

CLARK ATLANTA UNIVERSITY

Student Handbook

2017/2018



CLARK ATLANTA
UNIVERSITY

INSTITUTIONAL ACCREDITATION

Clark Atlanta University is accredited by the Southern Association of Colleges and Schools Commission on Colleges to award the baccalaureate, masters, specialist, and doctorate degrees. Contact the Commission on Colleges at 1866 Southern Lane, Decatur, Georgia, 30033-4097 or call 404-679-4500 for questions about the accreditation of Clark Atlanta University.

FOREWORD

The purpose of this student handbook is to provide students with information, guidelines, and policies that will guide their successful adjustment as members of the Clark Atlanta University community.

The standards set forth in this Student Handbook and Code of Conduct will serve as a guide for Clark Atlanta University students and has been designed to empower students while holding them accountable. Throughout their matriculation at Clark Atlanta University, students are expected to abide by the rules and regulations contained in this handbook and are further expected to conform to all general and specific requirements, to comply with duly constituted authority, and to conduct themselves in accordance with the ideals, educational goals, spiritual, moral, and ethical principles upon which the University was founded. Any community must have a set of guiding values; this Handbook is meant to serve as a guide not only for our students, but also for faculty, staff and administrators to ensure that all members of our community, including faculty and staff, are informed about policies, procedures, rights, and privileges.

We encourage all students to review the information in the Student Handbook not only to know what is expected of them as members of the Clark Atlanta University community, but also to know their rights. The Student Handbook also contains helpful information, guides, and directories that will make navigation of campus life easier.

If, after reading through this Handbook, you have questions, please do not hesitate to contact the Dean of Student Services and Campus Life in the Office of Student Services and Campus Life at 404-880-8040, Bishop Cornelius L. Henderson Student Center, Suite 250.

The content of this Student Handbook is final at the time of publication; however, the University reserves the right to make amendments to the policies, regulations and exemptions to the information as warranted. Any such changes may be implemented without prior notice or obligation, and unless specified otherwise, are effective when made. Therefore, the on-line version of the Student Handbook will serve as the official and most current version. The Student Handbook is not to be regarded as a contract between the student and Clark Atlanta University. Clark Atlanta University complies with all local, state, and federal nondiscrimination laws and regulations in the provision of educational services.

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OVERVIEW OF THE UNIVERSITY HISTORY

Clark Atlanta University is a comprehensive, private, urban, coeducational institution of higher education with a predominantly African-American heritage. It offers undergraduate, graduate, and professional degrees as well as certificate programs to students of diverse racial, ethnic, and socioeconomic backgrounds. It was formed by the consolidation of Atlanta University (1865), the nation's first African-American graduate school, and Clark College (1869), the nation's first private, Liberal Arts College for African Americans.

Atlanta University was founded in 1865 by the American Missionary Association, with later assistance from the Freedman's Bureau. By the late 1870s, Atlanta University had begun granting bachelor's degrees and supplying black teachers and librarians to the public schools throughout the South. In 1929-1930, it began offering graduate education exclusively in various liberal arts areas, and in the social and natural sciences. The institution gradually added professional programs in social work, library science and business administration. At this same time, Atlanta University affiliated with Morehouse and Spelman colleges in a university plan known as the Atlanta University System. The campus was moved to its present site, and the modern organization of the Atlanta University Center emerged, with Clark College, Morris Brown College, and the Interdenominational Theological Center later joining the affiliation.

The story of the Atlanta University over the next twenty years includes many significant developments. The Schools of Library Science, Education, and Business Administration were established in 1941, 1944 and 1946 respectively. The Atlanta School of Social Work, long associated with the University, gave up its charter in 1947 to become an integral part of the University. The influence of Atlanta University has long since been extended through professional journals such as *Phylon* and organizations such as the National Association for the Advancement of Colored People (NAACP). Both *Phylon* and the NAACP benefitted from the visionary leadership of founder W.E.B. Du Bois, who served Atlanta University as an administrator and a member of the its faculty.

In 1957, the controlling boards of the six institutions (Atlanta University; Clark, Morehouse, Morris Brown and Spelman colleges; and Gammon Theological Seminary) ratified new Articles of Affiliation. Unlike the old Articles of 1929, the new contract created the Atlanta University Center.

Clark College was founded as Clark University in 1869 by the Freedmen's Aid Society of the Methodist Episcopal Church (which later became the United Methodist Church). The University was named for Bishop Davis W. Clark, who was the first president of the Freedmen's Aid Society and became bishop in 1864. A sparsely furnished room in Clark Chapel, a Methodist Episcopal Church in Atlanta's Summerhill section, housed the first Clark College class. In 1871, the school

relocated to a new site on the newly purchased Whitehall and McDaniel Street property. In 1877, the School was chartered as Clark University.

An early benefactor, Bishop Gilbert Haven, visualized Clark as the "University" of all the Methodist schools founded for the education of freedmen. Strategically located in the gateway to the South, Clark was founded to "give tone" to all of the other educational institutions of the Methodist Episcopal Church providing education for Negro youth. After the school changed locations several times, Bishop Haven, who succeeded Bishop Clark, was instrumental in acquiring 450 acres in South Atlanta, where in 1880 the school conferred its first degree. Clark relocated in 1883 and established a department, named for Dr. Elijah H. Gammon. Known as Gammon School of Theology, it became an independent theological seminary in 1888 and is now part of the Interdenominational Theological Center.

During the 1930s, it was decided that, for purposes of economy and efficiency, Clark would join the Atlanta University Complex. While students on the South Atlanta campus fretted over final examinations in the winter of 1939, work was begun across town on an entirely new physical plant adjoining Atlanta University, Morehouse College, and Spelman College. During the 1980s some of the advantages of proximity, which half a century earlier had seemed promising, again became evident. Clark College and Atlanta University through consolidation preserved the best of the past and present and "Charted a Bold New Future." Clark Atlanta University was established on July 1, 1988.

In November 1987, after more than a year of discussion, the Boards of Trustees of Atlanta University and Clark College authorized an exploration of the potential advantages of closer working arrangements between the two institutions, including their consolidation into one university. In April 1988, the joint committee delivered its report, *Charting A Bold New Future: Proposed Combination of Clark College and Atlanta University*, to both boards for ratification. The report recommended that the two schools be consolidated into a single institution. On June 24, 1988, the Boards of both Clark College and Atlanta University made the historic decision to consolidate the two institutions, creating Clark Atlanta University. The new and historic University inherits the rich traditions of two independent institutions, connected over 150 years by a common heritage and commitment; by personal, corporate and consortia relationships; and by location.

Clark Atlanta University has had a distinguished line of presidents since its establishment in 1988. Thomas W. Cole Jr., Ph.D., served as the first president from 1988 through 2002, He had served concurrently as the president of both Atlanta University and Clark College prior to consolidation. Walter D. Broadnax, Ph.D., served as the University's second president from August 1, 2002, through July 31, 2007. Carlton E. Brown, Ed.D. served as the third President of Clark Atlanta University from August 1, 2008, through June 30, 2015. Ronald A. Johnson, Ph.D., became the fourth President of Clark Atlanta University on July 1, 2015.

CLARK ATLANTA UNIVERSITY

Clark Atlanta University (CAU), established in 1988 as a result of the consolidation of two independent historically black institutions — Atlanta University (1865) and Clark College (1869) is a United Methodist Church-related, private, doctoral research university that provides a comprehensive, coeducational, residential and urban campus experience to its nearly 4,000 students. The University offers undergraduate, graduate, professional and non-degree certificate programs.

MISSION

Leveraging its distinctive history, Clark Atlanta University is an urban research university that transforms the lives of students and their communities by preparing citizen leaders to be problem-solvers through innovative learning programs, supportive interactions with faculty, staff, and students, exemplary scholarship, and purposeful service.

VISION

Clark Atlanta University will increasingly become a dynamic 21st century research university of choice for a diverse student body with enhanced student enrollment yields, success and global marketability.

CORE VALUES: I-SQUARED

Clark Atlanta University community draws motivation and direction through strongly held principles which guide the manner in which we treat one another and those we serve. Our core values **I-SQUARED** serve as the foundation of each step we take toward achieving our vision.

1. Promote **innovation and collaboration** to unite and make significant contributions to the knowledge of humankind.
2. Uphold a **student-centered** ethos that is responsive to diverse student backgrounds, learning styles, and career aspirations.
3. Commitment to the **pursuit of quality and excellence** in service to all stakeholders.
4. Act with personal and professional **accountability and integrity** in all we do.
5. Exhibit **respect** for all individuals, workplace and natural environment.
6. Practice and nurture **ethical behavior and social responsibility** in all endeavors and toward all constituents.
7. Embrace and support all forms of human **diversity and inclusiveness** in all of our actions.

THE SPIRIT OF GREATNESS

Dr. James P. Brawley
President Emeritus, Clark College

Greatness is a Clark College (now Clark Atlanta University) tradition not by proclamation, but by commitment and exemplification, attested by the records of good works of many dedicated people over a period of more than a century. An institution, impelled by the spirit of greatness, is not only the lengthened shadows of a few great men, but also the constantly rekindled and extended spirit of many personalities; it is made great through their dedication, their courage, their devotion to duty, their hard work, their sense of mission, their love of young people, and their commitment to the cause of education. The spirit of greatness here is a legacy to all who would administer, to all who would teach and counsel, and to all who would learn. When the spirit of greatness dies or wanes on a college campus, the institution dies.

The spirit of greatness of an institution is expressed in its concepts of human potentials, human capacity, and human possibilities; in the purpose and mission of life; in the nature and purpose of education; and the direction and aid given in the achievement of the highest good for one's self and society. The spirit of greatness for the individual is a spirit of ever becoming; for the institution it is a spirit of being the best. The spirit of greatness as a Clark College tradition may be expressed in terms of ideals and intrinsic values for which the college has stood historically, and in terms of qualities exemplified in its students and graduates. In summary, some of these ideals, values, and qualities are:

- *Excellence*; high standards in the work of the college, and excellence of work and character of the students.
- *Achievement*; the best possible achievement in residence at the college and after college in the world of work.
- *Devotion*; to work, to duty, to the college, and to worthy causes.
- *Good Sportsmanship*; fair play, justice, and honesty; in the game, in the stands, and in the game of life.
- *Invincibility*; the will never to falter, never to give up, never to fail; the will to endure to the end; the will to be victorious playing the game courageously from the beginning to the end, in athletic games and in the game of life.
- *Loyalty*; to Alma Mater and to the highest and best for which she stands.
- *Idealism*; love of beauty—the beautiful, the good, the true; as stated in the text of the university, the true, the honest, the just, the pure, the lovely, the things of good report.
- *Compassion*; expressed in sharing and service.
- *Truth*; finding that true education is a search for truth, a search for knowledge and wisdom; a search for fulfillment; a search for the good life.

This tradition, “the spirit of greatness,” brings to focus and fruition the purposes, ideals, and a goal inherent to Clark College as an educational institution, by which it has been sustained in the past, and upon which its life depends now, and will depend in the future.”

¹The Clark College Legacy: An Interpretive History of Relevant Education, 1869–1975.

CULTURE - The University affirms and uplifts its culture in myriad ways, including its triannual convocations, Opening Convocation (every September); Founders Day Convocation (every March) and the Commencement Convocation (every May) is typically preceded by a baccalaureate service. In addition to these convocations, myriad programs serve to instill and enliven the institution's mission and core values. These include the bi-annual First-Year Induction Ceremony, honor and service society inductions and numerous civic, social and educational events designed to inform and inspire. Throughout the academic year, the Clark Atlanta University Student Government Association (CAUSGA) and various academic and administrative departments present noteworthy artists, scholars, leaders and professionals who engage the campus community through concerts, exhibitions, lectures (C. Eric Lincoln Lectureship in Social Ethics), panel discussions, symposia and other forums.

The most significant evidence of culture in the Clark Atlanta University tradition is the institution's commitment to the preservation of African-American cultural values and artifacts. For example, the University holds approximately 500 works of art, including African works, and one of the most extensive collections of contemporary African-American art in existence. A selection of the work is on display year round in the CAU Art Museum in Trevor Arnett Hall.

SPIRITUAL LIFE - Spiritual development is an integral part of life at Clark Atlanta University. Spiritual uplift is available through participation in University-sponsored religious programs and worship services consistent with its UMC tradition. However, the University is appreciative and welcoming of the various faith affiliations of all students and accommodations are made to allow those to be freely expressed.

COMMUNITY SERVICE – Providing service to the community offers a stimulating educational experience to students who find it rewarding to contribute to uplifting the citizens in the surrounding and larger community. CAU students have been involved in tutorial programs, voter registration activities and a variety of other service projects. Students are placed in service oriented agencies throughout Metropolitan Atlanta. Students may obtain volunteer assignments by contacting the Office of Career and Professional Development.

ASSEMBLIES AND COMMEMORATIONS - University wide assemblies occur throughout the academic year for the purposes of augmenting the classroom experience with notable guest speakers whose experiences and insights enhance CAU's educational mission; conducting Student Government matters; and presenting administrative, cultural, educational and commemorative programs. Special convocations/events include, but are not limited to:

- Fall Convocation Program, held in September
- CAU Homecoming Week, held in October
- Black History Month observance and programs, held in February
- University Founders Week, held in March
- Spring Fashion Show sponsored by the Fashion and Merchandising Department, held in May
- Various Theatrical Productions sponsored by the CAU Players
- Annual Baccalaureate and Commencement Ceremonies and attendant programs, held in May

Clark Atlanta University Decorum Guide

Clark Atlanta University's mission centers on the graduation of those who will become respected citizens and leaders in the global community. As part of this mission, the University also aims to prepare students for the norms for attire and deportment to which they must adhere to obtain and maintain meaningful employment throughout their lives. It is imperative that all students view themselves as ambassadors for the Clark Atlanta University family, both on and off campus. Attire reflects the values and traditions of the student and the entire institution, and students are required to ensure that their attire reflects the University's core values of excellence, integrity, social responsibility and respect.

