Chalk is not allowed on the walls (except for walls located on the 2<sup>nd</sup> floor of the Thomas Center Building), awnings, or archways.
- b. All window chalk displays must be confined to the second floor of the Thomas Center.
- c. All individuals must use window chalk provided by the Office of Student Life to create their window display.
- d. All window chalking displays must be tasteful and within the mission of the University. All inappropriate designs will be taken down immediately.
- e. Individuals must be responsible for removing their window display with specific cleaning supplies provided by the Office of Student Life within 48 hours of their displays date.
- f. Organizations violating this policy are subject to probation, suspension, or withdrawal of recognition.

## **M. THE “ROCK” POLICY**

The “Rock,” located adjacent to the Thomas Student Center, is a community expression space intended for notification, celebration, and news posting purposes relevant to CBU community members. It is an iconic campus symbol that has been used to promote community spirit, campus unity, advertise events, and even host a few marriage proposals.

As a shared community space, the Rock must be reserved through the Events Management office as would be done for any other campus space. Reservations can be made by sending an email to [events@cbu.edu](mailto:events@cbu.edu). The email message should include the name and contact information of the CBU-affiliated person, organization or department making the request; the specific date(s) being requested; and the specific message and/or image(s) that would be painted on the Rock. If at all possible, reservations should be made at least five (5) business days in advance. Any request will only be considered approved and accepted after a confirmation message is sent from the Events Management staff.

All statements on the Rock must be legible and in accordance with all University policies regarding conduct expected of CBU students, guests, and employees. Specifically, but not exclusively, the following types of messages are prohibited:

- a. Personal/individual criticisms, jokes or attacks upon any group, any faith, or any person, including but not limited to students, employees, politicians, elected officials, or religious figures;
- b. Advocacy for an individual political party or candidate;
- c. Advocacy for any illegal activity; and
- d. Advocacy of alcohol or drug usage.

Individuals painting the Rock can anticipate a message, illustration, or color being approved if it meets all the above criteria. However, CBU’s administration reserves the right to repaint the Rock at any time for either internal messaging purposes or the enforcement of this policy. CBU’s administration holds the sole discretion and authority to interpret this policy along with any related rules or procedures.

Messaging that is related to a CBU student organizations or placed by its members will be governed by the “Code of Student Conduct” and The Compass. Any questions or requests related to this policy should be directed to Events Management at [events@cbu.edu](mailto:events@cbu.edu).

## **L. RSO MANDATORY TRAININGS & WORKSHOPS**

1. The RSO Workshop provides helpful tools for organizational leadership to learn about the rules and regulations to become and maintain Registered Student Organization status as an RSO at Christian Brothers University.
2. In order to promote the continuing education of RSO officers and members, Mandatory Trainings for all RSO’s have been created. There will be three Mandatory Trainings each semester and each RSO must attend at least 2 of the sessions to remain in good standing with the Office of Student Life. These will cover a wide variety of topics that will be officer position-specific. These trainings are not limited to only officers; any members of a Registered Student Organization may attend and participate in topics they find interesting. The schedule for these trainings will be presented to all RSOs by the VP of Campus Relations at the beginning of each semester.

# SECTION V:

## ACADEMIC POLICIES

### A. ACADEMIC MISCONDUCT

### B. CHEATING

### C. PLAGIARISM

### D. GRADE APPEAL POLICY

### E. MEDICAL WITHDRAWAL FROM UNIVERSITY

### F. SATISFACTORY ACADEMIC PROGRESS FOR TITLE IV AID

*The policies in this section affect both student and faculty rights and responsibilities; therefore, changes to this section cannot be made without approval by the Policy Committee of the Faculty Assembly.*

### 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 Vice President for Academics and Student Life (VPASL) can permanently expel a student guilty of academic misconduct.

The following procedures will be adhered to in cases of academic misconduct except cheating and plagiarism:

1. A faculty member may ask a disruptive student to leave the classroom and will notify the Office of Campus Police & Safety and/or the Office of the VPASL 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. As part of the process detailed in (c), the faculty member must report the incident via the "Report Academic Misconduct" online reporting tool available in BannerWeb.
5. A student may appeal any disciplinary actions by following the grade appeal policy outlined later in this section.
6. 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.
7. An instance of severe or grievous academic misconduct may result in permanent expulsion from the University by the VPASL. 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 VPASL.

## **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 Vice President for Academics that the student be expelled from class.

The following procedures will apply in cases of cheating:

1. After cheating is discerned, the faculty member should inform the student of the alleged charge as soon as is reasonably possible. Cheating must be discerned, not merely suspected. If at all possible, evidence should be available.
2. Before imposing a penalty, the faculty member must, in writing, inform the student, the student's advisor, the faculty member's department chair, the Dean of the School and the Vice President for Academics, of the charges against the student and any disciplinary action taken against him or her.
3. As part of the process detailed in (2), the faculty member must report the incident via the "Report Academic Misconduct" online reporting tool available in BannerWeb.
4. 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 D below.
5. In extreme cases, e.g., where there is evidence of premeditation, the VPASL may impose immediate suspension of the student for the semester and place the student on probation for the following semester. In lesser cases, after the student has been officially warned by the VPASL, and academic misconduct of the same or different type occurs, the VPASL may impose suspension for the semester and place the student on probation for the next. If further violations occur, the VPASL may impose permanent expulsion from the University. 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 VPASL to ensure 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 Vice President for Academics 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 inform the student of the alleged charge as soon as is reasonably possible. Plagiarism must be discerned, not merely suspected. If at all possible, evidence should be available.
2. Before imposing a penalty, 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 Vice President for Academics of the charges against the student and any disciplinary action taken against him or her.
3. As part of the process detailed in (2), the faculty member must report the incident via the "Report Academic Misconduct" online reporting tool available in Bannerweb.
4. 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 D below.
5. In extreme cases, e.g., where there is evidence of premeditation, the VPASL may impose immediate suspension of the student for the semester and place the student on probation for the following semester. In lesser cases, after the student has been officially warned by the VPASL, and academic misconduct of the same or different type occurs, the VPASL may impose suspension for the semester and place the student on probation for the next. If further violations occur, the VPASL may impose permanent expulsion from the University. 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 VPASL to ensure 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. Also see section 3.44 of the Faculty Handbook.*

A student who has evidence that he or she has been assigned a final grade in an arbitrary and capricious, or prejudicial manner\*\* may appeal the assigned grade by following the procedures listed below. The student is responsible for articulating the specific grade or grades in question and what about the grading was arbitrary, capricious, or prejudicial. Hearings will not be granted for grade appeals based on dissatisfaction or difficulty with the course or the instructor. These procedures must be initiated within 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 and comments 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 their instructor, the student can initiate the grade appeal process with their advisor.

2. If not satisfied, the undergraduate student discuss 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 should discuss the matter with the instructor.
3. If consulting the advisor or graduate director does not resolve the situation, the student must discuss 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 must refer the matter to the Dean of the appropriate school, who may request a meeting of the student, instructor, Department Chair, 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 by written request to the Vice President for Academics. The committee includes five elected faculty members and the Dean of Academic Services who acts as a non-voting chairperson of the committee. (See Section 1.8.4.4 of the Faculty Handbook.) Department chairs and school deans may not 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 Vice President for Academics and appear below. Before any hearing is undertaken, the Committee's chairperson will verify that the procedures to convene the meeting described in 1-4 have been followed and that all parties involved understand the procedures that will be used during the hearing. If proper procedures have not been followed, the Dean of Academic Services will provide an explanation in writing to the student, her or his advisor, and the instructor as to why no hearing will take place.

**To Convene the Committee:**

1. The student will submit a written request to the Vice President for Academics and Student Life (VPASL) who will contact the Chair of the Grade Appeals Committee. The request will outline the reason for the grade appeal and the results of the steps of the appeal already taken and their outcomes. The Grade Appeal form and written request will be shared with the Grade Appeals Committee and the instructor involved by the Chair of the Grade Appeals Committee.
2. Each elected member of the Grade Appeals Committee (not alternates) shall review the information in the Grade Appeal Request Form, as well as any attachments. If any member is unavailable, the information will be provided to her or his alternate. Within five days of receiving the form from the Dean of Academic Services, each member of the committee of these five will indicate if a hearing is warranted.
3. If all elected members of the committee indicate that a hearing is not warranted, the Dean of Academic Services will notify the student, her or his advisor, and the instructor that the members of the Grade Appeals Committee unanimously agree that the case does not warrant a hearing and the case is closed. However, if any elected committee member indicates the case warrants a hearing, the Dean of Academic Services will convene the committee as soon as possible at a date and time convenient for the persons involved in the appeal. All persons involved should have at least a three-day notice. At this time, the Dean of Academic Services will also request any additional information desired by

members of the committee from the student and/or instructor. All such information will be shared with all parties prior to the hearing.

4. Each elected member of the committee will have an elected alternate. If one of the committee members is the faculty member involved in the appeal, that individual's alternate will take the place of the accused member. In addition, if any elected member is not available for the hearing, that member's alternate will take her or his place. These substitutions apply both to the hearing itself and to the decision whether or not to have a hearing.
5. As indicated in the Grade Appeal Procedure, each party will be allowed to choose a member of the CBU faculty to represent them during the hearing as an advisor. Neither faculty member representative will participate in the deliberations of the committee. No outside representation is permitted.

### **The Committee Hearing**

1. Prior to the hearing, the student, the instructor, and each member of the Grade Appeals Committee will receive the Grade Appeal Request Form and any attachments from the Dean of Academic Services. Any additional information regarding the case (e.g., information requested by committee members) will be provided to all parties by the Dean of Academic Services at least 24 hours before the start of the hearing.
2. The hearing will not allow for dialogue between the student and faculty member. The procedure will be:
  - a. student presentation
  - b. faculty member presentation
  - c. student response
  - d. faculty member response
  - e. possible questioning by the committee members
3. If at any time the conduct of the hearing becomes such that the professionalism expected of all persons is not being shown, the chair, with the approval of a majority of the committee, will adjourn the hearing. The hearing will only be reconvened with the approval of the majority of the members of the committee. It is possible that the committee could reconvene (if a disruption has occurred) without the parties involved.
4. The findings and judgments of the Grade Appeals Committee will be communicated to the instructor and the student involved. The committee will inform the VPASL of the nature of the findings and judgments. The VPASL will, in turn, instruct the Registrar to make any necessary changes. Since the purpose of the Committee is to review charges of arbitrary and capricious, or prejudicial\*\* grading, and since such review is not an infringement on an instructor's academic freedom, the judgment of the committee is final.
5. All records of the proceedings and decisions of the Grade Appeals Committee are kept on file in the Office of the Vice President for Academics.

\*\* Black's Law Dictionary defines these terms as:

  - a. arbitrary and capricious: a willful and unreasonable action without consideration or in disregard of facts or without determining principle
  - b. prejudicial: a tending to forejudgment, bias, or preconceived opinion
6. The Chairperson of the Grade Appeals Committee will complete a form as a record of the following from the hearing: verification that proper procedures were followed, summary

of committee findings, and vote count. The completed form is kept on file in the Office of the VPASL.

## **E. MEDICAL WITHDRAWAL FROM THE 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 Academics 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 Academics, in consultation with the appropriate professional staff. At that time, the Vice President for Academics 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 and will 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 Academics 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.

## **F. 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 student will provide the Registrar with the following information: student name; student ID number; daytime phone number, whether or not the student is receiving financial assistance, whether or not 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 or not the student is an athlete, and whether or not the student is an international student. The date of the online form will count as the official date of notification for processing the withdrawal. Instructors will be contacted for the date of last attendance, but the official notification date for processing

the withdrawal will be the date of notification and 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 1st 8-Week Term	PERCENTAGE OF TUITION
DROP/ADD PERIOD OF 1st 8-WEEK TERM	100%
FIRST 25% OF 1st 8-WEEK TERM	50%
26-60% OF 1st 8-WEEK TERM	25%
OVER 60% OF 1st 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 2nd 8-Week Term	PERCENTAGE OF TUITION
DROP/ADD PERIOD OF 2nd 8-WEEK TERM	100%
FIRST 25% OF 2nd 8-WEEK TERM	50%
26-60% OF 2nd 8-WEEK TERM	25%
OVER 60% OF 2nd 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\*:

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

**G. 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:**

<b>Undergraduate Hours Attempted</b>	<b>GPA</b>
1 – 23	1.50
24-59	1.70
60 and above	2.00
<i>After four (4) terms of attendance (including summer) you must have a 2.0 cumulative GPA regardless of the number of hours attempted. This supersedes the hours attempted GPA standard</i>	
<b>Graduate Programs</b>	3.00

In addition, an undergraduate student must successfully complete 67% of course work attempted with a grade of D or above. **The completion rate is calculated by the number of hours successfully completed divided by the number of attempted hours including repeat hours.** SATISFACTORY PROGRESS FOR TITLE IV AID is monitored by the Semester. The maximum number of hours a student may attempt and still draw Title IV aid is 150% of the normal hours to complete the degree. Students who fail to maintain SATISFACTORY PROGRESS FOR TITLE IV AID at the end of the semester will have a term of warning. During that term both the Cumulative Grade Point Average standard as well as the Cumulative 67% Completion Rate standard must be met for the student to continue on Title IV Aid.

Failure to meet the above standard will result in Financial Aid Suspension. Students on Financial Aid Suspension cannot receive any Title IV Aid until both the Cumulative Grade Point Average and the Cumulative Completion Rate standards are met. Students may appeal the Financial Aid Suspension status within 10 days of the notice of that status because of extraordinary circumstances such as illness, death of a family member or a circumstance that prohibited the required academic performance. If an appeal is accepted and a term of Financial Aid Probation is granted the student will be required to make out a plan of study with their advisor and share it with Student Financial Assistance. The plan of study will be designed to help the student get back to Satisfactory Progress and may, but does not have to include a reduced class load.

All appeals of financial aid status must be in writing and signed by the student. Remember that you can be in good academic standing but my not be making Satisfactory Progress for Title IV Aid.

# SECTION VI:

## OVERVIEW OF CAMPUS RESOURCES

- A. LIVING LEARNING COMMUNITIES**
- B. STUDENT DISABILITY SERVICES**
- C. COMMUTER RESOURCES & INVOLVEMENT**
- D. INTERNATIONAL STUDENT SERVICES**
- E. MULTICULTURAL STUDENT SERVICES**
- F. COUNSELING SERVICES**
- G. HEALTH & PREVENTION SERVICES**
- H. MAIL & POSTAL SERVICES**
- I. RELIGIOUS OPPORTUNITIES & ORGANIZATIONS**
- J. UNIVERSITY COMMITTEES**
- K. CLERY ACT (STUDENT RIGHT TO KNOW)**

### **A. LIVING LEARNING COMMUNITIES**

In conjunction with the Living Learning Center, the University offers several opportunities for students of the same major or interest to collaborate inside and outside of the classroom. The Director of the LLC is available for consultation by calling (901) 321-4406. The communities with associate directors dedicated to each discipline include: Freshman Experience, Honors Program, Science and Engineering, Sports and Tourism Management, and Sustainability. For more information on the LLC programs offered at the University, please visit: <http://www.cbu.edu/housing/llcommunities.html>

### **B. STUDENT DISABILITY SERVICES**

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 Associate 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/disability/support.html>

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 Rozier Center (formerly Rozier Lounge). The telephone number is **(901) 321-3536**. For more information on available services, go to <http://www.cbu.edu/disability/support.html>

## 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 and Mentors 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;
- Use of audio recording devices;
- Preferential seating;
- STARS Group (Students Tackling Autism Related Syndromes)
- Short term personal counseling

## C. COMMUTER RESOURCES & INVOLVEMENT

Christian Brothers University is committed to providing commuting students with an experience as rewarding as that of their residential 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, "The Connection" emailed to all students, various social media sites and the Student Life office. There are many avenues commuters can take advantage of to make their educational experience at CBU most rewarding, including the information below:

### 1. Commuter Meal Options

Commuting students have several options available to them during the day if they wish to dine on campus. Non-residents may purchase reloadable "Buc Dollars" in the business office; all full-time commuters receive \$100 "Buc Dollars" each semester once they finalize their registration. These dollars may be used at any campus dining locations including the Alfonso Dining Hall and the Buccaneer Grill. Simply visit the business office to purchase "Buc Dollars" in any amount.

#### Alfonso Dining Hall

*7:30 a.m. -7:00 p.m. Monday - Thursday*

*7:30 a.m. -6:30 p.m. Friday*

*10:45am-6:30 p.m. Saturday and Sunday*

The Alfonso Dining Hall is an all-you-can-eat dining facility offering a wide variety of options for breakfast, lunch and dinner. Alfonso features daily entree specials and consistent offerings with a full salad bar, potato bar, pizza bar, deli station, pasta station, and several dessert choices.

#### Buccaneer Grill

*10:00 a.m. -11:00 p.m. Monday- Friday*

*Closed on weekends and certain school holidays*

The Buccaneer Grill, aka "the Buc," is a convenient stop for breakfast, lunch and dinner. The Buc offers many quick meals for students in a hurry or who seek a change of venue. Menu

items include burgers, sandwiches, salads, and wraps, along with ice cream treats and monthly specials.

### Canale Café

Located by the entrance of Canale Arena serving salads, sandwiches, wraps, and smoothies are available during special events and at other select hours. Check posted hours or on the CBU "Dining" website.

## **2. Studying**

There are several places on campus for students to study. The most widely utilized is the Plough Library. Other available places are the Wilson Family Commons, 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.

### **Wilson Family Commons**

The Wilson Family Commons is located on the first floor of the LLC. It is available for commuter and resident student use- equipped with a big screen television and game tables. Snack and drink machines are also available.

### **Maurelian Lounge**

The Maurelian lounge is located on the first floor of the building. It is available for commuter and resident student use- equipped with a big screen television.

### **Student Success Center**

As an outreach of the Office of Academic Services, the SCC offers the opportunity for small group or individual tutoring or mentoring to assist with the transition to academic life at CBU.

### **Swashbuckler Student Lounge**

The newly-renovated Swashbuckler Student Lounge offers areas for group and individual studying and space for students to congregate in between classes. The lounge is available 24-hours a day with an active student identification card. Please note that it is not a designated "quiet space" but that students should be considerate of each other.

## **3. Career Services**

Career Services Career Services provides comprehensive services to assist students throughout the career development process. Services are provided free of charge to all undergraduates, graduate students and alumni of the University. Career Services coordinates an array of programs and services, such as Career Assessments, Career Counseling, Career Seminars/Panels, and Internship & Job Listings. Students also have the opportunity to connect with employers and graduate schools via the Career & Internship Expo, Graduate School Expo, On-Campus Recruiting, Centralized Academic Internship Program and Employer Programming. Staff members conduct programs that target the career needs of each class year, from first years to seniors. Additionally, Career Services maintains current listings of local and national career & internship opportunities through the online career management database, CareerLinX. Further information about Career Services can be found at the University's website (<http://www.cbu.edu/career>) and in the weekly Career Services e-newsletter.

## **4. Intramurals and Recreational Activities**

Intramural activities are available to all commuters. Organized activities include basketball, softball, soccer and volleyball, among others. Contact the Coordinator in the Student Life Office at 321-4442.

**5. Good Morning Commuters! Breakfast**

Coffee, juice and donuts are served to commuter students in the St. Joseph's breezeway on the first Wednesday of each month from September through April.

**6. Commuter Student Council**

The Commuter Student Council is a student organization that coordinates activities and events for the recreation, enjoyment and entertainment of commuters.

**D. INTERNATIONAL STUDENT SERVICES**

Christian Brothers University has an international student population that represents students from more than two dozen countries. There are multiple student programs implemented on campus to assist international students with adjusting to their new environment, some of which are advice on immigration matters, employment issues, taxation, academic policies, cultural adjustment, and other pertinent issues.

In addition, International Student Services works with a variety of cultural clubs to raise the level of awareness of other cultures on campus, promote friendships between international students, as well as with American students, and provide support and appreciation for the international student community at CBU.

For more information on International Student Services, please visit the Office of Student Life or call 321-3552.

**E. MULTICULTURAL STUDENT SERVICES**

Christian Brothers University values diversity and inclusion. More than 40% of the University's student body are learners from minority populations. The diversity that our students bring to the campus community extends beyond the classroom setting.

Multicultural Student Services (MSS) is a division of Student Life that was established at CBU to provide educational programming and services to support and enhance the collegiate experience of underrepresented students. MSS works in collaboration with CBU's campus departments and cultural organizations to foster an inclusive campus climate and promote cultural understanding among our diverse community.

For more information on Multicultural Student Services, please visit the Office of Student Life or call 321-3552.

**F. COUNSELING SERVICES**

The Counseling Center offers assistance and services to all students currently enrolled in classes at Christian Brothers University during the fall and spring semesters. 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 throughout the day, Monday through Friday. Evening students are asked to call for an "off-hour" appointment as needed. Services of a clinical Psychologist-Consultant are available by appointment through the Counseling Center. Please call (901) 321-3527 for additional information.

All information shared during counseling is confidential. Without the expressed written permission of the student, no information may be shared in either written or verbal format with any persons, institutions, or agencies outside of the Center. Exceptions only occur in life-threatening situations, reports of abuse/neglect to vulnerable individuals, or under court order.

### **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 free assessment/assistance)**

Al- Anon	(901) 323-0321
Alcoholics Anonymous	(901) 454-1414
Crestwyn Behavioral Health	(901) 248-1500
Memphis Crisis Center (database of 3,000 referrals)	(901) 274-7477
Delta Medical Center	(901) 369-6021
Lakeside Needs Assessment and Referral Center	(901) 377-4733
Narcotics Anonymous	(901) 276-5483
Parkwood Hospital	(901) 521-1400
Rape Crisis (Shelby County Rape Crisis Center)	(901) 222-4350
St. Francis Behavioral Health Services	(901) 765-1400
Suicide and Crisis Intervention	(901) 274-7477 or 1-(800) SUICIDE
TAADA (Tennessee REDLINE) Information & referral resource for alcohol, drug, and other addictions...M-F, 8:00 a.m.–5:00 p.m.)	1-(615) 780-5901

### **Alcohol Counseling**

If students of Christian Brothers University feel they may be experiencing an alcohol problem, they are encouraged to contact the Counseling Center located on the lower level of the Thomas Center. The Director of Counseling is available for confidential consultation on a walk-in (as available) or by appointment basis. Confidentiality will not be violated unless authorized by the student or a threat to life occurs. The Director or the Psychologist-Consultant 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 **(901) 321-3527**.

### **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 on the lower level of the Thomas Center. The Director of Counseling is available for confidential consultation on a walk-in or by

appointment basis. Confidentiality will not be violated unless authorized by the student or a threat to life occurs. The Director or the Psychologist-Consultant 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 **(901) 321-3527**.

## **G. HEALTH & PREVENTION SERVICES**

Health & Prevention Services offers assistance and services to all students associated with Christian Brothers University throughout the year. Confidential, professional services include basic nursing care for acute illnesses, testing for strep and UTI, consultation and advice for a wide range of acute medical needs health education information and a variety of free over the counter medications and supplies. Students can be seen by an RN on a walk-in or by appointment basis from 8:00 a.m.-4:30 pm Monday through Friday. Services of a Nurse Practitioner are available on Wednesdays from 8:30 a.m.-11:30 a.m. . Please call (901) 321-3260 for more information. All services by the RN and Nurse Practitioner are available at no cost to the student. Prescriptions and follow up care at an off-campus facility will be the financial responsibility of the students.

### **After hour local resources include**

#### **Baptist Minor Medical**

3295 Poplar Avenue  
8:00 a.m. -7:30 p.m. (7 days/week)  
(901) 321-8188

#### **Baptist Memorial Hospital**

6019 Walnut Grove Road  
(901) 226-5000

#### **Methodist Minor Medical**

1803 Union Avenue S#2  
9:00 a.m. -9:00 p.m. (7 days/week)  
(901) 722-3152

#### **Methodist University Hospital**

1265 Union Avenue  
(901) 516-7000

## **H. PRINT & MAIL SERVICES**

Print and Mail Services is located in the St. Joseph Hall breezeway next to ITS. Featuring 24 hour access to student mailboxes, normal business hours are **8:00 a.m. - 4:30 p.m., Monday through Friday.**

Print Services offers duplication and printing related services to faculty and staff. Student printing is available in the computer labs and Plough Library. Faxing is available 24 hours a day in ITS Lab 3. Students are allowed up to 750 black-and-white copies per semester. If additional copies are needed, credit can be added to the student's uPrint account.

Print Services can be contacted at [printshop@cbu.edu](mailto:printshop@cbu.edu) or (901) 321-3394.

Mail Services provides a variety of services to the students and campus community as a whole. All students living on campus are assigned a mailbox number. Please visit the Mailroom during normal business hours to pick up your mailbox key. At the end of the school year, students **MUST** return the key to the Mailroom. Keys not returned by **June 1** of the academic year will be assumed lost and the student will be charged a non-refundable \$35.00 replacement fee.

While times may vary, mail is delivered and picked up once a day by the U.S. Postal Service. The Mailroom also serves as a pickup point for USPS, FedEx, UPS and DHL. All carrier deliveries typically arrive by 2:00 p.m. . Email notification will be sent to the recipient for packages and letters too large for mailboxes after Mailroom processing is completed. The Mailroom uses metered postage and does not sell stamps. All metered postage sales are transacted in cash only.

Mail Services can be contacted at [mailroom@cbu.edu](mailto:mailroom@cbu.edu) or (901) 321-3551.

For more information about Print & Mail Services, visit [www.cbu.edu/printing--mail-services](http://www.cbu.edu/printing--mail-services).

## **I. RELIGIOUS OPPORTUNITIES & 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.” No campus organization is permitted to pressure students into conforming to a particular religious belief. 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.

In order for a religious organization to be formed on campus, organizations must secure approval from the Office of Campus Ministry for organizing activities and events.

1. A written proposal must be submitted to the Office of Campus Ministry stating the purpose of the organization, requirements for membership, and a planned schedule of events for the upcoming year. These proposals will be reviewed yearly. 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. In addition, all signage and publications should be in accordance with the policies and procedures outlined in Section 9, page 65, of this document.
3. As part of membership for a religious student organization, individuals may not make blanket or random visits to students’ rooms within the residence halls.
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.
6. Religious student organizations must be fully led and made up of current CBU full-time students.

## **J. UNIVERSITY COMMITTEES WITH STUDENT INVOLVEMENT**

Christian Brothers University believes that the collegiate experience should be student-learning centered. 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 Assistant to the Associate Vice President for Student Life, Coordinator for 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. **CONDUCT BOARD**

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

2. **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. A Graduate and Professional Studies 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 & IDENTITY COMMITTEE**

The Mission & 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. A Graduate and Professional Studies Advisory member and the President of the Student Activities Council 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 President of the Student Activities Council and the Student Government Association's President are the student representatives normally appointed to this committee by the Chairperson of the Board.

3. **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.

**K. 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: <http://www.cbu.edu/campus-police-and-safety>.

# SECTION VII:

## RESIDENCE LIFE POLICIES

- A. **INTRODUCTION & OVERVIEW**
- B. **STAFF**
- C. **RIGHTS & RESPONSIBILITIES**
- D. **APPLICATION & ASSIGNMENT POLICIES**
- E. **CONTRACT & SPECIAL HOUSING PERIODS**
- F. **GRADUATE & OVERFLOW HOUSING**
- G. **RESIDENCE SAFETY**
- H. **CAMPUS DINING & MEAL PLANS**
- I. **RESIDENCE HALL POLICIES & PROCEDURES**
- J. **RESIDENT CONDUCT**

### A. **INTRODUCTION & OVERVIEW**

Residence halls provide students a unique living environment alongside fellow students and access to campus and community resources. Living on campus can be one of the most valuable and memorable experiences during college. Institutional and national research indicates that campus residency promotes the likelihood of positive student outcomes. The Residence Life department's mission is to support residential student success in and out of the classroom and preparation for life after college by fostering an environment that promotes community, multicultural understanding and practical competence. The Residence Life department creates a living and learning environment intentionally designed in accord with and complimentary to the mission and academic program of CBU by providing staff, services, policies and facilities that contribute to the holistic residential experience.

Every effort is made to provide an atmosphere that is conducive to living and learning through cooperation and planning between the Residence Life staff, Maintenance, Housekeeping, Campus Police & Safety and other administrative offices. Residents also have a role in creating the environment for themselves and neighbors.

The Office of Residence Life is located in the Student Life suite of Rozier Hall. Questions, feedback, or suggestions about the residential experience can be made in person or via email to [reslife@cbu.edu](mailto:reslife@cbu.edu).

### B. **STAFF**

**The Director of Residence Life** (DRL) is responsible for the proper functioning of the residence halls and has the overall responsibility for their operation and related programs and activities. The Director supervises the selection, training and evaluation of the Associate Director and Resident Assistants.

**The Associate Director of Residence Life (ADRL)** leads educational initiatives in the halls, particularly for first year students, while also assisting the Director on retention, assessment and supervisory responsibilities.

The DRL and ADRL are available during business hours to help with personal, academic or residence life concerns. They also live on campus and serve in an overnight on-call rotation responding to concerns and emergencies as needed.

**Resident Assistants (RAs)** are the primary staff members residents will interact with on a regular basis. RAs build relationships with residents, plan social and educational programs, and promoting the general development of a community in the residence halls. RAs are available to help residents with personal, academic or other problems through consultation, making referrals, or by giving students an opportunity to talk to a trained listener. As members of the Residence Life staff, they are responsible for the development of a healthy environment conducive to personal and academic success.

RAs also serve in a duty rotation every night when Fall and Spring semester classes are in session and during some breaks to support a positive environment, enforce policies and respond to concerns or emergencies if needed. On-call hours for the staff are from 7:00 a.m. to 7:00 p.m., with at least one staff member in each area available during these times, for a minimum of three RAs on campus each evening. RAs make regular rounds of their areas during these times: **Sunday through Thursday, 7:00 p.m. – midnight and on Friday and Saturday, 7:00 p.m. – 2:00 a.m.** During on-call hours students can report concerns or seek help by consulting the on-call calendar and contact sheet posted on each RA door. During normal business hours residents should contact their RA by phone or email to schedule a meeting for assistance or contact the Office of Residence Life for emergencies and concerns they do not want to bring to their RA.

**C. RIGHTS & RESPONSIBILITIES**

Residents have certain rights while living on campus. With these rights are complimentary responsibilities.

<b>Resident Rights</b>	<b>Resident Responsibilities</b>
Residents have the right to be informed of what is expected of you and your behavior while in university housing.	Residents have the responsibility to learn and adhere to the rules and regulations of the University, Student Life and Residence Life as stated the Compass, and the terms and conditions of the housing agreement.
Residents have the right to live in a safe and sanitary living environment.	Residents have the responsibility to keep your room and bathroom clean, and door(s) locked, respect all property, keep common areas free of litter and damage.
Residents have the right to read, study, and sleep free from undue interference.	Residents have the responsibility to observe quiet hours and courtesy hours, and respectfully confront others who are interfering with sleep and study.
Residents have the right to express themselves freely in or around residence halls within established guidelines.	Residents have the responsibility to modify recreation so as not to interfere with others or damage the facilities.

Residents have the right to personal privacy.	Residents have the responsibility to respect the personal space of others and abide by the visitation and guest policies including informing guests of campus policies.
Residents have the right to have direct access to staff that provide assistance, guidance, and support as needed.	Residents have the responsibility to seek out staff members for assistance, report vandalism, request necessary repairs, and comply with requests from staff members.
Residents have the right to articulate reasonable needs within their living unit.	Residents have the responsibility to let their roommate know their preferences for sleep, study, guests and sharing belongings; and work through any differences in a mature and kind manner.
Residents have the right to be free of fear from intimidation and physical or emotional harm; to be treated with dignity and respect.	Residents have the responsibility to act in a kind, mature and civil manner when interacting with others, including interactions via social media.

## D. APPLICATION & ASSIGNMENT POLICIES

### Application Procedures

Applications for residence hall living may be **completed via the residence life page of the CBU website ([www.cbu.edu/reslifeapps](http://www.cbu.edu/reslifeapps))**. **Since assignments are allocated by date of receipt, completed applications must be accompanied by a down payment. A \$150.00 security deposit is required of all new residential students and a \$300.00 down payment is required for all returning residents each year. The \$150.00 security deposit is released to the student after graduation or if the student decides to leave CBU. The security deposit and annual down payment must be submitted with the Housing Contract.** Housing applications will not be processed until this down payment is received. This down payment will be credited to the student's account and will be deducted from the room and board charges. Checks or money orders should be made payable to **Christian Brothers University**.

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.

#### 1. Residency Requirement

Freshmen and sophomores are required to live on campus. Exceptions to this requirement may be granted based on marital status, child custody, veteran status, domestic care responsibilities, a relevant documented medical condition or being older than twenty-two. All requests for exemption to this rule must be made in writing and submitted for approval to the Admission Office.

Residential students entering their second year requesting exemption from the policy must fill out the online form available by request. Extraordinary changes from the prior year with demonstrated hardship must be documented and submitted to the Residence Life Office for consideration.

#### 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 from among spaces open to current CBU students. Returning students may apply for these 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 except for spaces reserved for 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 down payment
- mutual roommate choice

**b. Capstone Apartments**

The Capstone Apartments are available to sophomores, juniors and seniors for the academic year.

**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 their designee will make assignments. These assignments will be made without regard to race, color, creed or national origin.**

**d. Housing Payments**

**i. Security Deposits (New Students)**

**A \$150.00 damage deposit is required of all first-time residents upon the submission of their initial housing application.** Damages assessed to students must be paid at the time of check-out or billed to the student's account. Any portion of the down payment remaining when a student withdraws from the university will be refunded at that time.

**ii. Down Payment (Returning Residents)**

A \$300.00 down payment is for required all residence hall options.

**iii. 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. A cancellation fee can only be assessed if the student has not received a key for the given semester.

**iv. Breach of Contract**

Except for reasons listed below, the housing agreement is for the entire academic year. Students are responsible for both semesters of housing charges – even if the student moves out in the middle of the year.

**3. Room/Roommate Changes**

- a.** Room and roommate changes are permitted with approval of the Director of Residence Life or a designee after the finalization of initial occupancy reports. Normally this occurs the second week of each semester.
- b.** During the open room change period, residents may request room changes by contacting the Director of Residence Life. Changes will be granted based on the availability of space and seniority. 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 and may be required to move again.
- c.** The only room changes that can occur outside of open room change periods are those approved specifically by the Director of Residence Life.

- d. Under **NO** circumstances will changes based on racial, ethnic, religious or other matters of diversity be permitted.
4. **Consolidation**  
The Director of Residence Life makes every effort to assign residents to their preferences. 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 the option for single rooms wherever possible. If the Resident wishes to remain in a double occupancy, the Resident may have to move to another double room assignment or have a roommate assigned. Consolidation begins during the second week of classes.
5. **Cancellations**  
**Prior to August 1, students who wishes to cancel their residence hall contract must submit a letter in writing to the Office of Student Life and receive approval from the Director of Residence Life.**
6. **Exemptions to this policy will be approved by the Associate Vice President for Student Life only after reviewing documentation submitted by the student or their parent/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
  - study abroad
  - graduation
  - documented hardship.
7. **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 based on the amount of time the resident occupied the room.
8. **Payment**  
Students must make payment arrangements with the Business Office prior to the date they move to campus. Students with outstanding account balances or other holds on their accounts will not be allowed to check in until cleared by the Business Office.

## **E. 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.
2. **Summer Housing**  
Summer housing is available on a limited basis for students in registered University programs. Availability is subject to minimum occupancy requirements. Please contact the Director of Residence Life about eligibility and pricing.
3. **Breaks and Hall Closing**  
The contract does not include housing for fall, Christmas, and spring breaks. Special living arrangements during these periods are possible in extraordinary circumstances. Please contact the Director of Residence Life about eligibility and pricing.
- a. **Fall and Spring Breaks**  
These mid-semester breaks are set by the university calendar. All campus residences close

at 6:00 p.m. on the last regular day of classes prior to the break. **All students are required to leave their residence by this time** unless they have received prior approval to stay.