Clark Atlanta University students are members of a diverse community that supports individual expression and beliefs. That said, they should seek to appropriately represent themselves and the University community by adhering to the following guidelines for appropriate attire:

General guidelines prohibit students from wearing the following in public campus domains at any time:

- Pajamas
- Footwear that is normally associated with non-street wears; house slippers, shower shoes, sports slides, etc.
- Clothing with lewd, profane, derogatory or otherwise offensive messages
- Excessively revealing clothing including that exposes midriffs, thighs and backs, such as halters, cut off t-shirts, short-shorts, and skirts where hems are more than 3 inches above knee-level; excessively tight garments and clothing that reveals undergarments
- Wearing of hats, do-rags, sunglasses and hoods during class, convocations and formal programs

Additional Guidelines for Special Events:

- **Graduation**—Graduating students will be notified of the appropriate dress for the baccalaureate and commencement ceremonies. Failure to adhere to these requirements may result in disqualification from the baccalaureate or commencement ceremonies.
- **Convocations and formal programs**—Neat, modest, business casual or dressy attire is required.
- **Social/Recreational activities**—Neat, modest and casual or dressy attire is required.
- **Formal ceremonies, balls and formal occasions on or off campus**—Dressy or formal attire.
- **Graduate, Career and Scholarship Fairs**—Business attire is required.

Please note that these parameters are considered baseline, professors, staff members and sponsored organizations on campus reserve the right to set appropriate attire policies that adhere to the above-listed guidelines and add additional boundaries (e.g., Business attire required in class by the School of Business, at games by the basketball team or during working hours by a work-study supervisor).

Students who require headgear as part of religious or cultural affiliation or students who have medical requirements for sunglasses, etc. are exempt.

CLARK ATLANTA UNIVERSITY SEAL

The University Seal combines elements of its parent institutions. The outer circle of the seal bears the name and the founding date of the University; the inner circle bears the parent institutions' mottos "I'll Find a Way or Make One" and "Culture for Service"; within the field of the seal is an open book representing the search for and transmission of knowledge, specifically the enlightenment of the bible. On the left page are inscribed the founding date of Atlanta University and its traditional emblems, the sword of truth and the torch of knowledge. On the right page are the founding date of Clark College and its emblem; a lamp. Both the torch and the lamp signify knowledge and the illumination of the mind.

Use of the University seal is reserved for the University's Board of Trustees, Office of the President and Executive Cabinet for the purposes of official University (legal) documents, correspondence and records. Use without expressed written permission of the Office of the President constitutes a violation of University policy. Individuals wishing to identify the institution for purposes of communications, advertising and marketing, news or feature writing or other non-executive purposes may feel free to use the University's logo.



USE OF INSTITUTIONAL NAME

No student or organization may make use of the institutional name of the University for the purpose of solicitation unless permission is obtained in writing from the Office of Institutional Advancement/University Relations, located in Harkness Hall, Room 205.

SCHOOL COLORS

The University's colors are red, black and gray.

SCHOOL MASCOT

The Clark Atlanta University mascot is the Panther.

SCHOOL MOTTOS

"I'll Find a Way or Make One" and "Culture for Service."

CAMPUS CULTURAL CREED

Clark Atlanta University is committed to academic excellence, building character, and service to others. The University will achieve its mission by cultivating an environment of honesty, kindness, mutual respect, self-discipline, school loyalty, trust, academic integrity and communal pride.

As a member of this scholarly community, I make the following pledge:

- *I will work to promote and will personally uphold academic honesty and integrity;*
- *I will work to cultivate a learning environment that opposes violence, vulgarity, lewdness and selfishness;*
- *I will embrace the concept of mutual respect by treating others the way I want them to treat me;*
- *I will support a campus culture of diversity by respecting the rights of those whose views and experiences differ from my own;*
- *I will honor and care for the sanctity of my body as the temple of God;*
- *I will commit myself to service so that I can make a difference in the world, for others than just myself;*
- *I will celebrate and contribute to the “spirit of greatness” left by those who preceded me, and I will work to leave this a better place for those who follow me;*

As a member of this community, I am committed to conducting myself in ways that contribute to a civil campus environment, which encourages positive behavior in others. I accept the responsibility to uphold these noble ideals as a proud member of the Clark Atlanta University Family.

ALMA MATER

“Reign, Clark Atlanta!”

C. Eric Lincoln

Thy noble tricolor now ripples the breeze,
Bridging the mountains, spanning the seas,
Calling thy sons and thy daughters so true;
Reign, Clark Atlanta, we rally to you.

Hail! Alma Mater, we ever aspire
Thy sacred mission to fulfill entire;
Thy noble banner has lighted our way.
Hail to the Crimson, the Black, and the Gray!

Deep in our hearts shall thy precepts abide;
Culture for service, our goal and our guide.
Through stern privation, through fortune and fame,
We'll find a way and achieve in thy name;
Reign, Alma Mater, forever we pray—

Let the tricolor that heralds thy sway
Fly from the ramparts of learning so free,
For we shall ever be faithful to thee.

(Refrain)

Reign, Alma Mater, our hearts be thy throne;
Reign, Clark Atlanta! Thou reignest alone!
Reign, Clark Atlanta! Thou reignest! Reignest!
Reign, Clark Atlanta! Thou reignest alone!

STUDENT RESOURCE GUIDE

Administrative Office	BUILDING / ROOM	TELEPHONE NUMBER
President's Office	Harkness Hall, 305	404-880-8502
Senior Advisor and Interim Chief of Staff	Harkness Hall, Room 316	404-880-8502
Chief Communications Officer and Special Assistant to the President	Harkness Hall, Room 110	404-880-8337
Provost / Vice President for Academic Affairs	Harkness Hall, 309	404-880-8753
Associate Vice President for Enrollment Services	Trevor-Arnett Hall, 101	404-880-6123
Executive Vice President for Finance and Administration	Harkness Hall, Room 302	404-880-8441
Chief Real Estate and Business Services Officer	Harkness Hall, Room,317	404-880-8550
Chief People Officer (Human Resources)	Harkness Hall, 200	404-880-8402
Senior Vice President for Institutional Advancement / University Relations	Harkness Hall, Room 205	404-880-6189
General Counsel	Harkness Hall, Room 312	404-880-8435
Chief Compliance Officer	Harkness Hall, Room 216	404-880-6604
School of Arts and Sciences (Dean and Departments)	BUILDING / ROOM	TELEPHONE NUMBER
Dean, School of Arts and Sciences	Sage Bacote Hall, Room 103	404-880-6769 6774
African and African-American Studies / Africana Women's Studies	McPheeters Dennis Hall, Room 14	404-880-8239
Art/Fashion Design	Oglethorpe Hall, Room 206	404-880-8122
Biological Sciences	Cole Research Center, Suite 4005	404-880-6790
Chemistry	Cole Research Center, Suite 2035	404-880-6850
Computer and Information Science	Cole Research Center, Suite 1027	404-880-6951
Dual-Degree Engineering	Cole Research Center, Suite 1026	404-880-6693
English	Haven Warren Hall, Room 100	404-880-6733
History	McPheeters Dennis Hall, Room 25	404-880-8546
Literature and Languages	Haven Warren Hall, Room 100A-F	404-880-6733
Mass Media Arts	Woodruff, Lower Level, G-75	404-880-8304
Mathematics	McPheeters Dennis Hall, Room 124	404-880-8199
Music	Park Street Music Complex, Room 321	404-880-8211
Physics	McPheeters Dennis Hall, Room 102 Cole Research Center, Suite 2017	404-880-8797
Political Science	Knowles Hall, Room 317	404-880-8718
Psychology	Knowles Hall, Room 208	404-880-8236
Public Administration	Oglethorpe Hall, Room 219	404-880-6650
Religion and Philosophy	McPheeters Dennis Hall, Room 36	404-880-8262
Sociology and Criminal Justice	Oglethorpe Hall, Room 321	404-880-6659

Speech Communication and Theatre Arts	Woodruff, Lower Level, G-75	404-880-8304
School of Business Administration (Dean and Departments)	BUILDING / ROOM	TELEPHONE NUMBER
Dean, School of Business Administration	Wright Young Hall, Suite 326	404-880-8454
Accounting and Finance	Wright Young Hall, 3 rd Floor	404-880-8454
Economics and Decision Sciences	Wright Young Hall, 2 nd Floor	404-880-8454
Management and Marketing	Wright Young Hall, 2 nd Floor	404-880-8454
School of Education (Dean and Departments)	BUILDING / ROOM	TELEPHONE NUMBER
Dean, School of Education	Clement Hall, Room 105	404-880-8505
Counselor Education	Clement Hall, Room 323	404-880-8508
Curriculum	Clement Hall, Room 218	404-880-8485
Educational Leadership	Clement Hall, Room 318	404-880-6015
Whitney M. Young, Jr. School of Social Work (Dean and Degree Programs)	BUILDING / ROOM	TELEPHONE NUMBER
Dean, School of Social Work	Thayer Hall, Room 215	404-880-8549
Bachelor of Social Work	Thayer Hall, Room 241	404-880-8863
Master of Social Work	Thayer Hall, Room 227	404-880-6732
Doctor of Philosophy in Social Work	Thayer Hall, Room 234	404-880-8006
Office of Graduate Programs	BUILDING / ROOM	TELEPHONE NUMBER
Director of Graduate Programs	Cole Research Center, Suite 3049	404-880-8178
Center for Academic and Student Success	BUILDING / ROOM	TELEPHONE NUMBER
Executive Director	Harkness Hall, Room 211	404-880-8048
Director, Academic Enrichment and Success	Haven-Warren Hall, Room 214	404-880-8196
Academic Advisement	Haven-Warren Hall, Room 214	404-880-8289
Student Assessment and Testing Services	McPheeters-Dennis Hall, Room 4	404-880-8252
Tutorial Services	Kresge Hall, Lower Level	404-880-8226
Computer Labs: Academic Support Services	109 Kresge Hall and Lower Level Kresge Hall - assistance with Writing, Speech, Study skills, tutorial sessions & more	404-880-8226
Sage-Bacote	104, 113, 114, 213 & 214 Sage-Bacote Hall	404-880-6943
Student Open Access Lab	McPheeters-Dennis Hall, 3 rd Floor	404-880-6194
Woodruff Library	Computers available throughout Woodruff Library Also available: Media Suites & Document Center - 11:00am – 5:00pm	404-978-2000
Enrollment Services	BUILDING/ROOM	TELEPHONE NUMBER
Director, Admissions	Trevor Arnett Hall, Room 101	404-880-8021

Director, Financial Aid	Haven Warren Hall, Room 210	404-880-8992
International Student Services / Admissions	Trevor Arnett Hall, Room 101	404-880-8427
University Registrar	Trevor Arnett Hall, Room 102	404-880-8938
Veterans' Services (Registrar's Office)	Trevor Arnett Hall, Room 102	404-880-8752
Student Accounts	Haven Warren Hall, Room 201	404-880-8033
Student Loans / Collections	Haven Warren Hall, Room 200	404-880-8927
Student Services & Campus Life	BUILDING / ROOM	TELEPHONE NUMBER
Interim Dean of Student Services & Campus Life	Student Center, Suite 250	404-880-8040
Associate Deans of Students	Student Center, Suite 250	404-880-6360
Director, Career and Professional Development	Wright-Young School of Business, Suite 118	404-880-6780
Director, Counseling and Disability Services	Trevor Arnett Hall, Room 300	404-880-8044
Director, Student Leadership & Engagement	Student Center, Suite 245	404-880-8075
<i>Miss Clark Atlanta University/Royal Court</i>	Student Center, Suite 220	404-880-8776
<i>Student Government Association (SGA) Office</i>	Student Center, Suite 208	404-880-8105
<i>Student Organization</i>	Student Center, Suite 245	404-880-8075
Director, Religious Life	Trevor Arnett Hall, Room 300	404-880-6119
Director, Residence Life and Student Development	Student Center, Suite 250	404-880-8074
<i>Associate Director, Residence Life and Student Development</i>		404-880-6280
<i>Beckwith Hall</i>		404-880-6840
<i>Brawley Residential Apartments</i>		404-880-6242
<i>CAU Suites, East</i>		404-880-8690
<i>CAU Suites, West</i>		404-880-8690
<i>Heritage Commons</i>		404-880-4573
<i>Holmes Hall</i>		404-880-8873
<i>Merner Hall</i>		404-880-8876
<i>Pfeiffer Hall</i>		404-880-8874
Director, Student Health Services	128 Mildred Street, CAU Suites East, Lower Level	404-880-8322
Alumni Relations	BUILDING / ROOM	TELEPHONE NUMBER
Director of Alumni Relations	Albert H. Watts Alumni House	404-880-8022
Auxiliary Services	Haven Warren Hall, Room 300	404-880-8282
Bookstore	Student Center, 2 nd floor	404-880-8520
Dining Services	Student Center, 1 st Floor	404-880-8059
Facilities and Operations	Epps Gymnasium	404-880-8985
LAZ Parking	Parking Deck (Fair and Mildred)	404-880-6295
Mail Services	Student Center, 3 rd Floor	404-880-8601
PAW Card / Student ID	Student Center, 3 rd Floor	404-880-8729

Print Shop	Student Center, 3 rd Floor	404-880-8601
Campus Police		
EMERGENCY		404-880-8911
NON- EMERGENCY		404-880-8623
Compliance Hotline	Calls are Anonymous	404-589-8006
Chief of Police	Tanner Turner Building	404-880-8406
International Programs (e.g., Student Services and Study Abroad)		
Director	President's Lot, Modular 3	404-880-6193
Mass Media		
Clark Atlanta University Television (CAU-TV)	Woodruff, Lower Level G 03	404-880-6637
WCLK – FM	Woodruff, Lower Level G 30	404-880-8284
WSTU- Radio	Woodruff, Lower Level G 33	404-880-6264
Office of Information Technology and Communication (OITC) / Help Desk	Harkness Hall, Room 115 McPheeters Dennis Hall, Room 331	404-880-8954 404-880-6482
Operator	Thomas Cole Science Research	404-880-8000
Instructional Technology and Media Services	McPheeters Dennis Hall, 3 rd Floor	404-880-6194

UNIVERSITY CAMPUS AND FACILITIES

BUILDINGS

Clark Atlanta University takes pride in its mixture of historic and modern buildings in an environment specifically landscaped to enhance their features. Following is a listing of the main campus buildings and the functions of the units housed in each building.

Note: To make the listing as useful as possible, the buildings are alphabetized according to the names by which the campus community usually refers to them; where buildings have longer, formal names, those names appear parenthetically immediately following the more widely used name.