**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**

Residents must leave within 24 hours of their last traditional (in-person) exam, or by 6:00 p.m. on the last scheduled day of final exams, whichever comes first. **All students are required to leave their residence** unless they have received prior approval to stay.

During the Christmas, Fall and Spring breaks, the Housekeeping staff cleans all bathrooms. It is therefore necessary that all personal belongings and carpets be removed from the bathrooms to allow cleaning.

**d. End of the Year Residence Hall Closing Information**

Residents must leave within 24 hours of their last traditional (in-person) exam, or by 6:00 p.m. on the last scheduled day of final exams, whichever comes first. **All students are required to leave their residence halls** unless they have received prior approval to stay. Students and families should make plans for departure based on this closing date and time.

Residents not checked out on time and not receiving advance approval to stay late will be assessed a \$50 Improper Checkout fee and a \$150 Unauthorized Occupancy fee. For more information regarding permission to stay beyond the completion of finals fill out the break request form or contact the Residence Life department at [reslife@cbu.edu](mailto:reslife@cbu.edu) or (901) 321-3531.

**e. Stay when halls are closed**

Any resident may request to stay during breaks, for any reason. All requests must be submitted online at <https://www.cbu.edu/breakrequest> by close of business the 48 hours before the halls close.

- Residents whose homes are further than 300 miles will be approved to stay.
- Residents from within 300 miles may be approved depending on personal need.
- Graduating seniors will be approved to stay until 5:00 p.m. on the day of their graduation.
- Depending on approved reason, residents may be charged up to a maximum of \$300.
- All residents must follow the policies and procedures outlined in the Residence Life Handbook while living on campus. Any violation of University policy may result in dismissal from summer housing within 72 hours of said violation.

## **F. GRADUATE & OVERFLOW HOUSING**

Avery Residence Hall is designated for graduate and overflow student housing. Units have two bedrooms, one bathroom and a kitchen with basic cable and utilities included. They are all partially furnished. All units will be assigned by the Residence Life department.

To qualify for Avery, applicants must meet all of the following:

- Hold a bachelor's degree
- Be enrolled as a full-time student at CBU according to their program or part-time if in their final semester before graduating

- Be single/unmarried
- Selected by residence life staff
- Complete a housing application
- Submit the housing deposit or program approval waiving the deposit on file from the Residence Life Office

Exemptions to these stipulations will be approved by the Director of Residence Life (DRL). Requests for exemption to live in Avery must be made in writing to the DRL. The Residence Life Office will assign approved residents to a single bedroom in an apartment with someone of the same sex. Applicants and existing residents may request roommates; however, all approved roommate requests must be mutual. If available, a limited number of residents may be allowed to rent out the entire apartment, although all the above criteria still apply.

Avery residents with cars are issued hanging tags designating parking in the Avery lot. Avery residents do not have to purchase a meal plan.

All other housing policies apply, including the pet policy, underage drinking, and guest registration. Please see the full list included in the CBU *Compass* below.

## G. RESIDENCE SAFETY

### 1. STAFF

Staff are always available to assist residents when the residence halls are open officially. Campus Police, Resident Assistants and Residence Life Professional Staff can be contacted.

- **Emergency:** In an emergency contact campus police by calling 911 or (901) 321-3550.
- **Non-emergency:** During business hours contact the Residence Life department in person in Rozier Hall, or by email at [reslife@cbu.edu](mailto:reslife@cbu.edu). After 7:00 p.m. please contact your RA or an RA on duty by checking the posted duty calendar and contact sheet posted on each RA door.

### 2. LOCKS AND KEYS

Residents are required 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. Residents may not share or loan a key to anyone including their roommate.

### 3. FIRE SAFETY AND RESPONSE

- If you discover a small fire (e.g. trashcan), put it out with the fire extinguisher in your suite. Report this fire and discharge of the extinguisher immediately to a Resident Assistant and Campus Police & Safety. Note: you **will not** be charged for recharging the extinguisher.
- In the event of a room fire, the residents should:
  - Pull windows and interior doors closed.
  - Leave all doors unlocked.
  - Exit the building using the nearest available and unblocked exit/ staircase. Tennessee state law requires all residents and guests 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 Campus Police & Safety and a Resident Assistant.
  - Proceed to the Gathering Points listed below.

- No one will be allowed back in the building until the “**all clear**” is given by the fire department or a residence hall staff member.
- c. Evacuation Gathering Points:
- **Avery** residents gather on baseball field
  - **Living Learning Center** residents gather on outdoor basketball court
  - **Maurelian** residents gather grassy across from Rosa Deal.
  - **Oakdale (170)** residents gather on baseball field
  - **O’Hara (600)**, residents gather on outdoor basketball court
  - **Pender (604)**, residents gather on outdoor basketball court
  - **Rozier** residents gather on outdoor basketball court
  - **Stritch** residents gather on grassy area S.E. of Stritch Chapel
- d. Water Sprinklers
- The water sprinkler system must be left free of any objects (i.e., clothing) at all times.
- e. Occupancy
- Maximum occupancy is set by the fire marshal. Exceeding the capacity risks the safety of all inside, and may result in structural damage to floors, ceilings.

## H. CAMPUS DINING & MEAL PLANS

A meal plan is required of all residential students. Meal plans include all-you-care-to-eat swipes for Alfonso Dining Hall and Buc Dollars for *al la carte* purchases in The Buc Snack Bar, Canale Café, or in Alfonso Dining Hall. Buc Dollars roll over from Fall to Spring semester. However, unspent Buc Dollars go away after each academic year.

**Meal plans do not include meals during breaks. There are no meal plans offered during the summer session.** For additional information and questions about dining including service hours please visit the campus dining website at <https://www.cbu.edu/campus-dining>

### Meal Plan Types

- All Access Meal Plan + \$50 BUC  
**LLC, Rozier, Maurelian and Stritch residents are required to have the All Access Meal Plan**
- 100 Block Meal Plan + \$200 BUC  
**Capstone residents may choose this Meal Plan.**

**Avery Apartment** residents (graduate students) are not required to purchase a meal plan; however, they may choose to purchase a plan at an additional cost. Please contact the Office of Residence Life to make such a request.

## I. RESIDENCE HALL POLICIES & PROCEDURES

### 1. CHECKING IN AND OUT

- a. Residents occupy and vacate their rooms according to directions issued by the Residence Life staff. Move-in and move-out days are published in advance in accordance with the university calendar and the Housing Agreement.
- b. At check-in, each resident is issued a room key and room condition report (RCR).
- c. When checking out of a room (withdrawal, graduation, room change or end of year), the resident is responsible for properly checking out with a Residence Life staff member.

Students must sign their checkout sheet and return keys to the staff member at the time of checking out of the residence hall or apartment to properly checkout.

- d. All personal possessions must be removed when vacating the room. Any possessions found in the room will be discarded and cleaning charges assessed.
- e. ***Failure to complete the check-in or check-out procedure properly will result in a \$50.00 charge and possible disciplinary action.*** Failure to surrender room keys personally 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.
- f. 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 advance permission by the Director of Residence Life.

## **2. ROOM CONDITION REPORTS (RCRS)**

- a. It is the resident's responsibility to examine conscientiously his or her room and its contents, indicate the room condition and the absence or presence of its furnishings.
- b. The RCR should be signed and returned to the Resident Assistant or Residence Life department on the day of the check-in.
- c. 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.
- d. Failure to return the completed form may result in a resident being charged for room deficiencies that preceded his or her time of occupancy.

## **3. LOST KEYS**

The loss of a resident's room keys must be reported to a Residence Life staff member. 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.

## **4. MAIL KEYS**

Students are responsible for their own mail key. They may not give the key to anyone else. At the end of the school year, students **MUST** return the key to the Mail Room to have it checked properly. Keys not returned by **June 1** of that academic year will be assumed lost and the individual will be charged a non-refundable \$25.00 replacement fee.

## **5. 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 Associate Vice President for Student Life or designee and will be conducted in the presence of a professional staff member and representative of Campus Police & Safety whenever possible. 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.

Whenever possible the university will give advance notice of planned inspections via email, flyers or any other method.

**6. 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.

**7. EVICTION FROM ON-CAMPUS HOUSING**

Conduct of a serious nature, or a part of a pattern of behavior where the removal of a student from the residence hall is 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 their room.

In extraordinary circumstances, the Associate Vice President for Student Life or the Dean of Students may require a shorter timeframe, or allow a longer timeframe. If a student is evicted from a residence hall due to disciplinary action, they will be responsible for the remainder of their Housing Agreement, and may receive no refund of their down payment if there is vandalism or cleanliness concerns at the time of checkout.

**8. SAFETY CHECKS AND ROOM CLEANLINESS**

All residents are responsible for the proper care, sanitation, and cleaning of their assigned rooms and accompanying common areas. Periodic safety and room checks will be made by the Residence Life staff, Maintenance and Aramark Facilities. Residents whose rooms do not meet cleanliness standards will be given 24 hours to clean up the room(s).

Failure to keep these areas properly cleaned and maintained will result in disciplinary action. Fines will be assessed to the appropriate students at the discretion of the Director of Residence Life.

**9. VANDALISM**

- The cornerstone of the CBU community is each individual, the resident, and that person's responsibility to other students as well as oneself. Residents treating each other and the building with respect will provide everyone with a high quality, affordable living environment. All residents should help prevent and report vandalism, thereby supporting a safe and pleasant experience for all.
- Vandalism is defined as any intentional behavior which causes damage, when that behavior violates policy, or is so reckless or negligent that a reasonable person would know that engaging in that behavior could cause damage.
- Any resident found responsible through the student conduct process for vandalism in the residence halls or on other University property will be fined \$500 for the first offense as well as charges of restitution for damages. On the second offense, a fine of \$1,000 will be charged to each responsible student as well as charges for the restitution of 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.

**10. STORAGE AND DECORATIONS**

Residents are encouraged to personalize their living space(s). However the following policies have been created to protect resident safety, to accord with laws, and to not require unnecessary repairs/ maintenance related to student decorations. Any decoration must not violate any other policy (i.e. alcohol, fire, prohibited items, etc.)

No decoration shall leave a permanent mark to the walls, ceiling, furniture and other university property (e.g., paint, nails, screws, staples, tacks, tape, etc.).

- a. All personal items must be stored inside of a resident's room or apartment, except where permitted by other policies (e.g. bicycles). Personal items in hallways, corridors, balconies, etc. create a risk for theft, damage, safe egress, pests.
- b. Hanging Items in the Residence Halls
  - Decorations may cover no more than 50% of any wall.
  - No decoration may be hung from the ceiling.
  - No decoration may cover fire safety equipment (smoke detector, sprinkler, etc.)
- c. Window decorations
  - Window must remain clear from obstruction and university window coverings need to be visible from the outside.
  - Posting, hanging, or otherwise displaying signage, lighting, or other materials in, or around the residence hall windows, or on university window coverings is not permitted.
- d. Holiday Decorations

Because of the potential for accidents or fires, the following regulations must be observed by anyone wishing to exhibit decorations:

  - Only artificial trees are permitted in student rooms.
  - Holiday lights should be of an energy efficient type, such as LED lights.
  - Trees or decorations may not be placed in any corridor or any 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.
  - At no time may hallway lights, exit lights, etc. be painted or covered over.

## 11. PROHIBITED ITEMS

- **Over-sized furniture:** 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.
- **Personal Grills:** 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 marshal, 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.
- **Weapons:** Weapons, including air pellet, soft pellet, water, paintball, or BB guns; swords; knives over 3 inches in length; etc. are prohibited.
- **Wireless Hubs:** Wireless hubs are not permitted - wireless routers are against campus policy; their default configuration interferes with the Internet connectivity of rooms around you.
- **Constructions:** Constructions (such as "lofts" or "room dividers") are not allowed in the residence halls, and standard room furnishings cannot be moved out of your room or stored.
- **Hookahs:** Hookahs and all related devices are strictly prohibited.
- **Pets:** Except fish, pets are prohibited in residence halls or suites. 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. Roommates/Suitemates must agree to have a fish tank. There cannot be more than one fish tank per bedroom and tanks may not be kept in

bathrooms. Animals may be kept temporarily for authorized academic experiments, provided the student receives permission from the Director of Residence Life. A service animal or support animal with the proper paperwork from a physician and pre-approval by the Dean of Students will be permitted to accommodate disabilities or medical conditions. All other pets are prohibited, with a \$500.00 fine if violated and the immediate removal of the animal mandated.

- Fire/ Flame: No open flames (candles, liquid fuel, etc.) may be used. Candles may be melted with a candle warmer, however the wick must be removed after first use, and the resident must be present while a candle warmer is in use.
- Appliances: Refrigerators over 7 cu.ft. are prohibited. 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, including space heaters.

## **12. BICYCLES**

Bicycles may be stored in a rack or in residents' rooms with the approval of roommates, but not in hallways or access ways. All bicycles must be removed by their owners by move-out of the graduating seniors on Commencement Day. Any bicycles abandoned at the end of the academic year, may be subject to re-purposing by June 1<sup>st</sup> each year.

## **13. LOUNGE FURNITURE**

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

## **14. ROOM FURNITURE/SCREENS**

University furniture that is in an assigned 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. Removal of window screens or coverings is prohibited.

## **15. 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.

## **16. 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 residents' personal belongings.

## **17. HOUSING FINES AND FEES SCHEDULE**

The Residence Life department will maintain a schedule of fines and fees with input from the Dean of Students, Maintenance and Facilities, and the Business Office. Upon request to the Director of Residence Life this schedule will be made available to residents.

If policy violations or negligence result in damages to university property, fines may be imposed for restitution of the damage. When damages occur in a common building or unit area and a specific individual or individuals who are responsible for the violation cannot be identified, the residents of the entire unit or building will be charged for the damage. The total amount of the fee will be divided between the residents of that specific student room, apartment, house or the entire building. Students will be notified by e-mail of the charges prior to billing. There may be times, such as the end of year, when notification in advance is not possible and the student's account will serve as notification.

## J. RESIDENT CONDUCT

The following policies are set to preserve the condition of the halls, the rooms and their contents and are the resident's responsibility. Any violation of these policies 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 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. **ALCOHOL AND DRUGS:** The complete drug and alcohol policies are outlined in Section 9 of The Compass. Additional items for the residence halls:
  - Alcohol is not permitted in Maurelian Hall.
  - Alcohol is not permitted in any residence room where all occupants are under 21 years of age.
  - Alcohol related items are not permitted as decorations including, but not limited to:
    - Bottles, cans or other alcohol containers filled or empty
    - Neon signs
    - Packages from beer or other alcohol boxes
    - Bottle tops
  - Consumption of alcoholic beverages is prohibited in the hallways and lounges of the residence halls, as well as any outdoor spaces adjacent to residence halls (e.g. Rozier Deck, LLC Fire pit patio)
2. **NOISE:** In order to support a psychologically comfortable living and learning environment on campus, specific times have been set as quiet hours for residents to relax, study and sleep. Anyone who feels noise is problematic, regardless of time of day, is encouraged to first seek the source of the noise and request the noise stop or be reduced. After seeking the source concerns can be reported to a residence life staff member.

### Quiet Hours

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

During quiet hours, no noise may be heard outside an individual's room. Doors should be shut when stereos or TVs are on, or when groups of people are socializing. Voices also need to be kept low.

Courtesy hours are in effect 24 hours a day. During courtesy hours anyone may request that someone reduce noise. The resident or room occupant must comply with reasonable requests.

3. **SMOKING:** Smoking is prohibited in all residence halls/apartments. See Section X for additional information about the University Smoking policy.
4. **RESIDENT BUSINESSES/ SOLICITATION:** Residents may not conduct businesses from their residences. Businesses include personal services like haircutting and nail design. Soliciting for off-campus vendors in the residence halls or on University grounds is forbidden without the express written permission of the Associate Vice President for Student Life.
5. **STOLEN PROPERTY:** Stolen property, such as municipal/ traffic signs, University property, etc., is prohibited in the residence halls. Violators may be subject to disciplinary action and/or civil criminal prosecution.

6. **TRASH:** Residents are responsible for disposing of all trash in appropriate receptacles or in the dumpsters behind O'Hara and Pender Halls.
7. **VISITATION AND GUESTS:** The Residence Life department assigns all residents to their residence. Any individual within a residence not assigned to that space is a visitor (e.g. a resident down the hall, a parent or sibling). Guests are non-residents visiting any on campus residence public or private space. Residence Life enforces the following policies for visitors and guests to support the positive living and learning environment for all residents.

**Visitation.** The University has established visiting hours in accordance with its Catholic values and the holistic educational mission of the university and Residence Life department. Except for registered overnight guests, visitors are only permitted during the hours listed below. Residents must accompany or host their guests at all times. Non-residents are never permitted within any part of the residence halls without a host. Hosts are responsible for their guest's behavior at all times, and may be held responsible for their guest's violations of University policies. Hosts have the responsibility to inform guests of University policies, failure to do so is not an excuse for policy violations guests may commit.

#### **Visitation Hours**

Sunday – Thursday 9:00 a.m.– midnight  
Friday – Saturday 9:00 a.m.– 2:00 a.m.

**Overnight Guests.** Residents are permitted to host guests beyond the visitation hours with the following added policies.

- Residents may host overnight guests only three nights per month.
- Overnight guests must be the same sex as the host.
- The host must receive permission from their roommates via a signed overnight guest form.
- The host must submit a completed overnight guest form to a Residence Life staff member.