- **Aiken Estate:** Located at Joseph Boone in Atlanta, Georgia. The estate includes the Paul Hatchett Room and is used by the University to conduct meetings and retreats
- **Albert H. Watts Alumni House:** Offices of Alumni Relations, National Alumni President
- **Beckwith Hall:** Traditional-style residence halls primarily for first-year and continuing male students
- **Bishop Cornelius L. Henderson Student Center:** Office of Dean of Student Services and Campus Life; Code of Student Conduct; Student Leadership and Engagement; Student Government Association; Miss CAU; Panther PAW Office; Campus Activities Board University Bookstore; Crogman Campus Eatery (Student, Faculty/Staff Dining Room); Moe's Southwest Restaurant; Marble Slab Ice Creamery; Juanita Baranco Multipurpose Room; Panther Fit Center, Panther Print and Mail Center and other meeting and conference facilities
- **Brawley Hall:** Residence hall primarily for upper-class and transfer male and female students
- **Bumstead-Ware Hall:** Traditional Residence Hall for first-year students (off-line)
- **Carl and Mary Ware Academic Center (CMW):** Classrooms; Dunkin Donuts

- **Clark Atlanta University Suites East/West:** Residence hall for first-year female students and Student Health Services
- **Clement Hall:** School of Education, administrative and faculty offices, classrooms, conference rooms, computer lab and lounge area
- **Harkness Hall:** The central administration building: Offices of the President, Senior Advisor and Interim Chief of Staff; Provost/Vice President for Academic Affairs; Associate Vice President for Academic Affairs; Executive Vice President for Finance and Administration; Senior Vice President for Institutional Advancement/University Relations; Chief Communications Officer and Special Assistant to the President; Chief People Officer (Human Resources); University Board Relations; Executive Director of the Center for Academic and Student Success (CASS); Chief Compliance Officer; General Counsel; and Associate Vice President/Chief Information Technology
- **Haven-Warren Hall:** Administrative areas, including offices of Institutional Advancement; Financial Aid; Associate Vice President/Comptroller; General Accounting; Student Accounts/Cashier; Grants and Contracts Accounting; Chief Real Estate and Business Services Officer; Associate Vice President for Business Services; Department of English; faculty and staff offices; Davage Auditorium; Auxiliary Services, Financial Planning and Evaluation, and Academic Enrichment and Success (inclusive of Academic Advisement for first and second year students)
- **Heritage Commons:** Apartment-style housing for upper-class male and female students
- **Holly Hill:** The President's Residence
- **Holmes Hall:** Traditional-style residence halls for first-year female students (located on main campus)
- **Isabella T. Jenkins Honors Program Modular:** - University Honors and Scholars Program
- **International Programs:** International Student Services, Admissions and Study Abroad
- **Knowles Hall:** Departments of Political Science and Psychology
- **Kresge Hall:** Offices of the Assistant Vice President for Planning, Assessment and Institutional Research; Academic Support Services (including tutorials and technology integration); and the Graduate Resource Center, TRIO Programs
- **LS Epps Complex:** Office of Athletics, administrative office of the Athletic Director, Basketball, Softball, Baseball Coaches, Vivian Wilson Henderson Gymnasium, Hall of Fame Conference Room, Tennis Courts and administrative offices for Facility Services
- **Merner Hall:** Traditional-style residence halls for first-year female students (located on main campus)
- **Oglethorpe Hall:** Department of Fashion and Merchandising, Graphic Design and Art classrooms
- **Panther Stadium:** Home of the Fighting Panther's Football Team, Mighty Marching Panther's Band, Track and Field and administrative offices of Facility Services
- **Park Street:** Department of Music
- **Phieffer Hall:** Traditional-style residence halls for first-year female students (located on main campus)
- **Robert W. Woodruff Library:** The library supports the teaching, learning and research missions of four institutions of higher education that comprise the world's largest consortium of HBCUs: Clark Atlanta University, the Interdenominational Theological Center, Morehouse College

and Spelman College. As the “center of the Center,” the AUC Woodruff Library is the intellectual and information hub of the Atlanta University Center.

- **Sage-Bacote Hall:** Office of the Dean of Arts & Sciences, Department of Foreign Languages, Humanities and classrooms/computer labs
- **Tanner-Turner Building:** Campus Police Precinct (Public Safety)
- **Thayer Hall:** School of Social Work, Office of the Dean of Social Work, Office of Title III, classrooms
- **Trevor Arnett Hall:** Associate Vice President for Enrollment Services, Offices of Undergraduate and Graduate Student Recruitment and Admissions, The University Registrar, Counseling and Disability Services, Religious Life, CAU Art Museum
- **Thomas W. Cole Research Center for Science and Technology (RCST)-** named for the first President of Clark Atlanta University; Kwame E. and Delores Aldridge Auditorium, Center for Cancer Research and Therapeutic Development, Center of Innovation and Entrepreneurial Development, Office of Research and Sponsored Programs, offices of Purchasing and Receiving, Telecommunications, and Police Dispatch.
- **Wright-Young Hall:** School of Business, Office of the Dean of Business, Career & Professional Development

BUILDING HOURS

Classroom buildings are open from 8 a.m. to 8 p.m. Monday through Friday. In some buildings; however, classrooms remain open beyond 8 p.m. for graduate classes scheduled during evening hours. Faculty office hours are posted. Administrative offices are open from 9 a.m. to 5 p.m., Monday through Friday.

UNIVERSITY PROPERTY

University property may not be relocated without prior written consent from the Facilities Department. Students are legally and financially responsible for damage to, or destruction of, or removal of University property and costs will be assessed and posted to the student's account immediately after damage occurs.

BISHOP CORNELIUS L. HENDERSON STUDENT CENTER

The Student Center serves as the community center on campus. The Student Center provides a comfortable setting in which to study, relax between classes and enjoy social, cultural and intellectual campus functions. The Center is a convenient site for recreation, informal gatherings and group meetings. The Student Center is open between the hours of **7:00 a.m. - 10:00 p.m.** daily (office hours are 9 a.m. - 5 p.m.). Students can reserve meeting space and banquet facilities within the Center from **9:00 a.m. to 1:00 a.m.** through the Student Leadership and Engagement office located in Suite 245. Students must assume responsibility for protecting their personal property while in the Student Center and for leaving the area or facility they use in a clean and orderly manner. While visiting or using the facility, students are expected to abide by the University Code of Conduct, including common courtesy, good judgment and respectful behavior.

RECREATION & INTRAMURAL SPORTS

Opportunities for wholesome recreational activities and intramural sports are offered under the auspices of the Office of Student Leadership and Engagement which provides guidance, coordination, and implementation of these activities and communicates their schedules and locations to the campus.

RECREATIONAL FACILITIES

Students may use University recreational facilities and designated spaces, provided such use does not conflict with official sanctioned scheduled programs and activities. When using these areas, students are expected to abide by the University Code of Conduct and exercise discretion in their conduct at all times, and must leave facilities and areas in a clean and orderly manner. Users will be charged for any damages beyond ordinary wear and tear.

FITNESS FACILITIES

Students may use the “Panther Fit” Center in the Bishop Cornelius L. Henderson Student Center, the Epps gymnasium during open play and during structured intramural activities. The intramural sports designee will coordinate the intramural schedule. All student-based activity held in the gym requires a student affairs/intramural designee. Also, the track and other areas at the stadium may be used with the appropriate approval. CAU students with proper identification will be allowed to use the track, workout on the football field, or stadium steps at selected times. Students are not allowed on the track or football field during any varsity practice or competition. Please refer to the schedule in the Office of Student Services and Campus Life. It is expected that students are aware of their abilities to engage in strenuous physical activity. Consultation with their personal physician is advised.



UNIVERSITY SERVICES

CASS and AES

Center for Academic and Student Success

Location: 214 Haven Warren Hall
Telephone number: 404-880-6055 Fax number: 404-880-8187
URL: <http://www.cau.edu/academics/center-for-academic-student-success>

SERVICES PROVIDED: The Center for Academic and Student Success advances student retention by coordinating University-wide activities designed to improve the quality of academic and administrative services offered to students along three major retention priorities: (1) overseeing a University-wide academic advisement program, (2) monitoring and tracking the academic progress of students, and (3) orchestrating early intervention strategies to address student concerns and/or challenges through academic support services. All efforts of this unit are to increase retention, persistence and graduation rates to prepare students for academic and career success.

Academic Enrichment and Success: Academic Support Services/Tutorials

Location: Kresge Hall, Room 109
Telephone number: 404-880-6312 Fax number: 404 880-8355

SERVICES PROVIDED: The Academic Support Services / Tutorial Program provides tutorial assistance in core courses and some departmental courses in the areas of math, science, business, history, foreign languages and writing. Students may request individual tutorial assistance in core courses or they may attend the group tutorials sessions offered for some core courses.

Admissions (Office of Student Recruitment and Admissions – Enrollment Services)

Location: Trevor Arnett Hall, Room 101
Telephone Number: 404-880-6725 Fax Number: 404-880-6174
Email: admissions@cau.edu
URL: <http://www.cau.edu/admissions>

SERVICES PROVIDED: The Office of Student Recruitment and Admissions processes admissions application materials, determines which applicants will be offered admission to the University and maintains records on prospective students until they have enrolled. The Office organizes efforts to market the programs and environment of the University to potential undergraduate and graduate applicant pools.

Financial Aid (Office of Student Financial Aid – Enrollment Services)

Location: Haven Warren Hall, Room 210
Telephone Number: 404-880-8992 Fax Number: 404-880- 8070
URL: <http://www.cau.edu/financialaid>

SERVICES PROVIDED:

The Office of Financial Aid (OFA) is committed to assisting students with identifying methods of paying for their college education. OFA administers federal, state, and institutional aid

programs. The type of assistance includes grants, scholarships, loans and student employment. OFA looks forward to partnering with students in pursuing their academic goals.

International Programs – (Enrollment Services)

Location: Modular 3, President’s Parking Lot
Telephone number: 404-880-6193 Fax number: 404-880-6174
Email: gwade@cau.edu

SERVICES PROVIDED: The Office of International Programs (OIP) facilitates the enrollment of international students and is dedicated to assisting international students throughout the admissions process. OIP is committed to the University’s international focus and collaborates with faculty and staff to help facilitate international initiatives and programs designed to prepare students for global citizenship and leadership. The OIP coordinates the study abroad/international exchange programs and serves as the primary resource for matriculating international students with nonimmigrant visas.

The OIP implements cultural programs and activities throughout the academic year to foster a multicultural campus community that is open, inclusive, supportive and engaging. Through the study abroad/international exchange program, students are afforded international study opportunities to enhance their intercultural knowledge and understanding. To participate in these programs, students must be in good academic and social standing with a minimum cumulative GPA of 2.5 and have the approval of their academic major department.

University Registrar

Location: Trevor Arnett Hall, Room 102
Telephone Number: 404-880-8938 Fax Number: 404-880-6083
Email Address: registrar@cau.edu
URL: <http://www.cau.edu/registrar/index.html>
Official Academic Calendar: <http://www.cau.edu/registrar/includes/files/academic-calendar-2017-2018-rev09182017.pdf>

SERVICES PROVIDED: The Office of the University Registrar provides administrative support services to current and former students by maintaining timely and accurate records of the academic progress and accomplishments of Clark Atlanta University students and former students of Clark College and Atlanta University. Students may go to the website to download forms (address change, application for withdrawal from school, course withdrawal, enrollment certification, transcript request, transient request, and web registration).

University Registrar Services are provided in the following areas:

- Course scheduling
- Classroom assignments
- Registration
- Course enrollment
- Grade reporting
- Transcript service
- Access to records
- Enrollment certification
- Communication of rights, responsibilities and student records

Veterans' Services

Location: Trevor Arnett Hall (Registrar's Office), Room 102
Telephone Number: 404-880-8100 Fax Number: 404-880-6083
Email Address: emontelus@cau.edu

SERVICES PROVIDED: Enrollment support services for veterans and veterans' dependents

Woodruff Library (Robert W. Woodruff Library)

Location: 111 James P. Brawley Drive SW
Telephone Number: 404-978-2000
URL: <http://www.auctr.edu>

SERVICES PROVIDED: The Atlanta University Center Woodruff Library is the joint library for the AUC member institutions where a professional staff of librarians and archivists provide quality service to support student success. The library's modern interior provides a wealth of collaborative and technology-enhanced spaces as well as areas for individualized work to serve the diverse needs of its academic community. From individual workstations, teaching labs, and the popular Technology Design Studio, featuring iMACs with Adobe Creative Suite, presentation practice rooms, and audio/video editing labs, students have access to the latest hi-tech tools to enhance their learning experience. The Quiet Study and Graduate Study Suites provide space for focused, intense research. Subject librarians are available to provide private consultation for individuals and small groups to help students' pinpoint necessary information resources for specific classwork. The Archives Research Center is a rich asset for researchers interested in the African American experience and the history of the Atlanta University Center and houses the Morehouse College Martin Luther King Jr. Collection and the Tupac Amaru Shakur Collection among others. For 24-hour access to academic resources, students can register for free, remote access to digital resources and databases as well as select photographic, audio and video collections, and theses and dissertations. Wireless internet access is also available throughout the building. Other services include the Woodi Café, a print shop, and shuttle bus service from the library to the AUC campuses and nearby Marta rail stations. The Brawley Greenscape features wireless internet access and seating areas for outdoor learning opportunities and is also available for rental use. See the website for details about Library hours, services, and use and rental policies.

Student Services and Campus Life

Career and Professional Development (CPD)

Location: Wright-Young Hall – Suite 118
Telephone number: 404-880- 6701, 404-880-6749, 404-880-6780
Email address: hireapanther@cau.edu
URL: <http://www.cau.edu/studentaffairs/cpd>

SERVICES PROVIDED: CPD strives to provide quality services and career development programming designed to prepare the CAU student for the global economy of work and graduate studies. CPD serves as an integral part in the professional development of our students by providing opportunities for undergraduate and graduate students to pursue meaningful careers in a variety of professional and occupational fields. To this end CPD offers the following services to all students:

- Career Handshake Recruitment platform
- Individualized and group career counseling sessions
- Self-Awareness and career exploration inventories
- Workshops: Resume Writing, Interviewing Strategies, Mock Interviews and Dressing for Success
- Experiential Learning: Cooperative Education and Internships
- Annual Fall AUCC, CAU and Graduate and Professional School Career Fairs

Other activities in which CPD is involved include posting job notices, coordinating on-campus interview opportunities, and maintaining employer lists. Through on-campus interviews and workshops/seminars students have the opportunity to interact with representatives in both formal and informal settings in efforts to explore career paths.