# SECTION VIII:

## CODE OF CONDUCT

- A. OVERVIEW**
- B. PROHIBITED CONDUCT**
- C. JUDICIAL AUTHORITY**
- D. DISCIPLINARY PROCEDURES**
- E. FORMAL DISCIPLINARY HEARINGS**
- F. DISCIPLINARY APPEALS PROCEDURES**
- G. DISCIPLINARY SANCTIONS**
- H. ALCOHOL POLICY**
- I. DRUG POLICY**
- J. SEXUAL HARASSMENT AND SEXUAL MISCONDUCT STANDARDS**
- K. REPORTING POSSIBLE SEXUAL ASSAULT OR SEXUAL MISCONDUCT**
- L. TITLE IX INFORMATION**
- M. GRIEVANCE POLICY AND PROCEDURE**

### **A. OVERVIEW**

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 Associate Vice President for Student Life and/or the Dean of Students or their 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 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. **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.

### 3. **Fighting or Assault**

Nonconsensual or unwanted intentional physical contact may be considered "assault" and a violation of this code. Striking, threatening to strike or aggressive intentional physical contact may be considered "fighting" and a violation of this code.

Fighting and assaults can lead to significant injury and possible criminal charges. Initiating a fight is one of the fastest ways to criminal prosecution or civil action; instances involving students may be referred to Campus Police & Safety at the request of individuals or by Student Life staff.

Any fight that involves individual students or multiple students from an organization, on or off campus, may be considered a violation of the CBU Student Code of Conduct. All individuals may be subject to a hearing with the Conduct Board.

### 4. **Stalking**

CBU defines stalking as a "course of conduct directed at a specific person that would cause a reasonable person to feel fear." A "course of conduct" is a pattern of behavior composed of two or more acts over any period of time. Stalking may happen to anyone of any race, age, sexual orientation; religion or gender and can affect every aspect of a victim's life. Stalking is a crime in Tennessee and is subject to criminal prosecution.

Someone may be a victim of stalking through:

- Non-consensual communication including in-person communication, telephone calls, voice messages, text messages, email messages, social networking site postings, instant messages, postings of pictures or information on websites, written letters, gifts, or any other communications that are undesired and /or placed another person in fear;
- Following, pursuing, waiting, or showing up uninvited at a workplace, place of residence, classroom, or other locations frequented by a victim;
- Surveillance and other types of observation, whether by physical proximity or electronics means;
- Trespassing;
- Vandalism;
- Non-consensual touching;
- Direct physical and /or verbal threats against a victim or a victim's loved ones;
- Gathering of information about a victim from family, friends, co-workers, and /or classmates;

- Manipulative and controlling behaviors such as threats to harm oneself, or threats to harm someone close to a victim;
- Defamation or slander against the victim.

#### **5. Contempt of the University Conduct System**

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

#### **6. 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, Campus Police & Safety officers, residence hall staff (including Resident Assistants), faculty and administrative staff.

#### **7. 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.

#### **8. Falsification or Misuse of Information**

Forgery, alteration, falsification, or misrepresentation of University documents, records, credentials, is prohibited. This includes grade transcripts, student identification cards, computer records, and other official documents. Student identification cards are University property and must be shown or surrendered when requested by a University official. As a reminder, students are required to carry ID cards at all times. The use of a document that has been forged or altered by someone else is also a Code violation.

#### **9. 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 Sexual Harassment and Sexual Misconduct Standards later in this section.

#### **10. 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 the individual or the organization as a whole. (For complete details of the Hazing Policy, see *Section 4, E., Policies Governing Student Organizations* earlier in this document.)

#### **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 *Sexual Harassment and Sexual Misconduct Standards*).

**13. Misuse of University Facilities, Property or Safety Equipment**

Entering, climbing or using University buildings, facilities, structures or property in a way that is unauthorized is prohibited, as is the unauthorized use of any safety equipment or other emergency device. This includes but is not limited to: climbing the Bell tower, driving on athletic fields, unsupervised use of the pool, or the reproduction of keys; or 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. Also, obstructing fire routes, such as hallways or stairwells, is not permitted.

**14. 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 Police & Safety.

**15. Possession of Stolen Property**

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

**16. Property Damage**

Damaging University property or property belonging to anyone on University premises is prohibited. Instances of intentional damage may be considered "Vandalism" as outlined elsewhere in this policy.

**17. Sexual Assault or Misconduct**

Inflicting sexual contact, sexual intrusion, or sexual penetration on any person without that person's consent is a violation of this Code. (See *SEXUAL HARASSMENT AND SEXUAL MISCONDUCT STANDARDS* 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 someone inflicts 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. Sexual harassment without physical contact will not be deemed sexual assault, but is also subject to sanction and may be of a violation of student's civil rights and the Title IX guidelines. "Sexual misconduct" constitutes behavior that may include speech, gestures, exposure or electronic transmission of materials of a sexual nature. If circumstances do not constitute sexual assault or misconduct, they may constitute sexual harassment and be subject to sanction(s) (See *Sexual Harassment and Sexual Misconduct Standards*)

**18. Smoking/Tobacco, E-Cig, and Vapor Policy**

Smoking and use of tobacco products is prohibited in and around all property owned or leased by Christian Brothers University except in several designated areas. Please see the map in the back of this handbook for locations. Electronic cigarettes-or vaping- are similarly restricted to these designated areas. 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

**19. Theft, Misappropriation, or Unauthorized Sale**

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

**20. Vandalism**

Vandalism is defined as any intentional behavior which causes damage, when that behavior violates policy or is reckless or negligent in that a reasonable person would know that engaging in that behavior could cause damage.

Students and their guests are expected to refrain from behavior which can damage the campus or the belongings of others. In addition, students should choose their guests carefully, as they are responsible for the behavior of their guests in their residence.

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 in addition to other conduct sanctions. 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 reserves the right to deny an application for housing based on previous damages and/or vandalism of University property.

**21. Violation of Local Laws/Off-Campus Conduct**

Violating any federal, state or local laws while on University premises is prohibited. Violation of these 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, security or reputation of the University or its personnel. The adjudication of such violations may proceed independently of state or federal agencies.

**22. 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.

**23. 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.*

**24. Violation of the Alcohol Policy**

See *H. Alcohol Policy* later in this section.

**25. Violation of the Drug Policy**

See *I. Drug Policy* later in this section.

## **C. JUDICIAL AUTHORITY**

The University recognizes that certain student rights exist during the conduct process. The conduct process consists of the following seven (7) conduct authorities who may interface with a student who is alleged to have violated the Code.

### **Dean of Students**

The Associate Vice President for Student Life has designated the Dean of Students to be the University's chief conduct officer responsible for the investigation and resolution of complaints

alleging any violation of the Student Code of Conduct. The Dean of Students' responsibilities consist of: investigating reports with the help of Campus Police & Safety, when appropriate; interviewing relevant parties 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 Student Code of Conduct; arranging for a balanced presentation before the various boards on a timely basis; maintaining all student non-academic disciplinary records; conducting administrative conferences; and collecting and disseminating research and analysis concerning student conduct. The Dean of Students will usually serve as the primary investigator for cases involving students as the responding party to a potential violation of the University's ***Sexual Harassment and Sexual Misconduct Standards***. If the accused student admits to the violation, sanction(s) may be imposed by the Dean of Students, unless the violation's severity or the student's conduct record suggests that the student may be suspended or expelled. 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 complaint will be forwarded to the Conduct Board for adjudication.

### **Residence Life Staff**

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 residential students and their guests. Any incident report or complaint from the Residence Life Staff will be reviewed by The Director of Residence Life will review all incident reports and complaints from staff members. The Dean of Students has empowered the Director of Residence Life or Associate Director of Residence Life to adjudicate minor offenses, as long as the sanction imposed is no more than a warning, housing probation, fine or educational project. If further action is required, the Director will forward the complaint or incident to the Dean of Students for investigation and adjudication. Any complaint involving any type of discrimination or harassment will be immediately directed to the Dean of Students.

### **Coordinator for Student Activities**

This administrator will adjudicate violations concerning all registered student organizations as a whole in consultation with the Dean of Students. In this process the Coordinator may receive, investigate or supply information regarding individual student behavior to the Dean of Students.

### **Conduct Board**

The Conduct 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 Associate Vice President for Student Life or delegated to the Dean of Students, four (4) students, appointed by the Associate Vice President for Student Life in consultation with the Student Government Association and the Dean of Students. For each case, the Dean of Students will solicit from among the faculty committee pool a chair who will convene the hearing and manage its process through the determination of whether or not a student is responsible for a violation of the conduct code. and will lead discussion regarding the appropriate sanctions for those found responsible for breaching the code of conduct and report on the findings to the Dean of Students.

The Conduct Board will hear all cases referred by the Office of Student Life for adjudication. Two faculty and two students must be empaneled to adjudicate a case exclusive of sexual or gendered misconduct; cases involving sexual or gendered misconduct will be heard by a panel consisting of two

faculty members and one staff member, all of whom have received additional training (see the *Sexual Harassment and Sexual Misconduct Standards* for a description of the process involving sexual or gendered misconduct). The Conduct Board will make a decision as to whether the student is responsible or not for any charges and impose sanctions as appropriate. Committee members are required to attend annual training prior to adjudicating a case.

Decisions made by the Conduct Board may be appealed if the sanctions include eviction from the residence halls; suspension; or expulsion. Appeals of a finding or sanctions will only be granted on the following grounds:

- Fundamental fairness not followed: the student claims to have been dealt with unjustly or not in accordance with University policies and procedures to such an extent that it affected the outcome of the process.
- Exculpatory or inculpatory evidence has emerged since the hearing.

The Associate Vice President for Student Life receives all appeals from the Conduct Board and determines if the appeal will be granted, resulting in a modification of the sanction or a rehearing.

### **Associate Vice President for Student Life**

The Associate Vice President for Student Life (AVPSL) serves as the Chief Student Affairs Officer (CSAO) and CBU's Title IX Coordinator. As the Title IX Coordinator, the AVPSL ensures that all cases undergo a prompt, fair and impartial process from their initial investigations to their final results. Annually certified by the Association of Title IX Administrators (ATIXA), this officer provides all Title IX Investigators (primarily but not exclusively the Dean of Students for cases with student respondents) with annual training on issues including dating violence, domestic violence, bullying and stalking. Also, the AVPSL annually trains investigators or supports their training off-campus regarding how to conduct investigations and hearing processes that ensure the protection of the safety of victims while promoting accountability.

In the role of considering an appeal of a judicial finding or sanction, the Associate Vice President for Student Life will either uphold the sanction or change a sanction. In the event that the Associate Vice President for Student Life believes the charge requires further review, the case 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 Associate Vice President for Student Life may either uphold the sanction, or change the sanction to conclude the appellate process. There is no appeal beyond the Associate Vice President for Student Life.

### **Behavioral Intervention Team**

The Behavioral Intervention Team addresses student behavioral concerns that are inconsistent with the University's mission. Within this context, the BIT has the authority to mandate assessment with a mental health professional and to recommend suspension be imposed in cases where a student has been determined to be a risk to the safety of others or themselves. The members of this team act with a common purpose to address critical student behavioral or mental health concerns through review of

situations/incidents, information gathering and sharing, and take action to ensure the safety and educational success of the student. The BIT does not replace other classroom management or disciplinary processes nor does it address student behaviors that require immediate health, police or mental health attention.

The members will be as follows.

- Associate Vice-President for Student Life (co-chair)
- Dean of Students
- Director of Counseling (co-chair)
- Director of Campus Police/Security
- Director of Health Services
- Director/Dean of Academic Services
- Director of Residence Life

Each officer may designate a permanent or temporary representative, and the BIT may invite additional employees as deemed necessary for specific cases.

## **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 Police & 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 complainant. However, if the complainant 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 Academics & Student Life for complaints related to academic misconduct, outlined in section 5.A. of the *Compass*, or the Director of Human Resources for complaints related to faculty or staff, as outlined in Section 9 in the *Compass*. (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. Upon consultation, if the complainant provides additional documentation that supports the initial report, 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. General Disciplinary & Student Judicial Processes

Students may anticipate the following processes from the University disciplinary system:

- a. The responding student and the complainant shall receive separate written notices of the time, date and place of an administrative conference with a judicial officer. If the respondent 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. The investigator shall notify the respondent in writing within five (5) working days of receipt of complaint.
- c. In the event that a charge is brought against a student, both the complainant and the respondent student will receive a written statement of said charge(s) in sufficient detail as to enable the students to prepare.
- d. The respondent shall respond in writing to charges within two (2) working days after the date of the written notification.
- e. Both the responding student and the complainant will receive a copy of the General Student Conduct Processes in the written notification.
- f. The complainant and respondent both have the right to ask for clarification of the disciplinary process during the administrative hearing, or in the case of the respondent, possible sanctions that may be imposed as a result of a finding of responsibility for a violation of the Code of Conduct.
- g. Most investigations will last fewer than thirty (30) days. 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.
- h. At a disciplinary hearing, the complainant and respondent each shall have the right to be accompanied by any individual advisor of their 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.
- i. Both students are responsible for the attendance of any other relevant witnesses appearing on his/her behalf. Such witnesses shall testify one at a time. All witnesses must address the specific situation under consideration; no general character witnesses will be heard.
- j. Both complainant and respondent have two (2) working days to file an appeal, if warranted, to the appropriate judicial authority. (See *Disciplinary Appeals Procedures*).
- k. Except for major violations, formal disciplinary hearings will not be held during exam week.

## 3. Notification Details

Each 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 Police & 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 respondent of the time, date and place of an administrative conference with a judicial officer. If the responding 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 complainant and respondent 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.

#### **4. Administrative Conference**

An administrative conference will be held separately for each student, complainant and respondent. The administrative conference is a preliminary meeting between the judicial officer and either the complainant or respondent. 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 responding 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 unless it involves eviction from the residence halls, suspension or expulsion. In those three cases, the discipline officer will refer the case to the Conduct Board. 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.

#### **5. Investigation**

At this time, the judicial officer will conduct further investigation as necessary. Another conference will be held as needed. The judicial officer will decide the case based on a preponderance of the information standard (whether or not it is "more likely than not" that the conduct occurred)."

#### **6. Investigative Report**

The judicial officer will prepare a report describing the investigation's finding and indicate if the responding party is charged with any violation of the *Student Code of Conduct*. If the respondent accepts responsibility for the violation(s), the judicial officer will acknowledge the admission and issue sanctions. If the accused student denies the charges forward the investigative report to the Conduct Board for adjudication (See Section 8.C. *Judicial Authority*). This report will include the finding of stipulated facts and note discrepancies among various statements and indicate why the investigator believes the charges meet the above preponderance standard.

## **E. FORMAL DISCIPLINARY HEARING**

A formal disciplinary hearing will normally be held within ten (10) working days of the administrative conference. The conduct 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 board 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 judicial officer and/or any records created by other University officials, such as Residence Life staff or Campus Police & Safety staff. There shall be a record, such as a tape recording, of all hearings. The record shall be the property of the University. All recordings will be destroyed after the expiration of any appeals timeline or process.

### Order of Hearing (Led by faculty chair)

1. Reading of the charges.

2. Presentation of report by investigating officer regarding stipulated facts and complainant's and respondent's additional assertions.
3. Questions by members of the conduct board to the investigating officer.
4. Presentation of evidence and witnesses by complainant if so desired
5. Presentation of evidence and witnesses by respondent if so desired
6. The judicial authority may also call additional witnesses at this time or recall earlier witnesses (including the complainant and respondent) for questions.
7. Closing statement by complainant and/or investigator.
8. Respondent's reply to the charges.

#### Deliberations

After closing statements have been heard, the University investigator, the complainant, respondent, advisors and all witnesses shall be excused from the hearing. The board members will decide the case based on a preponderance of the information standard (whether or not it is "more likely than not" that the conduct occurred)." The Conduct will then reach a decision (unanimously or 3-1) as to whether the student is responsible or not for the charges. If the board finds a respondent responsible for a violation, the board, , may immediately deliberate and determine sanctions or may recess and reconvene. The chair will open the record of prior violations, if any, provided by the University investigator. Prior violations will include conduct violations and sanctions issued by Christian Brothers University; convictions by local, state or federal law enforcement; or those violations determined by previous institutions attended by the respondent and made available to Christian Brothers University's administration.

The board will inform the investigating officer, respondent and complainant (if the latter two choose to be present)of its findings upon its conclusion. The complainant may remain to witness sanctioning in cases involving sexual harassment or sexual misconduct; otherwise, the respondent learns of any sanction from the board only with the investigator and advisor. The investigating officer will inform in writing both the complainant and respondent of the findings within two (2) working days of the hearing. Both will also be informed by the investigating officer of the appeals process at these times.

## **F. APPEALS PROCEDURES**

The purpose of an appeal is to guarantee fundamental fairness, which means the complainant and respondent have been dealt with justly and in accordance with the established University policies and procedures. The complainant and respondent may appeal a decision of the Conduct Board to the Associate Vice President for Student Life. Appeals of a finding or sanctions will only be granted on the following grounds:

- Fundamental fairness not followed: the student claims to have been dealt with not in accordance with University policies and procedures to such an extent that it affected the outcome of the process.
- Exculpatory or inculpatory evidence has emerged since the hearing.  
The student shall submit a written notice of appeal within two (2) working days after he/she is supplied with a written copy of a disciplinary decision from the investigating officer or Conduct Board. The Associate Vice President for Student Life may:
  - Concur with the findings and/or sanctions
  - Reduce the sanction(s)
  - 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. Expulsions and disciplinary suspensions will become a part of the student's permanent disciplinary 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. **The official University transcripts of students suspended or expelled will indicate "Non-academic dismissal," with expulsions further indicating "not eligible to return."**

## G. DISCIPLINARY SANCTIONS

The disciplinary process is an educational and developmental one by which the University strives to instill in its students an understanding that all are responsible for their actions. The purpose of the imposition of sanctions is to:

- Redirect the behavior of a student or student organization toward a pattern more acceptable for members of the University community;
- 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.
- Restore the integrity, property, and sense of well-being to members of the community while helping the student understand the effect of their actions on others.