Counseling and Disability Services Center

Location: Trevor Arnett Hall, Room 300
Telephone number: 404-880-8044 Fax number: 404-880-8440
Email address: jworrell@cau.edu

SERVICES PROVIDED: The Counseling and Disability Services Center provides confidential personal counseling and educational outreach services to enhance CAU students' mental health, interpersonal and psychological well-being. The Center is staffed by licensed mental health professionals and is open Monday through Friday - 9:00 a.m. to 5:00 p.m.; appointments and walk-ins are welcomed.

Disability Services Center

SERVICES PROVIDED: Clark Atlanta University is committed to the implementation of the Americans with Disabilities Act (ADA) providing an equal educational opportunity for all qualified students with permanent or temporary disabilities which are physical and mental.

Accommodations are academic adaptations that do not compromise academic standards or the mastery of essential course elements, but provide students with disabilities an equal opportunity to succeed. These accommodations include, but are not limited to, academic adjustments, auxiliary aids and services, student services, mentorship programs, readers and scribes, career counseling, seminars, priority scheduling tutorial services, referral to state and community resources, and disability parking.

Residence Life and Student Development

Location: Bishop Cornelius L. Henderson Center, Suite 245
Telephone Number: 404-880-8074 Fax number: 404-880-8350
Email: residencelife@cau.edu
URL: <http://www.cau.edu/studentaffairs/residence-life/index.html>
<http://residencelife.cau.edu/StarRezPortal/>

Services Provided: Residence Life and Student Development (RLSD) provides furnished housing for students. All students enrolled or accepted to CAU are required to reside on campus until they have earned 58 or more credit hours. Students are not required to live on campus when attending summer school. The Residence Hall is an environment for collaborative exploration through programming and living learning experiences which is to impact student development, through transformative events, meetings and partnerships. The Office of Residence Life and Student Development ensures that students, parents, University personnel, and constituents are aware of any changes to existing policies or procedures or the development of new ones as it relates to housing. The Office of Residence Life and Student Development complies with University and National standards of compliance with the Americans with Disabilities Act. The Office of Residence Life and Student Development updates the policies and procedures manual periodically to ensure compliance with University regulations.

Religious Life

Location: Trevor Arnett Hall, Room 300
Telephone Number: 404-880-6119/404-880-8041 Fax Number: 404-880-8008
Email Address: religiouslife@cau.edu or kcole@cau.edu

Clark Atlanta University (CAU) has a rich heritage of promoting spirituality and instilling in its students ethical integrity. As an institution of higher learning related to the United Methodist Church, CAU values religion and spirituality. The Office of Religious Life (ORL) is charged with overseeing the University's efforts to promote spiritual awareness. To achieve this, ORL offers a variety of opportunities for students, faculty, and staff of all faith traditions to share in rewarding spiritual activities. ORL works with a number of student organizations as well as associated campus ministries to ensure that our community has access to a diverse number of opportunities to worship, serve and grow.

Some of the opportunities provided by ORL include:

- Weekly Sunday Chapel Service, Haven-Warren, Davage Auditorium, 10:45 a.m.
- Weekly Faith Enrichment Series/ Interfaith Dialogues
- Monthly Symposiums and Forums addressing contemporary issues
- Spiritual Counseling
- Chaplain Assistants Leadership Training Program

- Joint Ministry Official Board (JMOB): Worship Choir, Praise Team, Liturgical Dance and Mime Ministry
- CAU Associates Leadership Partnership (Community/Volunteerism)

Student Health Services

Location: 128 Mildred Street, CAU Suites East, Lower Level
(Corner of Mildred and Beckwith Street)
Telephone number: 404-880-8322 Fax number: 404-880-6010
URL: <http://www.cau.edu/studentaffairs/student-health-services.html>

SERVICES PROVIDED: The Office of Student Health Services establishes and provides primary health care services addressing acute illnesses. Emphasis is placed on prevention of disease, health education and health restoration; thus enhancing the overall well-being and productivity of students. University policy requires that all incoming students submit proof of immunizations for MMRI&2, TD, Meningitis (within 5 years and PPD Skin Test).

Health-Promoters Educating and Encouraging Responsibility (H-PEERS) – A H-PEER is a peer-to-peer health education program that is a component of CAU’s Student Health Services. Peer influence has been proven to play a significant role in the development of undergraduate college students. The program trains students on various health and wellness topics relevant to the needs of the college population. H-PEERS sponsor quality campus programs and awareness campaigns throughout the year.

Student Leadership and Engagement

Location: Bishop Cornelius L. Henderson Student Center, Suite 245
Telephone number: 404-880-8075 Fax number: 404-880-6320
Email Address: iLead@cau.edu
URL: <http://www.cau.edu/studentaffairs/leadership-and-student-development.html>

SERVICES PROVIDED: Student activities provide students with educational experiences beyond the classroom. Through clubs and organizations as well as cultural, social, recreational, and leadership programming, student life programs and student activities make available to students opportunities for leadership development and self-realization. Student organizations provide opportunities for students interested in out-of-class participation, fellowship and leadership development.

Department of Public Safety

Location: Tanner-Turner Building
Telephone number: 404-880-8911 (emergency); 404-880-8623 (non-emergency)
Fax number: 404-880-6411
URL: <http://www.cau.edu/public-safety>

SERVICES PROVIDED: The mission of the Department of Public Safety is to safeguard the life, liberty and security of the students, faculty, staff and constituents who visit the campus for the purpose of University business or to engage in educational exercises.

Hours of Operations: Office Staff: Monday – Friday – 8:00 a.m. to 6:00 p.m.
On-call 24 hours for emergencies

Auxiliary Services

Campus Bookstore

Location: Bishop Cornelius L. Henderson Student Center, Main Level
Telephone number: 404-880-8520 Fax number: 404-880-8579
Email address: caubookstore@cau.edu
URL: <http://www.cau.bncollege.com>

SERVICES PROVIDED: The Clark Atlanta University Campus Bookstore operates as a retail outlet with the primary focus of quality customer service. The Bookstore provides, but is not limited to, textbook service, gift items, office and school supplies, career tools, software and computer supplies, newspapers, snacks, greeting cards, health and beauty aids, Greek paraphernalia, CAU souvenir merchandise, and best-sellers.

The regular operating hours are Monday through Thursday from 9:00 a.m. to 6:00 p.m., Friday from 9:00 a.m. to 5:00 p.m., Saturday 11:00 a.m. to 3:00 p.m. during the academic year. Summer, holiday and event hours will vary.

Dining Services

Location: William H. Crogman Dining Hall, Bishop Cornelius L. Henderson Student Center, 1st floor
Telephone number: 404-880-8059 Fax number: 404- 880-6299
URL: <http://www.caudiningservices.com>

SERVICES PROVIDED: The goal of the Dining Services is to provide excellent customer service while maintaining affordable prices. Restaurant-quality dining services are offered with fresh food custom prepared in the main dining hall. Other retail dining operations include Moe's (located in the Panther Den in the Student Center) and Dunkin Donuts (located in Carl & Mary Ware Building).

All First-year students residing on campus are required to have the Platinum Meal Plan.

LAZ Parking (Office)

Location: Parking Deck (Located on the corner of Fair/Mildred Streets)
Telephone number: 404-880-6295 Fax number: 404-880-6296
Email address: lazpark@cau.edu
URL: <http://www.cau.edu/auxiliary-services/Parking%20Office>

SERVICES PROVIDED: All students are required to register their vehicles and purchase a parking permit from the Parking Office in order to park on University property. All applicants must possess a valid driver's license, valid license plate, and the CAU ID card. (Please note the vehicle must belong to the applicant or an immediate family member.) The person registering the vehicle is responsible for all parking violations incurred by that vehicle.

Student parking lots are identified by signs and all parking regulations must be observed. While the vehicle is parked on campus it is required that the CAU parking permit is visible on the vehicle at all times. Valid permits entitle holders to park in designated lots on a “space available basis.” Vehicles belonging to residential students must display valid parking permits in order to be parked in lots adjacent to the residential facilities. Students with valid parking permits may park their vehicles on a “space available basis” in the Beckwith Hall, Ware Hall, Vivian Wilson Henderson, and Bumstead Hall lots. Students should not park in spaces designated as reserved, handicap, or visitor spaces, fire lanes or the following lots: Sage-Bacote, Carl and Mary Ware, President’s Parking, Tanner Turner and any lot designated for faculty and staff only.

Vehicles will be immobilized / towed in the following instances: (1) parked in reserved spaces, (2) parked in handicapped spaces, (3) blocking other vehicles, (4) double parked, (5) parked on yellow curbs, (6) parked without valid permit. WARNINGS: (1) Vehicles parked on private property or blocking driveways may be ticketed or towed by city police, and (2) Residential Apartments parking lots are restricted to Residential Apartments residents and cars with valid permits only. Other vehicles will be ticketed and subject to tow. All visitors must park in the Parking Deck.

Parking Procedures for Persons with a Disability

The condition “Disabled” is defined as having a physical or mental disability that substantially limits one or more major functions of life. Persons with valid handicapped license plates or other valid insignias may park in designated “Handicapped” spaces for the parking lot assigned (must purchase a parking permit). Handicapped spaces are clearly designated in all University parking lots. Students must apply for certification through the Office of Counseling and Disability Services. The director will certify applications and accompanying required documentation (physician's statement and/or handicapped parking permit issued by the State).

Students who experience a temporary physical disability and who request a reserved parking space must apply through the Office of Counseling and Disability Services. Documentation (physician’s statement and/or state issued handicapped permit) must accompany the application. Certification for reserved parking due to a temporary physical disability is valid for a limited time as verified by the documentation.

Fall and Spring Semester Hours of Operations: (*Hours may vary for special events*)

Monday - Friday	8:00 a.m. – 6:00 p.m. (Parking Office)
Monday - Friday	8:00 a.m. – 8:00 p.m. (Cashier’s Booth)

Summer Hours:

Monday - Friday	8:00 a.m. – 5:00 p.m. (Parking Office)
Monday - Friday	9:00 a.m. – 6:00 p.m. (Cashier’s Booth)

Panther Access Worldwide (PAW) Card Office

Location:	Bishop Cornelius L. Henderson Student Center, 3 rd Floor		
Telephone number:	404-880-8729	Fax number:	404-880-6292
URL:	http://www.cau.edu/auxiliaryservices/Panther%20PAW%20Card		

SERVICES PROVIDED: The Panther PAW Card is a multi-functional identification card that provides the cardholder access to a wide variety of functions on-campus. The validated ID enables students who are enrolled to gain access to university services (e.g., residence halls, library, meal plans, parking, print shop, computer labs, athletic events, etc.).

Upon enrolling at Clark Atlanta University, new students will receive a valid student identification card through the Panther Paw Office , please note that hats, scarfs, hoodies or any other head or facial obstructions are not permitted in the photo ID. For returning students card activation is valid upon becoming financially enrolled each semester. The student identification card must be carried at all times and presented upon request by university officials. Students should report immediately missing PAW Cards. Lost or stolen cards must be reported to the Panther PAW Card Office and/or Public Safety. If a card is found, it must be returned to the Panther PAW Card Office. There will be fee (\$25) charged for all replacement ID cards. If the PAW Card is not reported stolen/missing, the student who's PAW Card is stolen/missing will be responsible for the charges associated with that PAW Card, unless otherwise stated.

A student who needs to have personal information updated (last name, date of birth etc.) must report to the University Registrar to make the official change. Once the change has been updated in Banner, the student can report to the Panther PAW Office to request a replacement ID card. The student must bring in the old ID card to get the updated ID card at no cost.

Fraudulent use of the ID card will result in the confiscation of the card and the owner being denied further use of the card except in academic matters and disciplinary action. Any unauthorized use, lending, or tampering warrants revocation, disciplinary and/or legal action. The card holder will be liable for any transaction of the card.

Fall/Spring Hours: Monday – Friday: 9:00 a.m. to 5:00 p.m.

Summer Hours: Monday – Friday: 9:00 a.m. – 5:00 p.m.

Laundry Services

Location: Haven Warren Hall, Room 300

Telephone number: 404-880-8317 Fax number: 404-880-6340

Email address: auxiliaryservices@cau.edu

URL: <http://www.cau.edu/auxiliary-services>

SERVICES PROVIDED: Laundry services are for the convenience of each student and the facilities are accessible 24 hours a day. Each residential hall is equipped with PAW Card operated washers/dryers. The machines are managed by ASI/MAC-GRAY Laundry Service, Inc. If you have any questions regarding repair service/maintenance or damaged clothing claims, please contact ASI/MACGRAY Services, Inc., at 1-800-MAC-GRAY (1-800-622-4729). If you have any questions regarding refunds, please see your Resident Assistant or Assistant Director of the Residence Hall for the refund request form. The form must be completed and returned to Residence Life.

Panther Print and Mail Center

Location: Bishop Cornelius L. Henderson Student Center, 3rd Floor

Telephone number: 404-880-8015 Fax number: 404-880-8607
Email address: tmcra@cau.edu
URL: <http://www.cau.edu/campus-services/Mail%20Services/index.html>

SERVICES PROVIDED: The Panther Print and Mail Center provides mail and parcel pick-up services from the USPS, UPS, FedEx, Airborne and DHL. Outgoing shipping services are provided via USPS, FedEx and UPS. Your mail and/or package, that have a tracking number, is insured for the amount that you have indicated to the courier service provider and will be reimbursed for the amount in which the package was insured for at the time of shipping. Please contact the courier service provider for instructions on how to report a missing trackable mail/package. The Panther Print and Mail Center will not be responsible for any missing items without a tracking number as we are not able to confirm receipt of the item(s). Please note: The Panther Print and Mail Center is not responsible for any mail or package without tracking.

Mail Slot Eligibility: Only currently enrolled residential students (residing in Beckwith, Brawley, Holmes, Pfeiffer and Merner Residence Halls) are eligible to receive mail. There is no charge for the mail slot. Please report to the Panther Print and Mail Center to receive your mail slot assignment and instructions on how to retrieve your mail.

Student Mail Slots: All mail slots for Beckwith, Brawley, Holmes, Pfeiffer and Merner Residential Halls are located in Bishop Cornelius L. Henderson Student Center, 3rd Floor.

- It is your responsibility to notify all correspondents of your proper mailing address. All student resident mail should be properly addressed with the student's name (no nicknames) and mail slot number, as shown below:

*Clark Atlanta University
Student Name (no nicknames)
Residence Hall, Room Number
Mail Slot Number
223 James P. Brawley Drive, S.W.
Atlanta, GA 30314*

- Changes in mail forwarding, for a specific semester, must be reported to a Panther Print and Mail staff member.

Package Guidelines:

- Packages are received from USPS, UPS, FedEx, Airborne and DHL.
- Students will be notified via the CAU email, when a package has arrived. After 30 days of receipt, the package will be returned to sender if it has not been picked up.
- To pick up a package, students must swipe your Panther PAW Card at the kiosk. You will also need to show your CAU ID card to receive your mail and/or package.

Hours of Operation: Monday – Friday: 8:30 a.m. to 5:30 p.m.
Saturday: 10:00 a.m. to 12:00 p.m.
Sunday: CLOSED

Summer Hours: Saturday: CLOSED

University Policies, Procedures and Information

Amnesty Policy

The health and safety of every student at Clark Atlanta University is of utmost importance. The University recognizes that students who have been drinking and/or using drugs (whether such use is voluntary or involuntary) at the time that violence, including but not limited to domestic violence, dating violence, stalking, or sexual assault occurs may be hesitant to report such incidents due to fear or potential consequences for their own conduct. Clark Atlanta University strongly encourages students to report domestic violence, dating violence, stalking, or sexual assault to University officials. A bystander acting in good faith or a reporting individual acting in good faith that discloses any incident of domestic violence, dating violence, stalking, or sexual assault to University officials or Campus Police and/or local authorities will not be subject to the University's code of conduct action for violations of alcohol and/or drug use policies occurring at or near the time of the commission of the domestic violence, dating violence, stalking or sexual assault.

Drug and Smoke Free Policies

Smoke Free Policy

In keeping with Clark Atlanta University's long-standing policy to promote and protect the safety of our students, faculty and staff, smoking is prohibited in all University-owned buildings and/or controlled property. This policy also applies to contractors and visitors. Any exception to this policy shall be designated by the University's Administration.

According to the U.S. Surgeon General's Report, smoking and secondhand smoke exposure causes disease and premature death in children and adults who smoke and who do not smoke. Smoking is defined as the use of smoke producing tobacco products, such as cigarettes, cigars, cigarillos, mini cigars, and hookah. E-Cigarette use or Vaping is defined by the use of electronic smoking devices or electronic nicotine delivery systems. FDA approved cessation aids, such as nicotine patches and gum, are not included in this category. Therefore, to protect the health and safety of University faculty, staff, students and visitors on campus, and create a healthier and cleaner campus environment, this campus is deemed as a smoke free environment.

Alcohol and Drug Policies

The possession, sale, use or furnishing of alcohol or drugs on the campus of Clark Atlanta University is governed by University policy, Georgia state law and federal law. To that end, Clark Atlanta University prohibits the illicit or unauthorized possession, use, consumption, sale, manufacture, or distribution of illegal drugs and/or alcoholic beverages by its students and employees on University-owned and/or controlled property or as part of any University-related activities. The strict enforcement of alcohol laws on campus is the primary responsibility of the Department of Public Safety, and only under certain limited circumstances is the consumption of alcohol permitted on the University's campus. However, under no circumstances does the University condone the sale, furnishing or providing of alcohol to a person under the age of 21. The University further recognizes that the possession of, use of, or an attempt to and/or purchase of alcohol by or on behalf of anyone less than 21 years of age is illegal.

The University has also been designated "**drug-free.**" The possession, sale, manufacture or distribution of any controlled substance is illegal under both state and federal laws and are forbidden under University policy. Such laws and policies are strictly enforced by the Department of Public Safety. Violations of these laws and policies by any individual, organization or group will result in appropriate disciplinary action consistent with local, state, and federal laws and University policies and procedures, including, but not limited to, suspension or expulsion, denial of state or federal funds for any loans, grants or scholarships, criminal prosecution, fines and/or imprisonment.

In compliance with the Drug-Free Schools and Communities Act, Clark Atlanta University has adopted and implemented a program to prevent the illicit use of drugs and alcohol by its students and employees. The program is offered once a year and provides services related to drug and alcohol abuse including the dissemination of information materials, educational programs, counseling services, referrals and college disciplinary actions. The University's compliance with the Act is consistent with its ongoing year-round programs concerning prevention, sanctions, and public discussion about the negative impact of drugs on individuals, the CAU campus and the surrounding community. It should again be emphasized that sanctions imposed for violations of these laws and policies can be severe and can include expulsion from the University.

Educational Policies

Family Educational Rights and Privacy Act (FERPA)

The Family Educational Rights and Privacy Act of 1974, as amended (the "Act"), is a federal law which requires that: (a) a written institutional policy must be established and (b) a statement of adopted procedures covering the privacy rights of students must be made available. Clark Atlanta University shall maintain the confidentiality of Education Records in accordance with the provisions of the Act and shall accord all the rights under the Act to eligible students who are, or have been, in attendance at the University.

FERPA and its regulations establish:

- A student's right to inspect and review educational records that an educational institution is keeping on the student;
- A student's right to challenge the content of his or her records;
- A student's right to limit disclosure of his/her records;
- The institution's obligation to notify students of their rights under FERPA and its regulations;
- Recourse for students and the federal government when an educational institution violates the Act or regulations by improperly disclosing a student's personally identifiable information from the records.

What is an educational record? Just about any information directly related to a student and maintained by Clark Atlanta University or by a person acting for the University is considered a student educational record. Any record related directly to a student should be held in confidence.

Examples of educational records include:

- Grades/transcripts
- Student schedules

- Names of student advisors
- Papers/student thesis/tests
- Records of student discipline
- Personal information such as social security number, age, parent's name

Educational records are not:

- Sole possession records (not accessible or revealed to any other persons)
- Law enforcement records, as defined in FERPA
- Employment records
- Medical records
- Post attendance records

The storage media in which you find this information does not matter. A student education record may be:

- A document in the Office of the University Registrar
- A computer printout in your office
- A class list on your desktop
- Video or audiotape
- Notes you have taken during an advising session
- Computer media (e.g., printed emails,)

What are the basic rules? Student educational records are considered confidential and may not be released without the written consent of the student. As a faculty or staff member you have the responsibility to protect educational records in your possession.

Directory Information

Some information about students is considered “directory information.” Directory Information may be publicly shared by the institution unless the student has elected to consider this information confidential.

Directory Information: student’s name, address, telephone number, date and place of birth, major field of study, dates of attendance, current enrollment status, degrees and awards received, the most recent previous educational agency or institution attended by the student, participation in officially recognized activities and sports, weight and height of members of athletic teams, and other similar information.

A student must formally request the University Registrar to prevent disclosure of directory information, except to school officials with legitimate educational interests and certain others as specific in the regulations. Once filed, this request becomes a permanent part of the student’s record until the student instructs the University, in writing, to have the request removed.

If you are ever in doubt, do not release any information until you contact the Office of the University Registrar at 404-880-8938 or registrar@cau.edu.

Student and Parent Rights Relating to Educational Records

Students have a right to know about the purposes, content, and location of information kept as part of their educational records.

They have the right to gain access to and challenge the content of their educational records. FERPA was not intended to provide a process to be used to question substantive judgments that are correctly recorded. For example, students may not use this right to contest a grade in a course because they felt a higher grade should have been assigned. Students also have a right to expect confidentiality of certain information about them in student records and, under certain conditions, independent, limiting the student educational record information that may be released to parents or directory information unless the student provides specific written permission.

Educational Records

Student educational records are specially defined as records, files, documents, and other materials that contain information directly related to a student and maintained by the University or someone acting on behalf of the University according to policy.

Excluded from student educational records are records of instructional, supervisory, and administrative personnel in the sole possession of the maker and that are not accessible or revealed to any other person, except for a substitute. In addition, notes of a professor or staff member intended for his or her own personal use are not part of the educational record, nor are records of police services, application of records of students not admitted to the University, alumni records, or records of physicians, psychiatrists, psychologists, or other recognized personnel.

Records relating to an individual who is employed by the University not as a result of his or her status as a student are also excluded. However, employment records relating to University students who are employed as a result of their status as students are considered educational records.

For additional information on The Family Education Rights and Privacy Act (FERPA)

CONTACT:
Family Policy Compliance Office
U.S. Department of Education
400 Independence Avenue, S.W.
Washington, D.C. 20202-4605
www.ed.gov

Clark Atlanta University Notice for Directory Information

The Family Educational Rights and Privacy Act (FERPA), a federal law, requires that Clark Atlanta University, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information for your education records. However, Clark Atlanta University may disclose appropriately designated “directory information” without the written consent, unless you have advised Clark Atlanta University to the contrary in accordance with Clark Atlanta University procedures. This primary purpose of directory information is to allow Clark Atlanta University to include this information from your education in certain publications.

Examples include:

- The annual yearbook
- Dean's list, honor roll or other recognition lists
- Graduation program
- Sports activity sheet

Administrative Withdrawal or Termination

1. Grounds for Administrative Termination or Withdrawal

The University reserves the right to administratively withdraw or terminate the enrollment status of any student -- without a hearing as provided under the Code of Student Conduct -- who:

- a. Engages in behavior or conduct which poses a threat of physical harm or injury to himself or herself, others or University property;
- b. Failure to become financially enrolled or to satisfy an overdue financial obligation to the University (e.g., tuition, loans, housing fines and/or fees, library fines or fees, orientation fees, student activities fee, health services fee, and other fees established by the University); and/or
- c. Has a pending criminal charge brought pursuant to federal and/or state criminal laws.

2. Procedures for Implementing Administrative Termination or Withdrawal

If grounds for administrative termination are found to exist, the appropriate administrative official (i.e., Associate Dean of Students, Dean of Student Services and Campus Life or Provost) will provide a written notification to the University Registrar that administrative termination has been determined and is in progress. The notification will precisely and accurately list the facts upon which the administrative official made his or her determination. The administrative official will then notify the student, in writing, of the pending termination and of the final decision. The student cannot appeal the final decision.

3. Effects of Administrative Termination or Withdrawal

If a student is administratively terminated, the student is not allowed to complete the current semester, a grade of "W" (i.e., withdrawal) will be recorded for current coursework on the student's transcript, an Administrative Termination code of "AW" will be recorded in Banner and the administrative withdrawal may be noted in his/her judicial file. The University will withdraw the student from classes, suspend his or her University-affiliated social privileges and arrange for him or her to vacate space in University-owned or -affiliated residence halls, if applicable. The student must also return his or her student identification card and other University property.

4. Reinstatement After Administrative Termination

A student who wishes to be reinstated after having undergone the administrative termination process may reapply to the University one (1) year from the end of the semester in which he/she

was terminated unless otherwise provided for in the student's written notification or in other regulations of the University. If the student satisfies the requirements for reinstatement, the Administrative Termination hold will be lifted to permit reinstatement but will not be removed from the student's Banner account and/or judicial file. The requirements for reinstatement are determined on a case-by-case basis.

Written Student Complaints for Matters Not Otherwise Covered by Other Policies Contained in the Student Handbook

When students are unable to resolve concerns through regular discourse, a written student complaint should be submitted to the Office of the Dean of Students Services and Campus Life. All written complaints must be transmitted through traditional or electronic mail. The Dean of Students and Campus Life or his/her designee, will determine the appropriate personnel to review the complaint. The written complaint should include the name and contact information of the student filing the complaint, as well as a description or summary statement with essential details of the complaint. The written complaint will be reviewed upon receipt, and a decision concerning the appeal will be available within a reasonable time. The outcome of the complaint will be final. The student will receive notification of resolution, and/or the University's position concerning the complaint from the Dean of Students Services and Campus Life or his/her designee.

NOTE: This complaint process does not apply to reports and complaints related to allegations of sex- or gender-based discrimination, including, but not limited to, sexual harassment, sexual violence, dating violence, domestic violence, stalking, sexual assault or any other violations of Title IX of the Education Amendments of 1972. Students seeking to submit such complaints should follow those complaint procedures detailed in the Code of Student Conduct.

Student Complaint Process

Clark Atlanta University seeks to resolve student complaints, and concerns in a fair, amicable and expeditious manner. CAU expects that any student complaint will be filed in accordance with procedures currently outlined in the Student Handbook before resolution is sought from the state agency, program accreditor or the University's accreditation body.

Pursuant to the Department of Education's requirement, Clark Atlanta University is required to make available to enrolled and prospective students contact information for filing complaints with its accrediting agency and with the appropriate state agency for handling student complaints.

If the institutional procedure has been utilized with no resolution, the student may file a complaint with the State.

State Agency

Clark Atlanta University students may contact the Georgia Nonpublic Postsecondary Education Commission (GNPEC)

Address: 2082 East Exchange Place
Suite 220
Tucker, Georgia 30084-5305
Phone: (770) 414-3300

Fax: (770) 414-3309
 Website: <http://www.gnpec.org>

Regional Accrediting Agency

Clark Atlanta University is accredited by the Southern Association of Colleges and Schools Commission on Colleges (SACS-COC) to award baccalaureate, masters, and doctoral degrees.

Address: 1866 Southern Lane,
 Decatur, Georgia 30033-4097

Phone: (404) 679-4500

Fax: (404) 679-4528

Website: <http://www.sacscoc.org>

Complaint Process: <http://www.sacscoc.org/pdf/081705/complaintpolicy.pdf>

Official Absence Excuses / Designated Authority for Official Class

Absence Excuse

Each instructor has the responsibility to establish a requirement for attendance and participation in all course activities and include it in the course syllabus. When a student is absent, instructors may accept a student’s explanation for absence(s) or refer the student to the designated authority (see below) for an Official Absence Excuse Form. When a student has missed an examination or failed to meet the deadline for an assignment, he/she must obtain an Official Absence Excuse Form. Students missing examinations because of illness or authorized absences are entitled to makeup the examination or assignments.

Reason for Absence	Designated Authority	Documents Required
Emergencies (deaths, natural disasters, hospitalizations)	Associate Dean of Students, Wellness Outreach	Student documentation as determined by Associate Dean of Students, Wellness Outreach
Jury Duty	Course Faculty	Jury Summons and Release Form
Medical	Student Health Center	Student documentation per Student Handbook
Military	See Policy Statement in the Academic Regulations and Procedures Handbook	Military Orders
Official Athletics Activities (e.g., student-athletes, cheerleaders, student assistants)	School Deans	Documentation (team roster) provided to School Deans by the Director of Athletics
Official University Business (e.g., musical ensembles, SGA, etc.)	School Deans or the Office of the Provost	Documentation (letter, roster, agenda, etc.) provided by Sponsoring Department to School Deans

Interviews (on and/or off campus)	Course Faculty and/or Office of Student Services & Campus Life	Prior permission of Faculty
University Sanctioned Assemblies (e.g., Convocations, lectures, etc.)	Course Faculty or the Office of the Provost	University Schedule / Prior Permission of Faculty

Equal Opportunity and Affirmative Action Policy

Clark Atlanta University is an equal opportunity, affirmative action institution. In order to provide equal employment and advancement opportunities to all individuals, employment decisions at the University will be based on merit, qualifications, and abilities. To that end, the University provides equal employment opportunities to all faculty, staff, students and applicants without regard to race, gender, color, religion, sexual orientation, gender identity, age, national origin, marital status, ancestry, disability, genetic information, HIV/AIDS status, military or status as a Vietnam veteran, identity as a disabled veteran or recently separated veteran, or other protected veteran or any other legally protected characteristic in compliance with applicable federal and state laws that pertain to nondiscrimination. Such action shall include, but is not limited to, employment, promotion, demotion or transfer; recruitment or recruitment advertising; lay-off or separation; rates of pay or other forms of compensation and selection for training programs.