Any sanction imposed by the conduct authority 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:

- **Verbal Warning:** A warning is an oral communication that a student has violated the Code and further misconduct will 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.
- **Written Reprimand:** This sanction documents a violation of the code and details any additional sanctions such as #3-9 below. Record of this level of sanction will be kept as a working file by the Dean of Students and will serve as a basis for escalating penalties when assigning sanctions for any further violations.
- **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.
- **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.
- **Educational Projects:** A special educational project designed to assist students in understanding the overall impact of their behavioral infractions 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 an administrator acting on his/her behalf.
- **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 Dean of Students or an administrator acting on his/her behalf.

- **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.
- **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 Associate Vice President for Student Life or an administrator acting on his/her behalf. If such a course of action is undertaken, the adjudicator 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.
- **No Contact Order:** The student will be told not to contact a particular person for a specific period of time, including any party's time enrolled at the University. If the order is violated, the student will face additional disciplinary charges which may result in suspension or expulsion from the University.
- **Disciplinary Probation:** Disciplinary probation means that the student is no longer in good standing with the University. This places the student in a probationary status with the University community for a specified period of time. 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.
- **Eviction from Residence Halls:** 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 Associate Vice President for Student Life or the Dean of Students. 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. 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 and will be responsible for any damage to the living space.
- **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 Associate Vice President for Student Life that the continued presence of the accused on campus may constitute a threat to the physical safety and well-being of the respondent, to him or herself, 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 fifteen business (15) days of such suspensions, during which time the accused shall forfeit all University rights and privileges other than conditions expressed in their formal notification letter. 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.
- **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 for educational support. 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 hearing, he or she shall be subject to further discipline of either suspension or expulsion. 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.

- **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. For any student who is considered financially dependent on his/her parents, a letter may be sent notifying them of their child's status.
- **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.
- **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. 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.

## H. ALCOHOL POLICY

### University Statement on Alcohol and Alcohol Use

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 university recognizes alcohol can enhance certain social functions and celebrations when used responsibly and in accordance with the law. 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 the Alcohol 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 that minimizes the effects of alcohol abuse and the behavioral problems associated with it.

The university enforces and emphasizes responsible behavior of all consumers of alcohol. Violations of the policy by individuals will be met with sanctions appropriate to the behavior in conjunction with any prior disciplinary record. Individuals or organizations whose behavior contributes to creating an environment that supports or enhances detrimental behaviors and/ or violations of the policy by other community members are subject to stricter disciplinary sanctions.

### University Alcohol Policy

The use of alcoholic beverages is viewed as a privilege, not a right. Christian Brothers University permits the moderate use of alcohol within the limits of applicable state, county, and city laws. This should not be interpreted to mean the University encourages the use of alcohol.

Behavior deemed detrimental to individuals or the University community derived from the use of alcohol, for example intoxication or disorderliness, is prohibited. Creating an environment which supports or enhances such detrimental behaviors is also prohibited. The University prohibits unauthorized use of alcoholic beverages in academic buildings, and public areas of the university

including public areas of student residences. The expectations and guidelines for alcohol consumption described below provide guidance for acceptable behavior.

Individuals or organizations responsible for violations of the alcohol policy are subject to disciplinary action, regardless of any individual's age.

### **Distribution of this Policy**

During the course of the first semester of the academic year, the Student Life Office will distribute to all students the full text of its *Drug and Alcohol Abuse Education and Prevention Program* to their university-issued email accounts as a stand-alone text embedded in the email. It will follow the same procedure for entering and returning cohorts of students who begin or return to CBU subsequent to this initial notification. Additionally, all students will be sent another copy of this policy the week prior to the annual Spring Break week for the traditional undergraduate program in support of the *DAAPP* goals.

### **Events with Alcohol**

The University recognizes that alcohol can enhance certain social functions and celebrations. The following describes the expectations the university has for functions with alcohol.

#### **Private Events with Alcohol**

Students may host private events in their residence. Private events must comply with all university policies. Events where individuals exhibit behaviors detrimental or detracting from the surrounding community may be disbanded by Residence Life staff or Campus Police.

Students or guests at events with alcohol must:

- Verify their age with a state issued ID.
- Demonstrate moderation while consuming alcohol.
- Not violate any prohibited behaviors or contribute to behaviors detrimental to the university community.
- Seek assistance for self or others in need of medical attention
- Remove self from events where violations by others are occurring.
- Observe fire code occupancy restrictions in residence halls.
- Inform guests of the alcohol policy, and take responsibility for the conduct of visitors and guests who violate policies.

Individual residents may be held responsible for their behaviors or behaviors of guests. Hosts of private events may be held responsible for creating an environment detrimental to the community and face harsher sanctioning. Events deemed to be hosted by an organization may face additional sanctions through the student organization disciplinary process.

#### **Campus-Wide Socials with Alcohol**

Any campus-wide social event, off-campus or on-campus, 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.

Alcohol Review and Programming Board

Several details of the event will be subject to approval by the Alcohol Review and Planning Board. The purpose of the Alcohol Review and Planning Board (ARPB) is to promote the responsible use of alcohol at Christian Brothers University by student organizations.

- i. Members:
  - The Dean of Students (Chairperson)
  - Coordinator of Student Activities
  - The Director of Campus Police & Safety
- ii. Function:
  - To review with an individual, club or organization the guidelines and procedures for events with alcohol at campus-wide socials or parties.
  - To make decisions about requests to host an event with alcohol. The ARPB will make a final decision on each request.
- iii. Procedures to submit an event for review by the ARPB:
  1. Submit a [CBU Alcohol Review and Programming Board Request Form](#) to the Coordinator of Student Activities and Organizations at least 10 business days prior to the event.

#### Roles and responsibilities

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:

Individual Responsibilities: Students or guests at events with alcohol must

- Verify their age with a state issued ID.
- Demonstrate moderation while consuming alcohol.
- Not violate any prohibited behaviors or contribute to behaviors detrimental to the university community.
- Seek assistance for self or others in need of medical attention
- Remove self from events where violations by others are occurring.
- Inform guests of the alcohol policy, and take responsibility for the conduct of visitors and guests who violate policies.

#### Organization Responsibilities

- Apply for events with alcohol with the ARPB at least 10 business days prior to event.
- Reserve space on campus or off campus with bus transportation.
- 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.
- Organizations sponsoring events where alcoholic beverage are served must provide nonalcoholic beverages and food in adequate amounts determined by the ARPB.
- Organizations sponsoring events where alcoholic beverages are served must provide wristbands that limit number of beverages available to consume. These number of beverages will be determined by the ARPB.
- 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.
- Organizations that sponsor campus-wide events where alcohol is consumed are encouraged to have the appropriate liability insurance to protect themselves and the University.

- Any student or guest requesting alcoholic beverages will be required to verify his or her age with a state issued ID. A law enforcement official, licensed alcohol server 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 laws will be served or permitted to consume alcoholic beverages. Additional picture identification may be required if the legal age of the presenter is questioned.
- 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 unapproved party.
  - a. Staff Advisor Responsibilities
    - i. Ensure organization compliance with CBU policies.
    - ii. Attend event, name a proxy, or meet with event-site management to ensure compliance with liquor laws and university expectations.
  - b. University Administration Responsibilities
    - i. Convene the ARPB upon timely request by a student organization.

### **Prohibited Behaviors**

The following is a non-exhaustive list of behaviors, which are never acceptable, that are deemed detrimental to the university community and violations of the alcohol policy.

- i. Public intoxication
- ii. Providing an alcoholic beverage to an obviously intoxicated person
- iii. Drunk or disorderly conduct
- iv. Persons under the age of 21 serving, possessing or consuming alcohol
- v. A person over the age of 21 supplying (i.e., selling, giving, getting, etc.) alcoholic beverages to anyone under 21 years of age
- vi. A person under the age of 21 falsifying or possessing any form of identification to attempt to secure any alcoholic beverage
- vii. 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
- viii. Alcohol consumption in any room of the residence halls where all occupants are under 21 years of age.
- ix. Force or coerce anyone to consume alcohol.
- x. Possession or use of kegs and/or other multi-liter containers (empty or filled) in the residence halls.
- xi. Purchase of alcoholic beverages with University-approved student fees or with any student funds collected and administered by University office or agency unless approved to do so by the Associate Vice President for Student Life or a designated representative of that office.
- xii. Consumption of alcoholic beverages in academic buildings, and public areas of the university including public areas of student residences (hallways, lounges) or any part of campus, except as permitted herein.
- 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 binge drinking behavior such as drinking games or consuming alcohol with devices meant for rapid consumption.

## **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.

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**

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 and the student's prior record, any of the sanctions specified in the Code of Student Conduct may be levied, ranging from warning to suspension or expulsion.

Christian Brothers University take a particularly strong stance against any individual, group or organization that contribute to an environment detrimental to the community. Those who create opportunities and environments for negative behaviors may face harsher sanctions than those for the negative behaviors themselves.

### ***Example First Violation sanction***

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. Depending of the nature of the violation and the student's response, parental notification will be at the discretion of the Dean of Students.
5. 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.

***Example Second Violation sanction***

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 may be undertaken by the Student Life staff.

***Example Third Violation***

The student will:

- 1. Receive a minimum fine of \$100. The fine will be charged to the student and read as and “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.

**Violations by Organizations**

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 possible sanctions:

First Offense: Warning Status-possible sanctions and institutional actions include, but are not limited to:

- Educational Training Session
- Letter of Warning
- Other sanctions as determined by the adjudicators

Second Offense: Probation Status-possible sanctions and institutional actions include, but are not limited to:

- Social/Disciplinary probation
- Letter of Warning
- Other sanctions as determined by the adjudicators

Third Offense: Suspension Status- possible sanctions and institutional actions include, but are not limited to:

- Suspension of Student Organization
- Other sanctions as determined by the adjudicator.

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.

## **I. 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. In full support of local, state and federal law, 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, s/he will recommend to the Associate Vice President for Student Life that the student 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 Conduct 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, 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.

**f. Distribution of this Policy**

During the course of the first semester of the academic year, the Student Life Office will distribute to all students the full text of its *Drug and Alcohol Abuse Education and Prevention Program* to their university-issued email accounts as a stand-alone text embedded in the email. It will follow the same procedure for entering and returning cohorts of students who begin or return to CBU subsequent to this initial notification. Additionally, all students will be sent another copy of this policy the week prior to the annual Spring Break week for the traditional undergraduate program in support of the *DAAPP* goals.

**g. Smoking Policy**

Smoking and use of tobacco products is strictly limited 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. Designated smoking areas have been identified. Please see the map in the back of this handbook for locations.

## **J. SEXUAL HARASSMENT AND SEXUAL MISCONDUCT STANDARDS**

### **INTRODUCTION**

Members of the Christian Brothers University community, guests and visitors have the right to be free from all forms of gender and sex-based discrimination, examples of which can include acts of sexual violence, sexual harassment, domestic violence, dating violence, and stalking. All members of the campus community are expected to conduct themselves in a manner that does not infringe upon the rights of others. CBU believes in a zero tolerance policy for gender-based misconduct. When an allegation of misconduct is brought to an appropriate administration's attention, and a respondent is found to have violated this policy, serious sanctions will be used to reasonably ensure that such actions are never repeated. This policy has been developed to reaffirm these principles and to provide recourse for those individuals whose rights have been violated. This policy is intended to define community expectations and to establish a mechanism for determining when those expectations have been violated.

### **JURISDICTION**

These Standards apply: on all property CBU owns or controls; at all programs and events the university sponsors; and when the subsequent effects of purely off-campus conduct cause a discriminatory impact on campus. Faculty, staff, subcontractors, vendors, guests and visitors—as either complainant or responder—are covered by specific processes outlined in the Faculty and Employee Handbooks. This student process, while distinct, is designed to be equitable with the faculty, staff and visitor/guest policies.

### **SEXUAL MISCONDUCT OFFENSES INCLUDE, BUT ARE NOT LIMITED TO**

- Sexual Harassment
- Non-Consensual Sexual Contact (or attempts to commit same)
- Non-Consensual Sexual Intercourse (or attempts to commit same)
- Sexual Exploitation

### **SEXUAL HARASSMENT**

Sexual Harassment is:

- unwelcome, gender-based verbal or physical conduct that is,
- sufficiently severe, persistent or pervasive that it,
- unreasonably interferes with, denies or limits someone's ability to participate in or benefit from the university's educational program and/or activities, and is
- based on power differentials (quid pro quo), the creation of a hostile environment, or retaliation.

Examples include: an attempt to coerce an unwilling person into a sexual relationship; to repeatedly subject a person to egregious, unwelcome sexual attention; to punish a refusal to comply with a sexual based request; to condition a benefit on submitting to sexual advances; sexual violence; intimate partner violence, stalking; gender-based bullying.

### **NON-CONSENSUAL SEXUAL CONTACT**

Non-Consensual Sexual Contact is:

- any intentional sexual touching,
- however slight,
- with any object,
- by a man or a woman upon a man or a woman,

- that is without consent and/or by force.

Intentional contact with the breasts, buttock, groin, or genitals, or touching another with any of these body parts, or making another touch you or themselves with or on any of these body parts; any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice. Non-Consensual Sexual Contact will be considered a form of sexual misconduct.

### **NON-CONSENSUAL SEXUAL INTERCOURSE**

Non-Consensual Sexual Intercourse is:

- any sexual intercourse
- however slight,
- with any object,
- by a man or woman upon a man or a woman,
- that is without consent and/or by force.

#### **Intercourse includes:**

vaginal penetration by a penis, object, tongue or finger, anal penetration by a penis, object, tongue, or finger, and oral copulation (mouth to genital contact or genital to mouth contact), no matter how slight the penetration or contact.

Non-Consensual Sexual Intercourse will be considered a form of sexual misconduct.

### **SEXUAL EXPLOITATION**

Occurs when an employee or another student takes non-consensual or abusive sexual advantage of another person for his/her own advantage or benefit, or to benefit or advantage anyone other than the one being exploited, and that behavior does not otherwise constitute one of other sexual misconduct offenses. Examples of sexual exploitation include, but are not limited to:

- Invasion of sexual privacy;
- Prostituting another student;
- Non-consensual video or audio-taping of sexual activity;
- Going beyond the boundaries of consent (such as letting friends hide in the closet to watch otherwise consensual sex);
- Engaging in voyeurism;
- Knowingly transmitting an STI or HIV to another student or community member;
- Exposing one's genitals in non-consensual circumstances; inducing another to expose his or her genitals;
- Sexually-based stalking and/or bullying may also be forms of sexual exploitation

### **ADDITIONAL APPLICABLE DEFINITIONS**

#### **CONSENT**

Consent is clear, knowing and voluntary. Consent is active, not passive. Silence, in and of itself, cannot be interpreted as consent. Consent can be given by words or actions, as long as those words or actions create mutually understandable clear permission regarding willingness to engage in (and the conditions of) sexual activity.

- Consent to any one form of sexual activity cannot automatically imply consent to any other forms of sexual activity.
- Previous relationships or prior consent cannot imply consent to future sexual acts.

## FORCE

Force is the use of physical violence and/or imposing on someone physically to gain sexual access. Force also includes threats, intimidation (implied threats) and coercion that overcome resistance or produce consent (“Have sex with me or I’ll hit you. Okay, don’t hit me, I’ll do what you want.”).

- Coercion is unreasonable pressure for sexual activity. Coercive behavior differs from seductive behavior based on the type of pressure someone uses to get consent from another. When someone makes clear to you that they do not want sex, that they want to stop, or that they do not want to go past a certain point of sexual interaction, continued pressure beyond that point can be coercive.
- NOTE: There is no requirement that a party resists the sexual advance or request, but resistance is a clear demonstration of non-consent. The presence of force is not demonstrated by the absence of resistance. Sexual activity that is forced is by definition non-consensual, but non-consensual sexual activity is not by definition forced.
  - In order to give effective consent, one must be of legal age.
  - Sexual activity with someone who one should know to be -- or based on the circumstances should reasonably have known to be -- mentally or physically incapacitated (by alcohol or other drug use, unconsciousness or blackout), constitutes a violation of this policy.
  - Incapacitation is a state where someone cannot make rational, reasonable decisions because they lack the capacity to give knowing consent (e.g., to understand the “who, what, when, where, why or how” of their sexual interaction).
  - This policy also covers a person whose incapacity results from mental disability, sleep, involuntary physical restraint, or from the taking of rape drugs. Possession, use and/or distribution of any of these substances, including Rohypnol, Ketomine, GHB, Burundanga, etc. is prohibited, and administering one of these drugs to another student is a violation of this policy. More information on these drugs can be found at <http://www.911rape.org/>
  - Use of alcohol or other drugs will never function as a defense for any behavior that violates this policy.

The sexual orientation and/or gender identity of individuals engaging in sexual activity is not relevant to allegations under this policy. For reference to the pertinent state statutes on sex offenses, please see [Tennessee Code 39-3703].

## **OTHER MISCONDUCT OFFENSES THAT MAY BE CONSIDERED SEXUAL MISCONDUCT**

- Threatening or causing physical harm, extreme verbal abuse, or other conduct which threatens or endangers the health or safety of any person;
- Discrimination, defined as actions that deprive other members of the community of educational or employment access, benefits or opportunities on the basis of gender;
- Intimidation, defined as implied threats or acts that cause an unreasonable fear of harm in another;
- Hazing (including its tolerance by advisors, coaches or other employees), defined as acts likely to cause physical or psychological harm or social ostracism to any person within the university community, when related to the admission, initiation, pledging, joining, or any other group-affiliation activity (as defined further in the University’s Hazing Policy);
- Bullying, defined as repeated and/or severe aggressive behavior likely to intimidate or intentionally hurt, control or diminish another person, physically or mentally (that is not speech or conduct otherwise protected by the 1st Amendment).

- Violence between those in an intimate relationship to each other;
- Stalking, defined as repetitive and/or menacing pursuit, following, harassment and/or interference with the peace and/or safety of a member of the community; or the safety of any of the immediate family of members of the community.