The University is also committed to providing equal educational opportunities for all qualified student applicants and enrolled students without regard to race, gender color, religion, sexual orientation, gender identity, age, national origin, marital status, ancestry, disability, genetic information, HIV/AIDS status, military or status as a Vietnam veteran, identity as a disabled veteran or recently separated veteran, or other protected veteran or any other legally protected characteristic. This commitment to equal educational opportunity includes, but is not limited to, recruitment, admission, access to and usage of facilities, counseling and testing, financial assistance, placement and curricular programs and activities.

The University shall take affirmative action, positive and extraordinary, to overcome the discriminatory effects of traditional policies and procedures with regard to race, gender color, religion, sexual orientation, gender identity, age, national origin, marital status, ancestry, disability, genetic information, HIV/AIDS status, military or status as a Vietnam veteran, identity as a disabled veteran or recently separated veteran, or other protected veteran or any other legally protected characteristic.

Notice of Nondiscrimination

Clark Atlanta University does not discriminate on the basis of sex in its education programs and activities and is required under Title IX of the Education Amendments of 1972 and Title IX’s implementing regulations not to discriminate in such a manner. The prohibited sex discrimination covers sexual misconduct, including, but not limited to, sexual harassment and sexual violence, and extends to employment in and admission to such programs and activities. Inquiries

concerning the application of Title IX may be referred to the Department of Education's Office for Civil Rights (OCR) or the University's Title IX Coordinator:

Title IX Coordinator
223 James P. Brawley Drive NW
Harkness Hall, Room 206
Atlanta, Georgia 30314
(404) 880-6158

Additionally, Clark Atlanta University does not discriminate on the basis of race, color, religion, sexual orientation, gender identity, age, national origin, marital status, ancestry, disability, genetic information, HIV/AIDS status, military or status as a Vietnam veteran, identity as a disabled veteran or recently separated veteran, or other protected veteran or any other legally protected characteristic in its education programs and activities. The following person has been designated to handle inquiries regarding the University's Nondiscrimination Policy:

Chief People Officer
223 James P. Brawley Drive NW
Harkness Hall, Room 218
Atlanta, Georgia 30314
(404) 880-8402

Nondiscrimination Policy

Clark Atlanta University is committed to maintaining a humane atmosphere in which the race, gender, color, religion, sexual orientation, gender identity, age, national origin, marital status, ancestry, disability, genetic information, HIV/AIDS status, military or status as a Vietnam veteran, identity as a disabled veteran or recently separated veteran, or other protected veteran or other legally protected characteristic of an individual or group is respected and not disparaged. The University is committed to exercising its best efforts to respond promptly and effectively to complaints of unlawful discrimination and will ensure that once it has notice of unlawful discrimination, it will take immediate and appropriate steps to investigate the complaint and take prompt and effective steps reasonably calculated to end any unlawful harassment/discrimination, eliminate a hostile environment if one has been created, and prevent unlawful harassment/discrimination from occurring again.

Each Dean, Department Chair and Administrative Head of a unit is responsible for creating an atmosphere free of unlawful discrimination and harassment, sexual or other, and for dissemination and implementation of this policy within the area of responsibility. These individuals are also responsible for referring reported incidents of unlawful discrimination to Human Resources. However, the University strongly believes that all members of the University community share in the responsibility to discourage unlawful discrimination, report such incidents, and cooperate in any investigation which might result.

Please note that this Policy seeks immediate reporting of complaints and establishes specific timeframes for initiating and responding to complaints of unlawful discrimination. While the University believes that adherence to these timeframes affords it and the affected parties the best opportunity to promptly, effectively, and fairly resolve the complaint, the University's practice has been and will continue to be to investigate any and every complaint of unlawful discrimination that it receives within a reasonable timeframe.

Procedure for Resolving Complaints against Faculty or Staff Members of Unlawful Discrimination (Other than for Complaints of Unlawful Gender-Based Discrimination and Sexual Harassment):

- a) Any complaints against a faculty or staff member for unlawful discrimination should be reported immediately to the Human Resources Department, which is responsible for the coordination, implementation and enforcement of the University's Nondiscrimination Policy and the coordination of the grievance process for such complaints against faculty and staff members.
- b) Such report can be oral or written, but a written and signed statement of the complaint should be submitted by the complaining student within three (3) working days of the initial report to facilitate the prompt investigation of the complaint. Such complaints will be treated confidentially and promptly, and will be carefully investigated.
- c) The Human Resources Department will contact the faculty or staff member who allegedly initiated the unlawful discrimination, and inform that person of the basis of the complaint and of the opportunity to respond in writing within seven (7) working days of receiving notice of the complaint.
- d) Upon receipt of the faculty or staff member's written response to the complaint, the Human Resources Department, after conducting a thorough investigation, will submit, in writing, a confidential summary of the complaint, the response, and the facts of the investigation to the Provost/Vice President for Academic Affairs. Students will not be allowed representation by a lawyer in the University's complaint resolution process.
- e) The Provost, after conducting a thorough review of the facts of the investigation, including possible interviews with all parties involved, will determine whether unlawful discrimination occurred. All parties will be notified in writing of the Provost's decision.
- f) If it is determined that unlawful discrimination occurred, appropriate disciplinary action up to and including discharge will be taken. The severity of the discipline will be determined by the severity and frequency of the offense or other conditions surrounding the incident.
- g) If a faculty or staff member wishes to appeal the disciplinary action, he or she may appeal such action if an appeal right is provided in the Staff Handbook (staff employees) or Faculty Handbook (faculty employees). Procedure for Resolution of Complaints Against Students of Unlawful Discrimination (other than for Complaints of Unlawful Gender-Based Discrimination and Sexual Harassment):

Any complaints against a student for unlawful discrimination should be directed to the Dean of Students and Campus Life or his/her designee. These complaints will be investigated and handled in accordance with the "Code of Student Conduct." Students are not allowed representation by a lawyer in the University's complaint resolution process.

Sexual Harassment Policy

Clark Atlanta University is committed to providing each student, faculty member, and staff member with an environment free from all forms of conduct that can be considered harassing, degrading, coercive, or disruptive, including sexual harassment. The University will not tolerate any actions, words, jokes, or comments based on an individual's sex, race, color, national origin, age, religion, disability, sexual orientation, gender identity or any other legally protected characteristic.

Sexual harassment is defined as: any unwanted sexual advances, requests for sexual favors, or visual, verbal or physical conduct of a sexual nature that denies or limits a student's ability to participate in or benefit from a school's education program. Generally, sexual conduct constituting sexual harassment can deny or limit a student's ability to participate in or benefit from the University's education program when (1) a teacher or other school employee conditions an educational decision or benefit on the student's submission to unwelcome sexual conduct, or (2) when a teacher, school employee, other student, or third party creates a hostile environment that is sufficiently serious to deny or limit a student's ability to participate in or benefit from the University's program.

Depending on the harasser and the nature of the harassment, sexual harassment can take different forms, including that of sexual violence. The conduct can be carried out by school employees, other students, or by non-employee third parties, such as a visiting speaker. The conduct can also occur in any school program or activity and can take place in University facilities, or at off-campus locations, such as a University-sponsored field trip or a training program at another location. Both male and female students can be victims of sexual harassment, and the harasser and the victim can be of the same sex.

The following is a partial list of sexual harassment examples:

- Unwanted sexual advances.
- Offering benefits, perks or advantages of any kind in exchange for sexual favors.
- Making or threatening reprisals after a negative response to sexual advances.
- Visual conduct that includes leering, making sexual gestures, or displaying sexually suggestive objects or pictures, cartoons, or posters.
- Verbal conduct that includes making or using sexually derogatory comments, epithets, slurs, or jokes.
- Verbal sexual advances or propositions.
- Verbal abuse of a sexual nature, graphic verbal commentaries about an individual's body, sexually degrading words used to describe an individual, or suggestive or obscene letters, notes, or invitations.
- Physical conduct that includes touching, assaulting, or impeding or blocking movements.
- Conduct that is criminal in nature, such as rape, sexual assault, sexual battery, domestic violence and stalking, dating violence and other legally defined sex offenses.

If you experience or witness sexual or other unlawful harassment in the workplace, classroom, in or on University-owned or -controlled property or at University-sponsored events, the University encourages you to report it immediately as provided in this handbook. You can raise

concerns and make reports without fear of reprisal or retaliation. The University prohibits any form of discipline or retaliation for reporting in good faith incidents of perceived harassment in violation of this policy, pursuing any such claim, or cooperating in the investigation of such reports.

All allegations of harassment or discrimination, including, but not limited to, any conduct that may violate the University's Equal Opportunity and Affirmative Action Policy or Sexual Harassment Policy, or which may be contrary to the University's Nondiscrimination Policy, will be quickly and discretely investigated. To the extent possible, your confidentiality and that of any witnesses and the alleged harasser will be protected against unnecessary disclosure. When the investigation is completed, you will be informed of the outcome of the investigation.

Any University official who becomes aware of possible sexual or other unlawful harassment must immediately advise the Office of Human Resources or the Title IX Coordinator so the incident can be investigated in a timely manner. Upon completion of the investigation, corrective measures will be taken. These measures may include, but are not limited to: training, counseling, warning, suspension, expulsion or immediate dismissal. Anyone, regardless of status, position or title, found through investigation to have engaged in improper harassment will be subject to discipline up to and including discharge or expulsion. Any person, regardless of his or her status, position or title, found to have violated the Sexual Harassment Policy is subject to penalties as severe as termination from employment, expulsion, denial of state funds for any loans, grants or scholarships, criminal prosecution, fines and/or imprisonment. Students seeking to submit sexual harassment complaints should follow those Title IX complaint procedures detailed in the section of the Code of Student Conduct - Procedures for Cases Involving Reports of Sex Discrimination, Sexual Misconduct and Other Title IX Violations, are found on pages 120-126.

Students seeking to submit complaints involving allegations of other forms of unlawful discrimination/harassment, such as those based on race, color, religion, sexual orientation, gender identity, age, national origin, marital status, ancestry, disability, genetic information, HIV/AIDS status, military or status as a Vietnam veteran, identity as a disabled veteran or recently separated veteran, or other protected veteran or any other legally protected characteristic covered under local, state and federal laws should follow the procedure set forth in the University's Nondiscrimination Policy.

Campus Sexual Assault Victims Bill of Rights

In accordance with the Campus Sexual Assault Victims Bill of Rights (1992) and section 485 of the Higher Education Act of 1965 (2010 revised), Clark Atlanta University has implemented the following Bill of Rights, that shall be afforded to all victims of reported campus-related sexual assaults.

Public Law: 102-325, section 486(c)

- Accuser and accused must have the same opportunity to have others present.
- Both parties shall be informed of the outcome of any disciplinary proceeding.
- Survivors shall be informed of their options to notify law enforcement.
- Survivors shall be notified of counseling services.

- Survivors shall be notified of options for changing academic and living situations.

The United States Congress enacted the "Campus Sexual Assault Victims' Bill of Rights" in 1992 as a part of the *Higher Education Amendments of 1992* (Public Law: 102-325, section 486(c)). It was signed into law by President George Bush in July of 1992.

This law requires that all colleges and universities (both public and private) participating in federal student aid programs afford sexual assault victims certain basic rights.

It also requires the school to notify victims of their option to report their assault to the proper law enforcement authorities. Schools found to have violated this law can be fined up to \$27,500 or lose their eligibility to participate in federal student aid programs. Complaints about schools that have failed to comply with this law should be made with the U.S. Department of Education.

The "Campus Sexual Assault Victims' Bill of Rights" exists as a part of the campus security reporting requirements, commonly known as the Jeanne Clery Act, of the federal law that establishes all student aid programs, the Higher Education Act of 1965.

Meal Plans Policy

Residential Students

Freshmen or first year students are required to have the Panther Platinum meal plan. The Panther Platinum meal plan will be automatically charged to your Banner account. The meal plan *cannot be changed or canceled*.

Sophomore students are required to have the Panther Silver meal plan. The Panther Silver meal plan will be automatically charged to your Banner account. You are eligible to change from the Panther Silver to the Panther Platinum or the Panther Gold only. The meal plan cannot be cancelled.

Junior, Senior and Graduate students are required to have the Block 60 meal plan. The Block 60 meal plan will be automatically charged to your Banner account. You are eligible to change from the Block 60 to the Panther Platinum, Panther Gold, Panther Silver or the Block 130 only. The meal plan cannot be cancelled.

Non-Residential Students

Junior and Senior students are required to have the Block 30 meal plan. The Block 30 meal plan will be automatically charged to your Banner account. You are eligible to change from the Block 30 to the Panther Platinum, Panther Gold, Panther Silver, Block 130 or the Block 60. The meal plan cannot be cancelled.

Graduate students are not required to have a meal plan. However, optional meal plans are available for purchase.

Financially enrolled students will be issued an official University I.D. card that records the meals to which they are entitled. Students must present their identification card upon entering the

dining hall for each meal. Lost or stolen I.D. cards should be reported immediately to the Panther PAW Office located on the third floor of the Student Center. If missing/stolen PAW Card is not reported by the card holder, the student will be responsible for all charges associated with the PAW Card, unless otherwise stated. There is a fee for a replacement card.

Exception to the Policy

Please be advised that there may be compelling individual circumstances that would merit adjusting the meal plan, exceptions to this requirement are handled on a case-by-case basis. Individuals seeking an exception to the policy must complete an online Exemption Form and submit the appropriate documents to the Office of Residence Life and Student Development.

Exemptions to the policies may be granted with appropriate documentation.

Deadline

Exemption Form and supporting information must be received in the Office of Residence Life and Student Development by August 1 for fall deadline and December 15 for the spring deadline.