**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 licensure 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 Police & 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 8*, in the *Student Code of Conduct*, in the *Compass*. 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 Associate 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 8, 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 Associate Vice President for Student Life 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:**

Federal regulations prohibit any deadline for filing reports of sexual assault or harassment; CBU supports this and will accept and investigate reports from any date to the best of its ability. The University does urge those who believe they may have been the recipient of unwanted sexual or gender-based behavior to report it as soon as possible so the most comprehensive investigation can occur and any necessary accommodations can be implemented swiftly. Once an incident has

been reported, CBU must investigate it fully, regardless of whether potential witnesses, complainants or respondents are cooperative.

### **Investigation Process: Initiation of Investigation: Conducting an Investigation**

At the request of the Associate Vice President for Student Life, Director of Human Resources or the Special Review Board, the Office of Campus Police & Safety may participate in the investigation of the complaint. Activities in any investigation will include: interviewing the complainant, the respondent 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 complainant 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 respondent and to potential witnesses. However, information about the complaint should be shared only with those who have a need to know about it. The complainant 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 respondent, 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 respondent) in writing within five (5) working days of receipt of the complaint. The respondent shall respond in writing to the complaint within two (2) working days of notification.

### **Informal Resolution:**

Informal resolutions are voluntary, and are not available for in cases involving violence. (Please refer to the section on *Grievance Procedures* later in this section).

### **Investigation Report:**

If an informal resolution is unsuccessful, the Investigator shall draft a report summarizing the investigation. The report shall be submitted to the Associate Vice President for Student Life, the complainant and the respondent 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**

The University will decide the case based on a preponderance of the information standard (whether or not it is "more likely than not" that the conduct occurred)." 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.

### **Sanctioning for Sexual Misconduct**

Any person found responsible for violating the policy on Non-Consensual or Forced Sexual Contact (where no intercourse has occurred) will likely receive a sanction ranging from probation to expulsion, depending on the severity of the incident, and taking into account any previous disciplinary violations.\*

Any person found responsible for violating the policy on Non-Consensual or Forced Sexual Intercourse will likely face a recommended sanction of suspension or expulsion (student) or suspension or termination (employee).\*

Any person found responsible for violating the policy on sexual exploitation or sexual harassment will likely receive a recommended sanction ranging from warning to expulsion or termination, depending on the severity of the incident, and taking into account any previous disciplinary violations.\*

\*The decision-making body reserves the right to broaden or lessen any range of recommended sanctions in the case of serious mitigating circumstances or egregiously offensive behavior. Neither the initial hearing officers nor any appeals body or officer will deviate from the range of recommended sanctions unless compelling justification exists to do so.

### **Findings:**

At the conclusion of all the above steps, if an investigator finds the charges have merit, both the complainant and respondent will be informed in writing within two (2) working days of the conclusion of the investigation. The respondent will be informed of the appropriate disciplinary action that will be taken, if applicable. Both the respondent and the complainant will be informed of the appeals process. These actions are outlined in the *Compass* 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.

## **K. REPORTING POSSIBLE SEXUAL ASSAULT OR SEXUAL MISCONDUCT**

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.

### TO REPORT CONFIDENTIALLY

If one desires that details of the incident be kept confidential, s/he should contact off-campus rape crisis resources who can maintain confidentiality or the Counseling Center on campus. In addition, individuals may speak off-campus with members of their clergy and chaplains, who will also keep reports made to them confidential. Contact information for on and off-campus resources include:

#### On Campus:

Ms. Beverly Word, LPC, MHSP Thomas Center Lower Level (students only) (901) 321-3527

#### Off Campus:

Shelby County Rape Crisis Center, 1750 Madison, #102 (901) 222-4350

Crisis Center, 24-hour telephone service (901) 274-7477

Christ Community Health Centers at the following locations:

Broad Avenue Health Center at 2861 Broad (901) 260-8450

Frayser Health Center at 3124 North Thomas Street (901) 260-8400

Third Street Health Center at 3362 South Third Street (901) 271-6300

Orange Mountain Health Center at 6569 Douglas (901) 271-6200

Union Avenue Health Center at 1211 Union (901) 271-0330

Women's Health Center at 2400 Poplar, Suite 501 (901) 271-6041

### TO REPORT NON-CONFIDENTIALLY

Students are encouraged to speak directly to officials of the institution to make formal reports of incidents. The university considers these people to be "responsible employees." Notice to them is official notice to the institution. These staff members include:

- Dr. Timothy M. Doyle, Associate Vice President for Student Life (901) 321-3548
- Mrs. Karen Barnett, Dean of Students (901) 321-3536
- Mr. Earnest Duffie, Director of Human Resources (901) 321-3474
- Ms. Donna Crone, Associate Athletic Director (901) 321-3478
- Dr. Paul Haught, Vice President for Academic and Student Life (901) 321-3230
- Mr. Alton Wade, Director of Residence Life (901) 321-4102
- Mr. John Lotrionte, Director of Campus Police & Safety (901) 321-3550

Students have the right and can expect to have incidents of sexual misconduct be taken seriously by CBU when reported, and to have those incidents investigated and properly resolved through administrative procedures. Formal reporting means that only people who need to know will be told, and information will be shared only as necessary with investigators, witnesses, and the accused individual. Please note that virtually all other faculty and staff (including teaching faculty, coaches and R.A.s, among others), are "mandatory reporters" who, if informed by any student or employee, must report what they've heard to one of the people listed above.

### FEDERAL STATISTICAL REPORTING OBLIGATIONS

Certain campus officials have a duty to report sexual assault, domestic violence, dating violence and stalking for federal statistical reporting purposes (Clery Act). All personally identifiable information is kept confidential, but statistical information must be passed along to campus law enforcement regarding the type of incident and its general location (on or off-campus, in the surrounding area, but no addresses are given) for publication in the annual Campus Security Report. This report helps to

provide the community with a clear picture of the extent and nature of campus crime, to ensure greater community safety. Mandated federal reporters include: student/conduct affairs, campus law enforcement, local police, coaches, athletic directors, residence life staff, student activities staff, human resources staff, advisors to student organizations and any other official with significant responsibility for student and campus activities. The information to be shared includes the date, the location of the incident (using Clery location categories) and the Clery crime category. This reporting protects the identity of the victim and may be done anonymously.

#### **FEDERAL TIMELY WARNING REPORTING OBLIGATIONS**

Victims of sexual misconduct should also be aware that university administrators must issue immediate timely warnings for incidents reported to them that are confirmed to pose a substantial threat of bodily harm or danger to members of the campus community. The university will make every effort to ensure that a victim's name and other identifying information is not disclosed, while still providing enough information for community members to make safety decisions in light of the danger. The reporters for timely warning purposes are exactly the same as detailed at the end of the above paragraph.

#### **QUESTIONS AND ANSWERS**

Here are some of the most commonly asked questions regarding University's sexual misconduct policy and procedures.

#### **DOES INFORMATION ABOUT A COMPLAINT REMAIN PRIVATE?**

The privacy of all parties to a complaint of sexual misconduct must be respected, except insofar as it interferes with the university's obligation to fully investigate allegations of sexual misconduct. Where privacy is not strictly kept, it will still be tightly controlled on a need-to-know basis. Dissemination of information and/or written materials to persons not involved in the complaint procedure is not permitted. Violations of the privacy of the complainant or the accused individual may lead to conduct action by the university.

In all complaints of sexual misconduct, all parties will be informed of the outcome. In some instances, the administration also may choose to make a brief public announcement of the nature of the violation and the action taken, without using the name or identifiable information of the alleged victim. Certain university administrators are informed of the outcome within the bounds of employee privacy (e.g., the President of CBU, the Dean of Students if a case involves a student, the Director of Campus Safety & Police, Human Resources Director, the Title IX Coordinator). If there is a report of an act of alleged sexual misconduct to a conduct officer of the university and there is evidence that a felony has occurred, local police will be notified. This does not mean charges will be automatically filed or that a victim must speak with the police, but the institution is legally required to notify law enforcement authorities. The institution also must statistically report the occurrence on campus of major violent crimes, including certain sex offenses, in an annual report of campus crime statistics. This statistical report does not include personally identifiable information.

#### **WILL THE ACCUSED INDIVIDUAL KNOW MY IDENTITY?**

Yes, if you file a formal complaint. Sexual misconduct is a serious offense and the accused individual has the right to know the identity of the complainant/alleged victim. If there is a hearing, the

university does provide options for questioning without confrontation, using a room divider or separate hearing rooms.

#### DO I HAVE TO NAME THE PERPETRATOR?

Yes, if you want formal disciplinary action to be taken against the alleged perpetrator. No, if you choose to respond informally and do not file a formal complaint (but you should consult the complete confidentiality policy above to better understand CBU's legal obligations depending on what information you share with different university officials). Victims should be aware that not identifying the perpetrator may limit the institution's ability to respond comprehensively.

#### WHAT DO I DO IF I AM ACCUSED OF SEXUAL MISCONDUCT?

DO NOT contact the alleged victim. You may immediately want to contact someone who can act as your advisor; anyone may serve as your advisor. You may also contact the Dean of Students Office, which can explain CBU's procedures for addressing sexual misconduct complaints. You may also want to talk to CBU's licensed professional counselor at the counseling center or seek other community assistance. See below regarding legal representation.

#### WHAT ABOUT LEGAL ADVICE?

Victims of criminal sexual assault need not retain a private attorney to pursue prosecution because representation will be handled by the District Attorney's office. You may want to retain an attorney if you are the accused individual or are considering filing a civil action. The accused individual may retain counsel at their own expense if they determine that they need legal advice about criminal prosecution and/or the campus conduct proceeding. Both the accused and the victim may also use an attorney as their advisor during the campus' grievance processes.

#### WHAT ABOUT CHANGING DORMS/OFFICES/WORK SPACE/CLASSROOMS?

If you want to relocate, you may request a work space or housing change. Changes under these circumstances are considered emergencies. It is typically institutional policy that in emergency space changes, the student is moved to the first available suitable location. If you want the accused individual to move, and believe that you have been the victim of sexual misconduct, you must be willing to pursue a formal or informal university complaint. No contact orders can be imposed and work space or housing changes for the accused individual can usually be arranged quickly. Other accommodations available to you might include:

- Assistance from university staff in completing the relocation;
- Arranging to arrange suitable parking;
- Assistance with or rescheduling shifts, if relevant;
- Assistance with transferring class sections
- Suspension of meal plan or housing requirements;
- Temporary reassigning duties if possible;
- Assistance with alternative room instruction;
- Other accommodations for safety as necessary.

#### WHAT SHOULD I DO ABOUT PRESERVING EVIDENCE OF A SEXUAL ASSAULT?

Police are in the best position to secure evidence of a crime. Physical evidence of a criminal sexual assault must be collected from the alleged victim's person within 120 hours, though evidence can often be obtained from towels, sheets, clothes, etc. for much longer periods of time. If you believe you have been a victim of a criminal sexual assault, you should go to the Shelby County Rape

Crisis Center at 1750 Madison Ave., Ste. 102 Memphis, TN 38104, phone (901) 222-4350, before washing yourself or your clothing. The Sexual Assault Nurse Examiner (a specially trained nurse) is on call 24 hours a day, seven days a week. A staff member from CBU can also accompany you to the center and law enforcement or staff can provide transportation. If a victim goes to the center, local police will be called, but s/he is not obligated to talk to the police or to pursue prosecution. Having the evidence collected in this manner will help to keep all options available to a victim, but will not obligation him or her to any course of action. Collecting evidence can assist the authorities in pursuing criminal charges, should the victim decide later to exercise it.

For the Victim: the center staff will collect evidence, check for injuries, address pregnancy concerns and address the possibility of exposure to sexually transmitted infections and refer to a local hospital for further treatment if needed. If you have changed clothing since the assault, bring the clothing you had on at the time of the assault with you to the hospital in a clean, sanitary container such as a clean paper grocery bag or wrapped in a clean sheet (plastic containers do not breathe, and may render evidence useless). If you have not changed clothes, bring a change of clothes with you to the hospital, if possible, as they will likely keep the clothes you are wearing as evidence. You can take a support person with you to the hospital, and they can accompany you through the exam, if you want. Do not disturb the crime scene—leave all sheets, towels, etc. that may bear evidence for the police to collect.

WILL A VICTIM BE SANCTIONED WHEN REPORTING A SEXUAL MISCONDUCT POLICY VIOLATION IF HE/SHE HAS ILLEGALLY USED DRUGS OR ALCOHOL, OR OTHER SIMILAR, MINOR VIOLATIONS OF LAW OR POLICY?

No. The severity of the infraction will determine the nature of the university's response, but whenever possible the university will respond educationally rather than punitively to the illegal use of drugs and/or alcohol. The seriousness of sexual misconduct is a major concern and the university does not want any of the circumstances (e.g., drug or alcohol use) to inhibit the reporting of sexual misconduct.

WILL THE USE OF DRUGS OR ALCOHOL AFFECT THE OUTCOME OF A SEXUAL MISCONDUCT CONDUCT COMPLAINT?

The use of alcohol and/or drugs by either party will not diminish the accused individual's responsibility. On the other hand, alcohol and/or drug use is likely to affect the complainant's memory and, therefore, may affect the outcome of the complaint. A person bringing a complaint of sexual misconduct must either remember the alleged incident or have sufficient circumstantial evidence, physical evidence and/or witnesses to prove his/her complaint. If the complainant does not remember the circumstances of the alleged incident, it may not be possible to impose sanctions on the accused without further corroborating information. Use of alcohol and/or other drugs will never excuse a violation by an accused individual.

WILL EITHER PARTY'S PRIOR USE OF DRUGS AND/OR ALCOHOL BE A FACTOR WHEN REPORTING SEXUAL MISCONDUCT?

Not unless there is a compelling reason to believe that prior use or abuse is relevant to the present complaint.

*How can I intervene if I am a Bystander to Potential Sexual Misconduct?*

Below are examples on how someone witnessing potential sexual misconduct as it is beginning or occurring may take safe and positive actions to stop or lessen it:

- **Say** something to a friend. If your friend is a possible target, suggest behavior like “let’s get out of this place and go somewhere else,” or if the friend is with you while you witness a third party at risk, say “let’s introduce ourselves to her. She looks like she might need help.”
- **Interrupt** the situation. Tell a pointed joke; insert oneself into a possibly coercive conversation; call a bartender over; bring a group of others into an encounter can end the behavior.
- **Comment** on a Facebook status, Tweet or other social media. Cyber stalking, bullying, or other inappropriate sexual behavior online can be deflated or deflected by pointed jokes, defense of a target, or direct confrontation, with additional reporting to the platform as a follow-up.
- **Distract** from the situation: Spilling a drink on either the possible perpetrator or victim; turning off/on or changing music; provide food; asking one of the parties to help you by leaving the immediate location are low-risk actions.
- **Redirect** to alternate activity. Pointing either the potential perpetrator or victim to playing a game (pool, cards, etc.); inviting either to dance; suggesting a trip to eat or a movie may offer the target a way out of a coercive or uncomfortable situation.
- **Tell** an RA, RD or Student Life. If a potential perpetrator seems aggressive, dangerous or unrelenting or if the potential victim seems unable to make clear decisions or is unresponsive or incoherent, getting help from outside authorities can address the situation without risking harm to the bystander.
- **Call** the police. Contact with police may be anonymous or identifiable, but if someone is in danger and more direct action may put the bystander at risk at all, 911 calls are a safe and often effective method for a bystander to help individuals who cannot help themselves or are unaware that they may be in danger.

#### WHAT SHOULD I DO IF I AM UNCERTAIN ABOUT WHAT HAPPENED?

If you believe that you have experienced sexual misconduct, but are unsure of whether it was a violation of CBU’s sexual misconduct policy, you should contact the Human Resources office. CBU provides non-legal staff members who can help you to define and clarify the event(s), and advise you of your options.

#### **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 Police & Safety** immediately (321-3550, available 24/7). If needed, there are four (4) Emergency Phones on campus at these locations:

1. Between Rozier and Maurelian residence halls
2. In Buckman Quad, between the Engineering and Science buildings
3. 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 Police & 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 Police & 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 file a complaint naming 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 8* 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 Police & Safety** and other appropriate University personnel (e.g. Director of Residence Life, Director of Counseling, Associate Vice President for Student Life) of the incident to assist the student in any of the procedures stated above.

**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 website under Counseling Services and through the Department of Campus Police & Safety.

**L. TITLE IX INFORMATION**

**Primary Title IX Coordinator**

The University official listed below has been designated as the Primary Title IX Coordinator and is responsible for overseeing the Title IX compliance of the Deputy Title IX Coordinators in matters involving sexual harassment, sexual discrimination and sexual assault against employees, visitors and students, including training, education, communications and investigation of complaints.

**Dr. Timothy M. Doyle**

Associate Vice President for Student Life

Rozier Center

Campus Box T-4

Email: [tdoyle1@cbu.edu](mailto:tdoyle1@cbu.edu)

Phone: (901) 321-3548

Fax: (901) 321-3524

### **Deputy Title IX Coordinator - Students**

The University official listed below has been designated as a Deputy Title IX coordinator and is responsible for Title IX compliance in matters involving students, including training, education, communications and investigation of complaints. To file a complaint against a CBU student for sexual harassment, sex discrimination or sexual assault, you should contact:

#### **Karen Conway Barnett**

Dean of Student Students  
Rozier Center  
Campus Box T-4  
Email: [kconway@cbu.edu](mailto:kconway@cbu.edu)  
Phone: (901) 321-3536  
Fax: (901) 321-3524

### **Deputy Title IX Coordinator - Faculty, Staff and Visitors**

The University official listed below has been designated as a Deputy Title IX coordinator and is responsible for Title IX compliance in matters involving employees and visitors, including training, education, communications and investigation of complaints. To file a complaint against a CBU employee for sexual harassment, sex discrimination or sexual assault, you should contact:

#### **Theresa Jacques**

Director of Human Resources  
Thomas Center 115  
Campus Box 92  
Email: [tjacque2@cbu.edu](mailto:tjacque2@cbu.edu)  
Phone: (901) 321-3474  
Fax: (901) 321-4430

### **Deputy Title IX Coordinator - Athletics**

The University official listed below has been designated as a Deputy Title IX coordinator and is responsible for Title IX compliance in matters involving student athletes, coaches and athletic administrators and staff, including training, education, communications and investigation of complaints. If you have a complaint against a CBU student athlete, coach or athletics administrator for sexual harassment, sex discrimination, or sexual assault, you may contact one of the officials listed above, and/or you may contact the official listed below, who will facilitate the handling of the complaint with the appropriate office.