Exemption Procedure

Residence Life and Student Development must receive the Exemption Form with all supporting documentation on or before the deadline to avoid delays. This information will be reviewed by a committee and the student will be emailed the final decision. Please note that if you are approved, you may still be required to have a reduced meal plan. If a student is denied an exemption, they will be given information on the appeal process.

Sanctions

Failure to comply with the requirements or providing false or misleading information to the Office of Residence Life and Student Development in order to receive an exemption from the meal plan may result in cancellation of registration privileges and/or revocation of acceptance to Clark Atlanta University.

Media and Technology Policy

Electronic Communications and Access to Computing Resources

Clark Atlanta University considers electronic communication (i.e., email) an official method of communication. Email-based communication allows and promotes timely delivery of information to our students and assists us in achieving our strategic objective by linking students to faculty members, fellow students and staff.

A unique email account is assigned to each CAU student (and each employee) – assigned automatically as each student enters the University. Students can expect important notices about deadlines, upcoming events, emergency notification and other information to be sent electronically to their CAU email. In case of an emergency, the University will also communicate with

CAU students via text. The text will be sent to the most current student's cellular number registered on the Banner system; it is of utmost importance that this number is updated regularly.

Students must regularly check their accounts for activity. Mass electronic mailing to students will be accomplished through the use of distribution lists, which are administered by CAU academic and service departments. Official e-mail correspondence will indicate the service or academic department sending the correspondence.

Each student is also assigned a unique CAU *domain* account (i.e., a *user account*) and password. The domain account and password, in combination, enable access to CAU computer resources, related devices and services. Both email and domain accounts are intended for individual personal use only; students must not provide these access credentials to any other person or entity. Email and domain account holders are solely responsible for the security of their assigned user account(s) and password(s).

Access to any University computer resource is a privilege granted by CAU; and students holding email and/or domain accounts are required to follow all University policies and procedures governing the use of all computer resources.

Further, use of all computer resources must comply with all applicable laws, regulations, and policies, including but not limited to the Georgia Computer Systems Protections Act, O.C.G.A. §§ 16-9-90 et seq.

RETRIEVING ACCOUNT, SETTING PASSWORD, AND ACCESSING EMAIL:



Alternative Email Access:

1. Using your web-browser, navigate to www.outlook.com.
2. Where prompted for email account, enter your full CAU email account name. (As illustrated above, usually of the form: *firstname.lastname@students.cau.edu*.)

3. Where prompted, enter your password.

Acceptable Use of Information Technology and Electronic Resources

CAU views its students as both individuals and as members of a learning community; and as a member, every student has a responsibility to others in the community. Where technologies are concerned, CAU cannot emphasize more strongly: learning environment standards exceed those of public settings where “common courtesy” applies.

In the institution’s view, the increasing personalization and mobility of technology only increases the consideration and respect that each community extends to the other in our learning spaces. CAU therefore sets forth the following student policies for acceptable use of information technologies and related electronic resources in the academic setting, whether institution provided or individually owned.

Instructor Discretion

CAU grants instructor discretion for the student use of technologies in instruction/learning, in both purpose and locale; however, overall usage is defined by the University and must not violate the academic integrity of the institution.

Sanctions for violation of acceptable use during instruction/learning are determined by the instructor and may include dismissal from the class. Institution authority or sanction supersedes instructor discretion where explicitly stated.

Mobile Computing Devices

Mobile computing devices include cellular/smart phones, laptops, tablets, media players, gaming units, and other.

The typical mobile device emits sound (or even light or visual subject-matter) for user notification, entertainment, or other purposes. When this occurs in a class setting, the disruption is unacceptable. Typical “common courtesies,” such as temporary exit-return or text-messaging can even add to the disruption.

Therefore, the institution prohibits students the use of all unauthorized mobile devices during classes; said devices must be turned off or put in a silent notification mode while attending classes. Please note, however, that students may consult their mobile devices in cases of CAU and other authorized emergency notifications.

Institution-Provisioned Technologies

CAU resources its environment with an abundance of diverse technologies while many of these technologies are inherently multi-purpose, CAU provisions them expressly to support student learning. For those directly accessed and operated by students: no student may upload/download/add software of any kind, potential viruses, or other questionable material onto University technological equipment. Students found violating and/or misusing institutional technology may result in disciplinary action. To the extent that a particular software package is deemed by faculty or staff to be critical to an educational or administrative purpose, permission

and instruction for use must be sought from the Office of Information Technology, which will assist in the acquisition, installation and monitoring of said software.

Destruction, theft, alteration, or any other form of sabotage of University computers, programs, files or data is prohibited and will be investigated and prosecuted to the fullest extent of the law.

Information Security

Accessing or attempting to access confidential data is strictly prohibited. Confidential information should only be used for its intended purpose. Using confidential information for anything other than its intended use, without prior approval, is prohibited.

Individual users are responsible for the appropriate use of University computers, and for taking reasonable precautions to secure the information and equipment entrusted to them. Users are responsible for adhering to University policies and practices to ensure information technology (IT) assets are used in accordance with policy guidelines, and reasonable measures are taken to prevent loss or damage of computer information and equipment. Furthermore, they are responsible for reporting inappropriate use of University computers, breaches of computer security, and assisting in resolving such matters.

Assigned, Privileged-Access Capabilities

CAU provides a variety of capabilities, including CAU domain and email accounts, and wireless Internet access. Students are wholly accountable for use of their individually assigned accounts including full adherence to all applicable local, state and federal laws. CAU reserves the right to sanction or report to legal authorities (as appropriate) the use of any technologies used in: harmful actions towards minors; threats; harassment; use of obscenity; forgery; unsolicited e-mail; unauthorized access; collection of personal data; reselling services; service interruptions; physical security; copyright and trademark infringement; and other.

An attempt to access University computers without specific authorization is prohibited. Any form of tampering – including snooping, hacking, or even use of a privileged account where a user has failed to logout – to gain access to computers or data is a violation of University policy, and carries serious consequences. Students are expected to take reasonable precautions to prevent unauthorized access to CAU resources – such as logging out of account(s) at the end of their usage session(s).

Student-Owned Technologies

Students are solely responsible for the safety, security, and well-being of their individually owned technologies – including acceptable use, and regardless of activity or institution locale.

Students generally have right-of-refusal in employing their technologies for CAU-related purposes; except where the technology is a stated required resource for student participation in a CAU-approved activity (such as course or event).

Social Media Networking

Social Media Networking has become a larger part of campus life. In order for students to use the CAU seal or logo, they must get direct permission from the university. The CAU logo/emblem is used exclusively by officially authorized social media networking accounts such as

CAU Twitter, CAU Facebook, etc. **Students are not permitted to use the CAU logo on any social media networking sites without direct consent from the University.** Students are also cautioned to use discretion when discussing, chatting, or posting photos about CAU. As the media changes, the university will remain committed to updating these policies to reflect contemporary technological changes. The committee understands that a variety of student groups utilize these social networking for a number of reasons, however, employing the CAU logo/emblem without proper authorization is forbidden. Please contact the Office of Student Service and Campus Life for permission to use the logo/emblem on individual pages, student groups, and even faculty/departmental use.

Students, faculty and staff must ensure that any social networking site that uses the CAU logo has not been compromised and is aligned with the CAU Mission and cultural creed. Students, faculty, and staff are cautioned to refrain from posting any material that would compromise the academic integrity of the University as well as the cultural and educational creeds of the institution. Any person accused of posting objectionable material may be brought before the academic counsel and/or the student judiciary committee. Sanctions, to include expulsion, may be rendered.

Campus Communications and Media Contact

The Office of Institutional Advancement and University Relations (IAUR) is responsible for initiating contact with and responding to inquiries from all registered media organizations. The University's President and designated spokesperson(s) are the official, authorized representatives of the University in matters requiring contact with or response to registered media. Student engagement of the media to cover CAU-related concerns or events must be cleared and approved through IAUR no later than 24 hours prior to media coverage. Failure to comply with this practice may result in revocation of an organizational charter and/or individual disciplinary action.

Students who wish to share their opinions, thoughts or perspectives about the University should use the proper campus resources and protocols to do so. The University supports the full exercise of freedom of speech as guaranteed by the U.S. Constitution's First Amendment. However, the expression of information or opinions invoking the use of the University's name, imagery, physical or intellectual property or inherent content in a fashion that transgresses or violates the University's Core Values or Cultural Creed is subject to sanction, including revocation of an organizational charter and/or individual disciplinary action.

In the case of an emergency, the appropriate University authorities will contact faculty, staff and students using official University channels. Communication will be distributed regarding inclement weather that may impact normal campus operations, safety or public health emergencies on campus or at campus-sponsored events or activities, and other breaking news that affects routine University operations.

Patent and Copyright Policy

Intellectual Property Policy (Approved 2009; revised 2017)

As a leading research institution, Clark Atlanta University (CAU) through the Division of Research, Sponsored Programs and Community Outreach encourages the faculty, research scientists, postdoctoral associates, staff, students, and volunteers to engage in research activities

and creative work that lead to inventions, innovation, discoveries, and copyrightable works that are patentable, copyrightable or qualify for a trademark, technology transfer, and that fosters the general development of intellectual property.

Consistent with the Bayh-Dole Act of 1980 (P.L. 96-517), it is also the policy and responsibility of the University and other affiliated organizations, such as a University-connected research corporation, to encourage the use of such discoveries, inventions, and copyrightable works for the good of the public and to provide equitable distribution between the University and the investigator/inventor/author(s) of net licensing revenue resulting from the commercialization of novel discoveries, inventions, and copyrightable works that the University owns in whole or in part.

This policy applies to all research and creative works (discoveries, developments, inventions, or copyrightable) made by persons employed (either as full-time, part-time or temporary employees) by CAU or affiliated organizations, research scientists, visiting scientists, postdoctoral associates, students, volunteers, and other persons using University facilities and resources. The University remains committed to academic freedom.

The decision to sponsor a patent application by the University will be made at the recommendation of the *Creative Works Committee* (as defined in the Faculty Handbook). The Vice President (VP) for Research and Sponsored Programs, with the assistance of the staff in technology transfer and licensing, General Counsel, Provost/Vice President for Academic Affairs, and an ad hoc advisory committee approved by the President is responsible for implementing this policy.

In the event the determination is made that no University sponsorship, external funding or significant use of University resources was involved, and the work did not result from activities performed within the scope of employment or association with CAU, the VP shall advise the University to waive all claims. If not, the VP shall determine the terms of the modification of the sponsorship agreement, intellectual property agreement, or licensing agreement as it relates to patents and copyrights, and so advise the President.

In evaluating inventions, discoveries, intellectual property, filing patents and copyrights applications, licensing, administration of patents and copyrights, the University may obtain legal and technical assistance or external services from independent patent and copyright organizations.

The Intellectual Property Policy comprises both a patent policy and a copyright policy and is published in detail in the current CAU Faculty Handbook as well as posted on www.cau.edu/research-sponsored-programs.

For further information about patents visit United States Patent and Trademark Office website (www.uspto.gov/main/patents.htm) and for copyrights, the United States Copyright Office website (www.copyright.gov).

Public Safety Policies

Campus Safety and Security

The Department of Public Safety takes seriously the safety, security and well-being of the University community and our constituents. We believe in transparency and providing our community members with criminal statistics consist with the requirements of the *Jeanne Clery Disclosure of Campus Security Policy and Campus Crime Statistics Act of 1990 (20 U.S.C. § 1092(f))*, which requires the University to provide certain disclosures to current students and employees, applicants for enrollment or employment (upon request), and the U.S. Department of Education about crime on and around campus. This information, including campus crime statistics and statements concerning the University's security policies, are prepared, published and disseminated annually in the University's "Your Right to Know" Annual Security and Fire Safety Report, <http://www.cau.edu/public-safety/2017-CAU-Annual-Security-Fire-Safety-Report.pdf>.

The Department of Public Safety office operates 24 hours a day and is housed in the Tanner Turner building (#19), which is located directly behind Pfeiffer Hall. The Department of Public Safety handles emergencies and routine telephone and radio communications through its communications/dispatch center.

Reporting a Crime or Suspicious Behavior or Activity

Any crime or suspicious activity seen in the parking lots, or loitering around vehicles, inside buildings, or around residence halls, should be reported immediately to the Department of Public Safety by calling 404-880-8623 (non-emergency); 404-880-8911 or 8911 (emergency); or Anonymous Hotline 404-589-8006 or by visiting the department in-person, or by sending an anonymous tip via email or letter to any staff member of the Department of Public Safety using the Crime Tip and Whistle Blower Information Form, which can be accessed via the CAU website at [You may also use the Emergency Call Boxes located throughout campus and in all of the elevators. The campus Emergency Call Boxes provide the user with immediate emergency notification to the Department of Public Safety's Communications/Dispatch Center for immediate officer response during emergency situations. The Department of Public Safety handles emergencies and routine telephone and radio communications through its communications/dispatch center.](#)

In addition, you may report a crime to the following departments:

1.	Associate Dean of Students, Wellness Outreach	404-880-6128	Student Center, Suite 250
2.	Associate Dean of Students, Student Development	404-880-6791	Student Center, Suite 250
3.	Director of Student Health Services	404-880-8322	CAU Suites, 128 Mildred Street
4.	Director of Residence Life and Student Development	404-880-8074	Student Center, Suite 242

5.	Director, Counseling & Disability Services	404-880-8044	Trevor Arnett Hall, 3 rd floor
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When reporting crimes or suspicious activity, be sure to provide the following information:

- Nature of the incident;
- Persons involved;
- Your name and address for police record;
- The location from which you are calling;
- Injuries, if any;
- Weapons, if any; and
- Any other pertinent information you feel is important or necessary.

The University encourages anyone who is the victim or witness to any crime to promptly report the incident to the Department of Public Safety or the Atlanta Police Department. Because police reports are public records under state law, police reports cannot be held in confidence. Victims of sexual violence (i.e., rape, sexual assault, sexual battery, etc.) may choose to confidentially report crimes to the Office of the Associate Dean of Students, Student Health Services, the Title IX Coordinator or other designated campus security authorities, such as Assistant Directors and/or Resident Assistants. All reports, however, will be included in the crime statistics included in the Annual Security and Fire Safety Report, with victims' name(s) withheld as confidential.