#### **Donna Crone**

Associate Athletic Director  
De La Salle Hall 124  
Campus Box T-1  
Email: [dcrone@cbu.edu](mailto:dcrone@cbu.edu)  
Phone: (901) 321-3478  
Fax: (901) 321-3570

## **M. 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 complainant and responder 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 supersede the judicial system. The University may charge persons through the judicial system even when the student files a grievance under this policy.

#### **Grievance Procedure:**

**Step 1:** Complainants are not required to directly confront the person who is the source of a grievance, report, questions, before notifying any of those individuals listed in this Grievance Procedure. Nevertheless, students are required to make a reasonable effort to file their 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 Associate 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 8 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 Associate 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 IX:

## CAMPUS POLICE & SAFETY (EMERGENCY RESPONSE)

- A. INTRODUCTION & OVERVIEW
- B. STUDENT CONTACT INFORMATION
- C. CAMPUS EMERGENCY TEXT MESSAGING SYSTEM
- D. MEDICAL EMERGENCY
- E. FIRE
- F. SEVERE WEATHER
- G. EMERGENCY GATHERING LOCATIONS
- H. NATIONAL EMERGENCY, EARTHQUAKE, OR HAZARDOUS CHEMICAL SPILL
- I. MISSING PERSONS POLICY
- J. RISK REDUCTION FOR SEXUAL MISCONDUCT

### A. GRIEVANCE POLICY AND PROCEDURE

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: <http://www.cbu.edu/safety/campussafety.html>

### B. 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. Those individuals needing access to the information will have access to the information via a web portal.

## C. CAMPUS EMERGENCY TEXT MESSAGING SYSTEM

Christian Brothers University has implemented 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 provided 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 cell phone carriers may charge standard text messaging fees.

## D. MEDICAL EMERGENCY

1. 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 the person cannot leave the situation, send someone who is nearby to call. After calling 911, immediately contact Campus Safety at (901) 321-3550 then the Residence Life staff.
2. 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.
3. 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.
4. 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. CBU will not assume payment for ambulance transportation. Individuals refusing transport to hospital by an ambulance are solely responsible for that decision. Individuals refusing ambulance transportation to a medical facility will be responsible for their own transportation. For liability reasons, the Residence Life staff will only help with transportation to medical facility if there are no other transportation options.
5. After you have made the appropriate medical referral, report this to the Vice President for Academics and Student Life as soon as possible after the incident.

## E. 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.

## F. SEVERE WEATHER

1. 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:

## G. EMERGENCY GATHERING LOCATIONS

### 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, COOPER-WILSON CENTER FOR LIFE SCIENCES, & 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 UNIVERSITY THEATER

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

### INFORMATION TECHNOLOGY SERVICES (ITS)

Persons should utilize the **hallway & offices** located in the **southeast corner** of ITS.

### 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.

## **ROSA DEAL SCHOOL OF ARTS**

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

## **H. NATIONAL EMERGENCY, EARTHQUAKE, OR HAZARDOUS CHEMICAL SPILL**

### **If there is a national emergency:**

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

### **If there is an earthquake:**

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.

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.

### **Hazardous Chemical Spill**

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

- RAs and residents should notify the Director of Residence Life, the Dean of Students and Campus Police & Safety then proceed to evacuate the residence halls, move the students upwind away from the accident and await further instructions from the fire, police and civil defense personnel.
- Campus Police & Safety, 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, Associate Vice President for Student Life, the Dean of Students and/or Director of Campus Police & Safety). *See Emergency Management Plan Hand Copy or Campus Police & Safety web page.*

## **I. MISSING PERSONS 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.

#### **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:

1. Initiate an investigation to determine the validity of the missing person report.
2. Contact the Dean of Students.
3. Make a determination as to the status of the missing student.
4. 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.
5. Notify the Memphis Police Department within 24 hours after determining that the student is missing.

#### **Notification**

1. The Director of Campus Police & Safety notifies the Vice President for Academics & Student Life.
2. The Vice President for Academics will brief the President of the University as well as the Associate Vice President of Communications and Marketing as well as the Associate Vice President for Student Life.
3. The Vice President for Academics & Student Life shall initiate whatever action she/ he deems appropriate under the circumstances in the best interest of the missing student.

#### **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).

#### **Distribution of Information**

1. Notification of this policy to the community sent by email.
2. Posting of this policy on the CBU Campus Police & Safety's and Resident Life's web pages.
3. 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.*

## **J. RISK REDUCTION FOR SEXUAL MISCONDUCT**

While CBU does not believe that recipients of sexual harassment or assault are responsible for their victimizers' actions, our Campus Police & Safety Department offers some basic advice on risk reduction to assist people remaining safe:

- Inform others of any travel, particularly when you depart and plan to arrive at destinations
- Remain in close contact with family and friends so they are generally aware of your location
- Monitor what and how much you drink
- Decline food and beverages from strangers, particularly if you did not see its source
- Travel in groups
- Register with CBU's alert system so you are able to receive timely warnings
- Note the location of emergency call stations on campus
- Only consent to intimate activity you desire and withhold or withdraw it for unwanted behavior
- Leave any situation you find physically or emotionally uncomfortable

# SECTION X:

## 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. LIBRARY LOST ITEM POLICIES
- H. SCHOOL CLOSING POLICY
- I. SMOKING/TOBACCO POLICY
- J. SPORTSMANSHIP AT ATHLETIC EVENTS
- K. STUDENT FREEDOMS
- L. USE AND CONTROL OF FACILITIES

### A. CLASS WITHDRAWAL AND TUITION ADJUSTMENT POLICY POLICY FOR WITHDRAWAL FROM CLASS

Partial withdrawal requests are made via BannerWeb under Student Services – Registration. Complete withdrawals requests are required to come to the Office of the Registrar to secure the necessary signatures to complete the withdrawal process.

The date on the “complete withdrawal” form will count as the official date of notification for processing the withdrawal. This is the date that will be used by all offices for processing the withdrawal, return to Title IV calculation, and tuition adjustments. There is no tuition adjustment on a withdrawal from any Dual Enrollment class or classes.

If a faculty member assigns a failing grade for a course due to academic misconduct (e.g. plagiarism, cheating, etc.), a grade of “F” will be immediately assigned, and a withdrawal will be prohibited. If the student wishes to appeal his or her final grade for the course, the student may immediately begin the grade appeal process.

### TUITION ADJUSTMENT POLICY FOR WITHDRAWAL FROM CLASS

**No Tuition Adjustment Calculation Will Be Applicable Unless A Student Completely Withdraws From All Registered Classes In A Semester.**

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 & Spring Terms ONLY. Summer sessions and special workshops will be on a TBA basis.**

**A. Day Undergraduate or MEM, MSEM, MACS, and PA Graduate Students.** The following schedule will be used when calculating tuition adjustments and institutional awards 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

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

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

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

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

**D. Evening Undergraduate or MBA, MEd, MAT, or MSEL Graduate Students. (Both First & Second 8-Week Terms).** The following schedule will be used when calculating tuition adjustments and institutional awards for all students classified as Evening undergraduate or MBA, MEd, MAT graduate students and who are enrolled in BOTH 8-week terms (first 8-week and second 8-week term) of a semester\*:

<b>OFFICIAL NOTIFICATION DATE DURING First or Second 8-Week Terms</b>	<b>PERCENTAGE OF TUITION</b>
DROP/ADD PERIOD OF 1st 8-WEEK TERM	100%
FIRST 25% OF 1st 8-WEEK TERM	50% of 1st 8-Week Term Classes 100% of 2nd 8-Week Term Classes
26-60% OF 1st 8-WEEK TERM	25% of 1st 8-Week Term Classes 100% of 2nd 8-Week Term Classes
OVER 60% OF THE 1st 8-WEEK TERM AND PRIOR TO THE BEGINNING OF THE 2nd 8-WEEK TERM	No Adjustment for 1st 8-Week Term Classes 75% of 2nd 8-Week Term Classes
DROP/ADD PERIOD OF 2nd 8-WEEK TERM	No Adjustment of 1st 8-Week Term Classes 50% of 2nd 8-Week Term Classes
FIRST 25% OF 2nd 8-WEEK TERM	No Adjustment of 1st 8-Week Term Classes 25% of 2nd 8-Week Term Classes
AFTER 25% OF 2nd 8-WEEK TERM	No Adjustment of 1st 8-Week Term No Adjustment of 2nd 8-Week Term

\* There is an administrative fee retained by CBU for all complete withdrawals. It is the lesser of a) \$100.00 or b) 5% of Institutional Charges.

## **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
- *CBUnet* -- 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 CBUnet: Access to both CBUnet and the Internet, provided by CBU, is a privilege that all users have and must respect.

1. 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 CBUnet,
  - Deprive others of CBUnet 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 CBUnet, 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 70 | Page 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
2. Commercial use is prohibited for all users, such as, but not limited to, selling services or products over the CBUnet.
3. 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.
4. It is the user's responsibility to keep their 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 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 CBUnet.
- 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.

In addition, the university requires that all full-time students have a completed health form with the appropriate signatures on file prior to the beginning of an academic year. Resident students may also have to provide additional proof of vaccines to live in the residence halls.

## **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 Coordinator for Student Activities who will coordinate all requests.

The official University activity bulletin boards (i.e. non-departmental) are located in various places around the campus. The Coordinator for 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 Coordinator for Student Activities.

### **2. Rules for posting:**

- All postings must be approved by the Coordinator for Student Activities or designee.
- 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 Coordinator for 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 Office of Communications & 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:
  - "Thanks for your call. As you may know, CBU's Communications & Marketing department coordinates inquiries from the news media. Let me refer you to Communications & Marketing, who will be glad to help you. The direct line is (901) 321-4212."
- Be sure to get the name and phone number of the reporter. Reporters and photographers will **not** be permitted to enter residence halls or classroom buildings without permission from the Communications & Marketing department and the Office of Student Life and only when accompanied by a Communications & Marketing department representation. All correspondence, written or verbal with the media, must be in accordance with the Administrative Policy #M.1

### Advertising and Sponsorship Guidelines

- All paid advertising for CBU can be placed only with prior authorization of the Communications & 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 & Marketing department the

opportunity to preview all relevant print and broadcast advertising and review and approve all news releases.

- The Vice President for Communications & Marketing and the Director of Creative Services must also approve use of any university graphics, photos, logos or information on any website other than CBU's. Organizations seeking to have a direct link from their web information to CBU's website must get approval from the Information Technology Services and the Communications & 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:  
*"Christian Brothers University supports academic inquiry and the healthy exchange of divergent viewpoints on its campus. The views and opinions of speakers and/or authors expressed on its campus, in the classroom, or hosted public events, do not necessarily reflect those of the University itself, nor does the University necessarily endorse these views and opinions."*
- Organizations or groups using CBU property and facilities who wish to invite news media coverage must inform the Communications & 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 Vice President for Communications & 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.

### **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 Police & Safety. Decal/Hang tags are issued annually at registration for new students in August and are valid for the academic year in which they are dispensed. Returning students are required to get a validation sticker for their hang tag at the beginning of each academic year for their existing issued hang tag. In the event that a student requires a replacement hang tag, a fee of \$50.00 will be required at the Business Office before the replacement hang tag will be 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 Police & Safety, and must be easily visible.**

### **Five types of permits are issued:**

- **Faculty/Staff** parking will continue to be in the Central Parking Lot near the softball field and behind Canale Arena and St. Joseph Hall in the assigned Faculty/Staff assigned areas.
- **Freshman residents** will park in their assigned Resident Lot. Please do not park in the Central Lot to leave room for Commuter Students to park.
- **Non- freshman resident students** will park in their assigned Resident Lot. Please do not park in the Central Lot to leave room for Commuter Students to park.

- **Commuter students** will park in the Central Parking Lot up to capacity. Due to limited parking spaces, CBU has leased parking across Central Ave on the Fairgrounds property. ***After 4:30 p.m., the Faculty/Staff parking areas will be open for parking to Commuter Students.***
- **Avery/Oakdale/Stritch** will park in their assigned Resident Lot. Please do not park in the Central Lot to leave room for Commuter Students to park. ***The East Parkway Gate will close every night at 8:00 p.m. The Central Lot and the Resident Lot gate off of E. Parkway will remain open with a guard in gate 24/7.***

***The East Parkway Gate will close every night at 8:00 p.m. The Central Lot and the Resident Lot gate off of E. Parkway will remain open with a guard in gate 24/7.***

All parking will be strictly enforced so that the University can provide safe and appropriate parking for everyone.

#### **Visitor Parking**

During business hours, visitors can park in the Visitor Parking Lot on the West and South sides of Barry Hall. After hours visitors to campus can park in the Central Parking Lot after signing in with the guard at the Central Parking Lot.

#### **Replacement of parking hang tags**

Replacement of hang tags (outside of the first, free initial issued hang tag) will require a fee of \$50.00 that can be paid at the Business Office in Barry Hall. No vehicle will be allowed to park on the CBU campus without a properly registered vehicle.

#### **Parking for an extended period**

Students, faculty, or staff members are required to email Campus Police & Safety prior to 48 hours of departure at [safety@cbu.edu](mailto:safety@cbu.edu) if they plan to leave their cars for longer than a period of three (3) consecutive days. At the discretion of the Director of Campus Police & Safety, an individual may be asked to leave his or her keys in the potential event it may disrupt construction.

#### **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 Police & 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.

#### **Enforcement**

Campus Police & 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 Police & Safety within (10) school days. Official forms for the appeal of traffic citations may be obtained, completed and submitted in the Office of Campus Police & 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.

**Penalties**

- Parking without a hangtag \$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

**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 Police & Safety by calling **321-3550**. The Office of Campus Police & 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. LIBRARY LOST ITEMS POLICIES**

**LOST ITEM POLICY**

The lost item policy pertains to everyone who borrows items from Plough Library, including faculty, staff, students, alumni, courtesy, and consortia. Borrowers are responsible for returning all materials borrowed, in the condition in which it was checked out and in a timely manner.

Items that are not returned in proper condition and timely manner result in a suspension of borrowing privileges as well as a library hold on the student’s account at the registrar’s office. This hold may prevent future registration and/or receipt of diploma and/or transcript.

Items are designated “lost” 61 days after their due date. At that time, a lost item fee of \$50 and lost item processing fee of \$15 is charged for each item. If the item is returned, the lost item fee and processing fee will be removed and an overdue fee will be charged.

On rare occasions the patron may provide a replacement copy of the item at the discretion of the Acquisitions/Public Services Librarian or the Library Director. This must be preapproved by the Acquisitions Librarian or the Library Director.

**LOST ITEM REFUND POLICY**

If a patron returns an item that had been both declared lost and paid for, the library will refund the lost item fee. The lost item processing fee is non-refundable. The patron must have both item and receipt showing the lost item had been paid for. The receipt is required for a refund.

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

The Vice President for Academics and Student Life will make the decision concerning day classes and offices no later than 5:45 a.m. on the day of the closing. The Office of Communications and 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. When a decision to close day classes has been made, the Vice President for Academics will contact the President to determine if the offices will be closed; if so, such information will be included in the announcement. On days of questionable weather, a call to the stations to say that we are open should be made. The announcement should specify day and/or evening classes.

- a) In the absence of the Vice President for Academics & Student Life, the Vice President for Finance will make the appropriate decisions.
  - b) Critical personnel expected to report for work unless so advised are:
    1. ARAMARK
    2. Maintenance
    3. Campus Safety
    4. Information Technology Services
  - c) If day classes are cancelled, the following areas should be (if at all possible) opened to serve students:
    - \* Plough Library
    - \* Beringer Center for Computer Studies
    - \* Canale Arena
    - \* Alfonso Dining Hall
2. The decision to cancel evening classes (undergraduate and graduate) is made by the Dean of the College of Adult & Professional Studies no later than 3:00 p.m. on the day of the closing. The Office of Communications and Marketing will notify the stations listed above to report the closing.
  3. The Vice President for Academics and Student Life will make the cancellation decision regarding weekend classes, following the procedure presented in #1.
  4. In notifying stations about CBU, the name Christian Brothers **UNIVERSITY** should be emphasized, so as to distinguish the University from the High School. Notices should also specify either day or evening classes.
  5. Whenever classes are cancelled, the campus community will be notified by announcements in the following media:
    - The television stations mentioned above
    - The CBU website
    - CBU's primary emergency mass notification system
    - CBU social media sites (Twitter and Facebook)
  6. The Maintenance Department will take immediate steps to sand, de-ice, and/or shovel driveways and parking lots to the extent feasible and necessary. Special attention should be given to sanding or shoveling steps, entrances, and the principal campus walkways.

## **I. 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:**

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

**Designated Smoking Areas:**

- West side of Avery Apartments (facing Oakdale Street)
- South side of St. Joseph Hall (under awning)
- 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
- East lawn of Oakdale Capstone Apartments (on Hollywood side)

## **J. 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 Collegiate Athletic Association, of which CBU is a member, mandates that only the players, cheerleaders, mascots and referees be on the floor before, during or immediately at the conclusion of athletic events. Penalties will be assessed against the home team if anyone causes a disturbance. 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.

## **K. STUDENT FREEDOMS**

### **1. Encouragement of Expression**

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. Personal 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 University's students, faculty, staff, administration, 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 Coordinator for 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 Coordinator for Student Activities to open it to the public.
    - That all speakers agree to an open forum after formal remarks.
- b. Pamphlets and Petitions**
- i. The basic privilege of students to hear, write, distribute and act upon a variety of thoughts and beliefs will be recognized.
  - ii. 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' ability 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 must have an English translation if it 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 Associate Vice President for Student Life. The privilege of distributing handbills is granted by the Coordinator for Student Activities.
- c. Permission to Assemble**
- i. The privilege of assembly will be recognized generally. Students should be free to support causes 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.
  - ii. 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 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 Department of Literature and Languages organization which represents the lived experience of students as guided by the academic experience of the University's

faculty. For the aforementioned reasons, *Castings* is distinct from other student organizations and shall be governed by the following regulations:

- An exemption is granted from the registration procedure required of other student organizations.
- The advisor(s) to *Castings* will be a faculty member(s) from the Literature and Languages Department.
- Each publication shall be funded directly by the University and overseen by the faculty advisor.

## **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.

- (i) Inspect and review their non-privileged education records;
- (ii) Seek amendment of their education records that the eligible student believes to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
- (iii) Consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that the Act and §99.31 authorize disclosure without consent; and
- (iv) File with the Family Policy Compliance Office, U.S. Department of Education a complaint under §§99.63 and 99.64 concerning alleged failures by the institution to comply with the requirements of the Act and this part.

### **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 volunteer or contractor outside of the University who performs an institutional service or function for which the school would otherwise use its own employees and who is under direct control of the school with respect to the use and maintenance of PII from education records, 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 officials of another school in which a student seeks or intends to enroll or where the student is already enrolled if the disclosure is for purposes related to the student's enrollment or transfer, subject to the requirements of §99.34. (§99.31(a)(2)) .
- to individuals or organizations conducting studies for or on behalf of, the school, in order to: (a) develop, validate, or administer predictive tests; (b) administer student aid programs; or (c) improve instruction. (§99.31(a)(6))
- To accrediting organizations to carry out their accrediting functions. (§99.31(a)(7))To parents of an eligible student if the student is a dependent for IRS tax purposes. (§99.31(a)(8))To authorized representatives of the U. S. Comptroller General, the U. S. Attorney General, the U.S. Secretary of Education, or State and local educational authorities, such as a State postsecondary authority that is responsible for supervising the university's State-supported education programs. Disclosures under this provision may be made, subject to the requirements of §99.35, in connection with an audit or evaluation of Federal- or State-supported education programs, or for the enforcement of or compliance with Federal legal requirements that relate to those programs. These entities may make further disclosures of PII to outside entities that are designated by them as their authorized representatives to conduct any audit, evaluation, or enforcement or compliance activity on their behalf. (§99.31(a)(3) and 99.35)
- In connection with financial aid for which the student has applied or which the student has received, if the information is necessary to determine eligibility for the aid, determine the amount of the aid, determine the conditions of the aid, or enforce the terms and conditions of the aid. (§99.31(a)(4))
- To comply with a judicial order or lawfully issued subpoena. (§99.31(a)(9))To appropriate officials in connection with a health or safety emergency, subject to §99.36. (§99.31(a)(10))Information the school has designated as "directory information" under §99.37. (§99.31(a)(11))so long as the student has not requested nondisclosure of this information to the student.
- To a victim of an alleged perpetrator of a crime of violence or a non-forcible sex offense, subject to the requirements of §99.39. The disclosure may only include the final results of the disciplinary proceeding with respect to that alleged crime or offense, regardless of the finding. (§99.31(a)(13))To the general public, the final results of a disciplinary proceeding, subject to the requirements of §99.39, if the school determines the student is an alleged perpetrator of a crime of violence or non-forcible sex offense and the student has committed a violation of the school's rules or policies with respect to the allegation made against him or her. (§99.31(a)(14))

To parents of a student regarding the student's violation of any Federal, State, or local law, or of any rule or policy of the school, governing the use or possession of alcohol or a controlled substance if the school determines the student committed a disciplinary violation and the student is under the age of 21. (§99.31(a)(15))

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, 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 Academics, 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 Academics, 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).

## **L. 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:

1. All student or student group activities must be registered and planned with the Coordinator for Student Activities by completing a Student Activity Request Form. This form must be completed and approved by the Coordinator for Student Activities and Events Management at least (5) business 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.

2. Rooms for all student activities must be reserved in advance with the Coordinator for Student Activities and the office of Events Management.
3. Should the circumstance arise to cancel an event, the group needs to make both the Coordinator for Student Activities and the office of Events Management aware as soon as possible. When an event is required to have a CBU staff member present (i.e. events hosted in the Theater, Sabbatini, Spain, etc.), you must notify the office of Events Management at least 1 business day in advance.
4. Social activities or events must end no later than midnight unless granted special permission by the Associate Vice President for Student Life. Organizations will not be permitted to sponsor events with alcohol on or off campus on Thursday evenings unless granted permission by the Associate Vice-President. **Groups are responsible for any damage incurred and for returning the room to its original condition immediately after the event.**
5. 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.
6. 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. If additional cleaning service is required after the event, the organization will be charged for those services.
7. 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.
8. 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 Police & Safety and paid for by the organization.
9. 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.
10. Equipment (i.e. tables, chairs, AV equipment, etc.) can be reserved for events hosted on campus, if available. If the events occur after regular business hours, the organization will be required to sign the equipment out from the office of Events Management. In doing so, the organization assumes all responsibility for the equipment while in their possession.
11. Student organizations may lose the privilege to use equipment if the equipment is damaged or mistreated in any way.
12. Student organization events cannot be scheduled during Fall Break, Christmas Break, Spring Break, summer break, or any University holidays. They must be scheduled during the regular academic school year.
13. Rules governing use of specific facilities (reservations for which may be made through the Coordinator for Student Activities):

The following facilities are available for usage at Christian Brothers University

**1. 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 – Friday: 10:00 a.m. – 11:00 p.m. Closed on Weekends.

**2. Sabbatini Lounge, Dining Hall, Spain Auditorium, Montesi Executive Center, University Theater, and Classrooms**

Available on a request and reservation basis.

**3. LLC Classroom**

The LLC Classroom is available for student use when not already in use for classes and/or LLC tutoring or events.

**4. 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 Arena. ID card must be shown.
- The Arena 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 Arena.

**5. Swimming Pool**

The pool is open to the CBU community only. The only time the pool is open to the general public is for a rental. Children under the age of 14 must be accompanied by an adult at all times. Appropriate swimwear must be worn at all times (No cutoff jeans or cutoff shorts are allowed). No running, horseplay, hanging on the ropes, etc. will be permitted. ONE person at a time should be on the diving board. Smoking is prohibited from the pool area. No eating is allowed within the gated pool area. Alcoholic beverages are NOT permitted in the pool area unless designated for a special event put on by CBU. A CBU ID card must be shown at the gate in order to enter the pool. Hours will be posted outside of the pool. No swimming will take place unless a lifeguard is present and on duty.

**6. 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.

**7. Alfonso Foyer Tables**

These tables must be reserved through the office of Events Management.

**Guest Responsibility**

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

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.

# APPENDIX A:

## STUDENT LIFE PROGRAMS & SERVICES

**Associate Vice President for Student Life** (901) 321-3548 **Rozier Center**  
**Services:** Chief Student Affairs Officer with supervision of the Division of Student Life and advocacy for students; Title IX Coordinator for the University.

**Dean of Students** (901) 321-3536 **Rozier Center**  
**Services:** Chief student conduct officer; principal designated school official for international students; disability service coordination for all students.

**Director, AutoZone Center of Community Engagement** (901) 321-3537 **Buckman Hall 342**  
**Services:** Promotion and oversight for the University's service learning and community service efforts while liaising with relevant external agencies and partners.

**Director of Campus Ministry** (901) 321-3509 **Thomas Center**  
**Services:** Promotion within the University community the Lasallian traditions and values of faith, community and service.

**Director of the Counseling Center** (901) 321-3527 **Thomas Center**  
**Services:** Personal, confidential counseling; consultation and referral services; crisis counseling/behavioral intervention; personal development workshops and programs; supervision of practicum and internship students; collaboration with and referrals to the University's Consulting Psychologist.

**Director of Health & Prevention Services** (901) 321-3260 **Thomas Center**  
**Services:** Nursing diagnosis and treatment; health consultant; referral to area physicians and clinics; first aid; blood pressure and prescription checks; physical exams and total patient assessment; self-care and wellness promotion; and risk management education.

**Director of Multicultural Student Services** (901) 321-3552 **Rozier Center**  
**Services:** Processing and issuance of most "Certificate of Eligibility for Nonimmigrant Student Status" (I-20) requests; Chairs Multicultural Student Development Committee; implements International student orientation events; multicultural and international programming for University students; Coordinates and manages Study Abroad programs.

**Coordinator of Recreation** (901) 321-4442 **Rozier Center**  
**Services:** Coordination of intramurals, recreational activities and weekend off-campus events

**Director of Residence Life** (901) 321-4102 **Rozier Center**  
**Services:** Coordination of Residence Hall programming and student management; liaises with Housekeeping and Physical Plant for maintenance; emergency response for residents.

**Associate Director of Residence Life** (901) 321-3565 **O'Hara Hall, Room 102**  
**Services:** Coordination of first year programming and supervision of resident assistants.

**Coordinator for Student Activities** (901) 321-3529 **Rozier Center**  
**Services:** Coordination of student activities; fraternity/sorority advisor; SGA advisor; Student Activities Council advisor; Friday events; emergency response for residents.

# APPENDIX B:

## EMERGENCY PROCEDURES

### (QUICK REFERENCE)

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 Police & 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 University Theater, if the threat continues or the buildings or if the areas continue to be deemed unsafe.

The following are the staging areas for each building:

#### **Academic/Administrative Buildings**

Barry Hall  
 Battersby Hall  
 Buckman Hall  
 Canale Arena/Theater Offices  
 CBU Maintenance Building  
 Cooper-Wilson Center for Life Sciences  
 Assisi Hall  
 Nolan Engineering Center  
 Plough Library  
 Rosa Deal School of Arts  
 Saint Benilde Hall  
 Saint Joseph Hall  
 Thomas Center

#### **Location**

Grassy area beside De La Salle Plaza  
 Faculty/staff parking lot behind Canale Arena  
 Boshwit Courtyard  
 Theater or lawn outside of Deal Plaza  
 Student/Visitor lot next to central guard shack  
 Student parking lot, Central lot  
  
 Buckman Quad  
 Buckman Quad  
 Barry Hall Basement  
 Faculty/staff parking lot behind Canale Arena  
 Boshwit Courtyard  
 Buckman Quad

#### **Residence Halls**

Avery Apartments  
 170 Oakdale (Baseball Apartments)  
 Lambert/Stritch Hall  
 Living Learning Center  
 Maurelian Hall  
 O'Hara Hall (600 Apartments)  
 Pender Hall (604 Apartments)  
 Rozier Hall

#### **Location**

Baseball Field  
 Baseball Field  
 Grassy Area by Southeast Side of Stritch Chapel  
 Outdoor Basketball Court  
 Grassy Area by Near Bell Tower  
 Outdoor Basketball Court  
 Outdoor Basketball Court  
 Outdoor Basketball Court

<h2 style="text-align: center;">SEVERE WEATHER TORNADO</h2>	<p style="text-align: center;"><b>IF INDOORS:</b></p> <ul style="list-style-type: none"> <li>• Move quickly to a safe interior area without windows (e.g., hallways, basements, restrooms).</li> <li>• Move to the lowest levels using stairways, NOT elevators.</li> <li>• If possible, close all doors as you leave an area.</li> <li>• Stay away from windows, doors, and exterior walls.</li> <li>• Do NOT go outdoors.</li> </ul> <p style="text-align: center;"><b>IF OUTDOORS:</b></p> <ul style="list-style-type: none"> <li>• Get inside if possible.</li> <li>• Stay away from trees, power lines, utility poles, and other hazards.</li> <li>• Curl up in a ditch or low-lying area; stay low to the ground; use your arms to protect your head and neck.</li> </ul>
<h2 style="text-align: center;">SUSPICIOUS PERSON OR OBJECT</h2>	<p style="text-align: center;"><b>PERSON:</b></p> <ul style="list-style-type: none"> <li>• Do not physically confront the person.</li> <li>• Do not let anyone into a locked building/office.</li> <li>• Do not block the person's access to an exit.</li> <li>• Call 911 or 3550 from a campus phone or from a cell phone; or if available in the lobby, use the red emergency phone.</li> <li>• Provide as much information as possible about the person and their direction of travel.</li> </ul> <p style="text-align: center;"><b>OBJECT:</b></p> <ul style="list-style-type: none"> <li>• Do not touch or disturb the object.</li> <li>• Do NOT use a cell phone!</li> <li>• Call 911 or 3550 from a campus phone; or use the red emergency phone.</li> <li>• Notify your instructor or supervisor.</li> <li>• Be prepared to evacuate.</li> </ul>
<h2 style="text-align: center;">EVACUATION</h2>	<ul style="list-style-type: none"> <li>• Remain calm.</li> <li>• Evacuate using the nearest safe stairs and safe exit.</li> <li>• Do NOT use elevators!</li> <li>• Gather personal belongings (medication, keys, purses, wallets, etc.), but only if safe to do so.</li> <li>• Follow directions given by emergency personnel.</li> <li>• Go to identified assembly points at least 500 feet from the affected building.</li> <li>• Assist persons with disabilities or injuries without jeopardizing your safety.</li> <li>• 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.</li> </ul> <p style="text-align: center;"><b>IF THERE IS TIME:</b></p> <ul style="list-style-type: none"> <li>• Turn off all electronics including computers (except in cases of leaking gas or other flammable substances).</li> <li>• Secure any hazardous materials or equipment before leaving.</li> </ul>
<h2 style="text-align: center;">POWER OUTAGE</h2>	<ul style="list-style-type: none"> <li>• Remain calm; provide assistance to others if necessary.</li> <li>• Move cautiously to a lighted area. Exits may be indicated by lighted signs if the emergency power is operating.</li> <li>• Turn off and unplug computers and other voltage sensitive equipment.</li> <li>• For information about a prolonged outage, call Physical Plant at <b>(901) 321-3395</b></li> </ul>
<h2 style="text-align: center;">EARTHQUAKE</h2>	<ul style="list-style-type: none"> <li>• "Drop, Cover, and Hold" under a table or desk or against an inside wall, not in a doorway, until the shaking stops.</li> <li>• After the shaking stops, check yourself and others for injuries and move toward the nearest exit or alternate exit.</li> <li>• Evacuate the building.</li> <li>• Do not leave the area/ campus without reporting your status to your instructor or supervisor.</li> </ul>
<h2 style="text-align: center;">FIRE</h2>	<ul style="list-style-type: none"> <li>• Remain Calm.</li> <li>• Activate the nearest fire alarm pull station and <b>call 911 or 3550</b> from a campus phone; <b>call 911</b> from a cell phone.</li> <li>• Evacuate the building.</li> <li>• Do NOT use elevators!</li> <li>• Do NOT enter the building until authorized by emergency personnel.</li> </ul>
<h2 style="text-align: center;">HAZARDOUS MATERIALS SPILL</h2>	<ul style="list-style-type: none"> <li>• If an emergency exists or if anyone is in danger, move away from the site of the hazard to a safe location.</li> <li>• Follow the instructions of emergency personnel.</li> <li>• Alert others to stay clear of the area.</li> <li>• Notify emergency personnel if you have been exposed or have information about the release.</li> </ul>

# APPENDIX C: SMOKING AREAS



**West side of Avery Apartments  
(facing Oakdale Street)**



**East of De La Salle/Stritch Chapel,  
south of Lambert and Stritch Halls**



**Northwest corner of Maurelian Hall  
(near Service Entrance on Parkway)**



**South side of St. Joseph Hall (under awning)**



**North of the Living Learning Center  
facing the railroad tracks**



**East lawn of Oakdale Capstone  
Apartments (on Hollywood side)**



**North of O'Hara Hall & Pender Hall  
(adjacent to fenced dumpster area)**



**Behind (east of) CBU Maintenance  
(inside fenced area)**

# QUICK CALL LIST

**For all Campus Emergencies, please dial (901) 321-3550 to reach Campus Police & Safety**

To reach CBU, please dial (901) 321-3000

## ADMINISTRATION

Office of the President	(901) 321-3251
Office of the Vice President for Academics and Student Life	(901) 321-3231
Office of the Associate Vice President for Student Life	(901) 321-3548
Office of the Executive Vice President for Administration & Finance/CFO	(901) 321-3256
Office of the Vice President for Advancement	(901) 321-3270
Office of the Chief Operating Officer	(901) 321-3259
Office of the Vice President for Communications & Marketing	(901) 321-3271

## SCHOOLS

Arts	(901) 321-3335
Business	(901) 321-3115
Engineering	(901) 321-3405
Sciences	(901) 321-3445

## ACADEMIC PROGRAMS

Dual Enrollment	(901) 321-4116
Graduate Accounting	(901) 321-3365
Graduate Education	(901) 321-4350
Graduate Engineering	(901) 321-3410
Graduate Business	(901) 321-3562
Nursing Program	(901) 321-3339
Physician Assistants Program	(901) 321-3388

## ADMISSIONS

Undergraduate Office	(901) 321-3205
College of Adult Professional Studies	(901) 321-3291

## STUDENT SERVICES AND CONTACTS

Academic Services	(901) 321-3758
Alumni Office	(901) 321-3254
Athletics	(901) 321-3370
Bookstore	(901) 321-3545
Business Office	(901) 321-3380
Business Services	(901) 321-4497
Career Services	(901) 321-3330
Christian Brothers Residence	(901) 321-3515
Events Management	(901) 321-3525
Financial Aid	(901) 321-3305
Food Services	(901) 321-3560
Housekeeping/Facilities	(901) 321-3298
Human Resources	(901) 321-3307
Information Technology Services	(901) 321-4438
Mail Room/Print Shop	(901) 321-3551
Maintenance/Physical Plant	(901) 321-3395
Math Center	(901) 321-3442
Plough Library	(901) 321-3219
Registrar's Office	(901) 321-3889
Student Life	(901) 321-3531
Campus Ministry	(901) 321-3477
Counseling Services	(901) 321-3527
Dean of Students	(901) 321-3536
Health Resources	(901) 321-3260
Recreation	(901) 321-4442
Residence Life	(901) 321-4102
Student Activities	(901) 321-3529
Visual & Performing Arts	(901) 321-3026
Writing Center	(901) 321-3955