Timely Warnings of Criminal Activity

If a situation arises, either on or off campus, that, in the judgment of the Chief of the Department of Public Safety, constitutes an ongoing or continuing threat to the campus community, a campus wide "timely warning" will be issued by the Department of Public Safety through the University e-mail system to students, faculty, and staff. Depending on the particular circumstances of the crime, especially in all situations that could pose an immediate threat to the community and individuals, the Department of Public Safety may also post a notice in each residence hall, on the entrance to and exit from the dining hall, and in each classroom facility. Anyone with information warranting a timely warning should report the circumstances to the Department of Public Safety by phone 404-880-8911 or in person at the dispatch center within the Department of Public Safety.

Emergency Response and Evacuation Procedures

General Policy

The University has adopted an Emergency Action Plan, which includes information about the Campus Incident Response Management Team (CIRMT) and establishes the guidelines the University will follow to ensure the maximum use of all available resources in the event of an emergency in order to minimize injury and/or loss of life, property damage and ensure university continuity of operations and recovery processes. CIRMT members include the President or his/her designee, the Provost, the Chief of Police, the Department of Public Safety, the CIRMT Leader and other designated campus officials.

The determination of the existence of a significant campus emergency or dangerous situation, however, will be made solely by the University President or his/her designee. When evaluating whether an extreme emergency or dangerous condition exists, the University President will consider the nature of the specific threat, time of day, credibility of the threat, and the recommendation of public safety officials. When a declaration of campus state of emergency is made, the Department of Public Safety, as required, will place into immediate effect the appropriate procedures necessary to address the emergency, safeguard persons and property, and maintain educational facilities.

As soon as the University has confirmed that a significant emergency or dangerous situation exists, the University will, without delay and taking into account the safety of the community, determine the content of any message it will disseminate using its Emergency Notification System and initiate the notification system, unless issuing the notification will, in the professional judgment of responsible authorities, compromise efforts to assist a victim or to contain, respond to or otherwise mitigate the emergency. The Department of Public Safety and CIRMT personnel have received training in extreme emergencies and responding to critical incidents on campus. When an incident that causes an immediate threat to or dangerous condition for the campus occurs, the CIRMT will be activated and will report directly to the CIRMT Leader.

If the University requires outside assistance, that assistance may be requested by the Chief of the Department of Public Safety from the Atlanta Police Department and/or the City of Atlanta Fire Rescue Department. In certain circumstances, the Chief of the Department of Public Safety may request aid from other schools within the Atlanta University Center and/or state officials. A decision to use non-University resources to aid in an emergency will be made by the CIRMT Leader, the Chief of the Department of Public Safety or the President's Office.

To test the practicality and effectiveness of its Emergency Action Plan, the University conducts numerous periodic emergency response exercises, at least, once a year, such as orientations, table top exercises, drills, and functional simulated emergency testing. These exercises may be announced or unannounced and are designed to assess and evaluate the emergency plans and capabilities of the University. The results of all fire drills and evacuations are noted and evaluated by the Department of Public Safety the week following the drills and evaluations. The Department of Public Safety will contact the building manager to discuss any concerns with the execution of the evacuation procedures. The building manager is then expected to re-educate his or her building staff on proper fire and evacuation procedures.

General information about the University's emergency response and evacuation procedures will be publicized each year as part of the *University's Clery Act* compliance efforts and made available on the Department of Public Safety's homepage located on the University's website.

Student Sign-Up for Emergency Notifications

In the event of a confirmed emergency or dangerous condition, the entire campus community (i.e., students, faculty and staff) will be notified through the CAU Emergency Notification System, which is managed by the Office of Technology and Communications and provides real-time emergency information to the campus community via mass e-mail, SMS text, voice mail, cellular phones and home phones (if applicable). Students are encouraged to sign up for emergency

notifications and should take the responsibility for regularly checking their email, cellular phones, home phones and voicemails. In order to receive campus-wide email announcements, students must have a cau.edu email account, which is provided to each student upon enrollment.

Notification to the CAU Community about an Immediate Threat or Dangerous Condition

Upon confirmation of a serious medical emergency, extreme weather conditions (such as an approaching tornado or hurricane), chemical spills or release of hazardous gases, bomb threats, civil unrest or rioting, fire or explosion, the presence of an armed campus intruder, or other emergency that poses an immediate threat to or creates a dangerous condition for the campus, the CIRMT Leader will immediately notify the campus community using the CAU Emergency Notification System. The CIRMT Leader, Chief Communications Officer and Special Assistant to the President as well as the Chief of Public Safety will collaborate to determine the content of the notification, depending on the nature of the situation.

Other means of communications to the campus community, as well as individuals and organizations outside the campus community (e.g., parents and guardians) include, but are not limited to, word-of-mouth notifications, University and non-University media outlets, megaphones and vehicle intercom systems by the Department of Public Safety, and activation of building alarms.

General Inclement Weather Events

In the event of inclement weather and/or emergency weather-related university closings, the AUC Consortium Executive Director will contact the AUC Inclement Weather Team to jointly make a decision.

Predicted Inclement Weather Reports

The AUC Inclement Weather Team should meet or teleconference following the first weather report of predicted inclement weather. In most cases this should be the day before the weather is predicted to occur.

The AUC Inclement Weather Team will convene again on that evening to make a decision to close or to stay open. If all agree, the AUC Consortium Executive Director and the designated University official will contact the media to place the appropriate announcement. If all do not agree, a final decision will be made by 5:00 am the following morning.

Each designated university official will be responsible for contacting their campus essential staff to inform them of the decision. Each designated university official will be responsible for contacting the media stations on an individual basis when they do not plan to close along with the other institutions.

Unpredicted Inclement Weather Reports

Each designated member of the AUC Inclement Weather Team is to make contact with their University/College President and/or their Chief of Staff for a decision to dismiss, open or close. Once the University/College President makes the decision, the designated team member should

contact the AUC Consortium Executive Director to schedule an emergency meeting or teleconference to finalize the joint decision.

Each designated university official will be responsible for contacting their campus essential staff to inform them of the decision. Each designated university official will be responsible for contacting the media stations on an individual basis when they do not plan to close along with the other institutions.

Specific Inclement Weather Events

In the event of a tornado watch, blizzard, ice storm or other severe weather condition, the University's campus security dispatcher will immediately notify the Shift Supervisor and the Chief of Police/Director of Public Safety of the condition. The Department of Public Safety will continually monitor and maintain an emergency weather radio for communications concerning current and forecast severe weather conditions. During a tornado warning, Building Coordinators and Assistant Resident Directors will be responsible for moving occupants to the hallways, lower levels of campus facilities, or other designated areas.

The Department of Public Safety will also notify the following campus officials:

- The Campus Incident Response Management Team (CIRMT) Leader
- President
- Senior Advisor and Interim Chief of Staff
- Provost/Vice President for Academic Affairs
- Chief Communications Officer and Special Assistant to the President
- Dean of Student Services and Campus Life

The University Provost will make a determination whether to cancel classes. Members of the campus community (i.e., students, faculty and staff) will be notified using the campus Emergency Notification System.

Evacuation Policy

The decision to implement campus-wide evacuation procedures generally rests with the Senior Advisor and Interim Chief of Staff, Chief Communications Officer and Special Assistant to the President, the President's Office and the Department of Public Safety. When evaluating whether campus-wide evacuation is necessary, consideration will be given to the nature of the specific threat, time of day, credibility of the threat, and the recommendation of public safety officials.

If evacuation becomes necessary, the Department of Public Safety will direct all individuals to designated Emergency Assembly Areas. Upon arrival at the designated Emergency Assembly Areas, the Department of Public Safety, building managers, hall directors and resident assistants will secure the area according to their designated duties and will account for all known personnel, students and visitors. The Dean of Student Services and Campus Life or designee will communicate the status of the residence halls and occupants to the CIRMT Leader. Non-residential building information will be communicated by building managers to the CIRMT Leader, who will provide information to the Department of Public Safety. Resources and emergency response teams will then be directed to each affected building as needed.

The University strongly encourages the campus community and its visitors during an authorized evacuation to never use an elevator when exiting buildings, to treat every alarm as an actual

emergency, and to remain calm. Individuals with temporary or permanent disabilities will be assisted by building managers, hall directors, resident assistants and/or other designated personnel. Individuals with temporary or permanent disabilities must be familiar with their needs during an evacuation and are expected to convey those needs to their supervisors or instructors and the Office of Counseling and Disability Services at the earliest possible date.

Missing Student Notification Policy and Procedures

If anyone has reason to believe that a student, regardless of whether he or she lives on campus or off campus, is missing, he or she should **immediately** notify the Department of Public Safety by calling (404) 880-8911. If one calls 911, the operator will forward the call to the Department of Public Safety. The Department of Public Safety will then generate a missing person report and initiate an investigation in conjunction with the Dean of Student Services and Campus Life.

If, after investigating a missing student report, the student has been determined missing for 24 hours, the Department of Public Safety will notify the Atlanta Police Department and the Georgia Bureau of Investigations, unless these agencies were the entities that made the determination that the student is missing. The Department of Public Safety will also notify the student's emergency contact no later than 24 hours after the student is determined to be missing. If the student is under 18 years of age and is not emancipated, the University is required to notify the student's custodial parent or guardian not later than 24 hours after the time the student is determined to be missing. The Dean of Student Services and Campus Life will notify all designated campus officials for the purposes in aiding in the search and location of the student.

All students, regardless of age, have the option to register a general emergency contact. Students also have the option to identify one or more individuals to be contacted by the University solely in the event the student is determined to be missing for more than 24 hours. A student is not prohibited from identifying the same individual for the purposes of both general emergencies purposes and missing person notifications. If a student has identified such an individual, the University will notify that individual no later than 24 hours after the student is determined to be missing as described above.

If a student wants to identify a confidential contact person for missing persons purposes, he or she may do so through the University Housing website (if the student lives on-campus) or the Banner Web system website. A student's contact information will be registered confidentially and be accessible only by authorized campus officials and law enforcement in the course of the investigation

Office of Residence Life and Student Development (ORLSD)

Preamble

Living in a residence halls at Clark Atlanta University means one is living in a community of students. This community is a dynamic group made up of many different people, values, cultures, and attitudes. This community, like most communities, is maintained by policies and regulations, which are designed to protect your rights and privileges.

Community living requires a high degree of consideration on the part of each resident living in the community. **As long as there is more than one person occupying space in a community, an individual does not have the right to total freedom of behavior.** Behavior that violates the regulations of the community and/or infringes upon the rights of any single member of that community is considered inappropriate and irresponsible.

The basic assumption of discipline in the residence halls at Clark Atlanta University is that, the student is accountable for their behavior. In cases where individuals make errors in judgment, decisions and actions, it is important that these errors be self-corrected with the help of the community and its staff. What is expected, however, is that the student takes responsibility for their own behavior and make correction in or restitution for behavior which violates the rights and privileges of the community and its members. As a member of a community, students share part of the responsibility to ensure effective community growth.

The Department of Residence Life and Student Development at Clark Atlanta University expects the discipline process to be educational. **Discipline is not seen as punishment, but rather as prevention, correction, accountability, and re-education.** In order to accomplish these educational goals, the department has set up a series of behavior standards. These standards outline expected student behavior within the residential communities. These standards include processes and procedures that address individuals and groups who may forfeit certain privileges due to inappropriate behavior.

Specific Policies and Procedures for Residence Halls are outlined in the Residential Life Living Guide and Student Housing Contract.

Mission

The Office of Residence Life and Student Development is committed to developing a safe and supporting living and learning environment. The ORLSD foster inclusive communities, creating a holistic student learning atmosphere. This mission is achieved through innovative learning opportunities, skills development and academic interventions. Through this approach students receive the opportunities for empowerment and altruistic civic engagement in creating change in self and the greater community.

Our mission is accomplished by providing:

- Excellent, high quality, prompt delivery of service
- Exceptional living conditions, safe, accessible and functional facilities
- Implementing intentional educational programming to positively affect student maturing, retention, engagement, and academic-excellence

Vision

The Office Residence Life and Student Development at Clark Atlanta University will be a premier living-learning community that is recognized amongst all Universities and Colleges for its innovation, collaboration and excellence.

The Office Residence Life and Student Development at Clark Atlanta University will strive to be the heartbeat of the University community, and essential in the development of our students.

Guiding Principles

- Promoting Intellectual, Professional, and Personal Growth- ORLSD provides students with multiple pathways to positively influence their academic, social, and moral trajectory
- Quality Services & Enhanced Living Environment – ORLSD is devoted to delivering the highest possible level of quality in customer service, maintenance, and all residential educational programming. ORLSD maintains a commitment to improve and develop our living facilities to meet the students’ social and academic needs.
- Wellness – ORLSD provides a safe, secure, and nurturing environment for students to live and learn. ORLSD provides a number of resources and referrals to departments around campus to ensure our students’ psychological, physical, academic, and spiritual well-being.

Educational Priority

Clark Atlanta University’s Residential Curriculum focuses on the holistic development of our residents and students alike, through the promotion of an integrated living and learning experience by optimizing student opportunities to promote *Self-Discovery; Knowledge Obtainment; Personal and Professional Growth* through active *Student-Engagement*.

ORLSD is also the student’s connection to the following residential services: room assignments, room changes, meal plans, card access, and to report maintenance and safety issues. ORLSD realizes that residents spend most of their time away from the classroom; therefore an in-depth Residential Curriculum has been developed to address student retention, student maturing, student engagement- centered on promoting the growth and development of students’ social, personal, career, spiritual, physical, intellectual, and emotional development.

Residence Hall rules and regulations and the judicial process are designed to make the residence experience a positive one. As residents, students have the right to expect an atmosphere that is conducive to study, rest, and to live in a safe, clean environment. Safety and security of residents is an important issue. Clark Atlanta University is generally a safe campus. However, the University is located within an active urban environment and, accordingly, all residents must be aware of, and abide by, security regulations published by the ORLSD in conjunction with the Department of Public Safety, to protect themselves and others. (For a complete summary of safety in the residence halls, consult the Residential Life Living Guide.)

Policies and Procedures

Housing Assignment Cancellation

Student housing assignments are subject to cancellation 24 hours after Move-in day. Late arrivals must be approved by the Director of Residence Life and Student Development. All requests for late arrival must be submitted at least one week in advance. Please email white@cau.edu with the subject line “Late Arrival Request.”

Financially Enrollment Status

Only financially enrolled students will be allowed to move into the residence halls at Clark Atlanta University. As a result of the limited bed space and high demand to live on campus, the University cannot offer temporary stay to figure out how students will fund their stay at Clark Atlanta University

Following is general information on policies and procedures that govern Residence Life:

1. Obtaining Housing

All new students are assigned to a room by the ORLSD within 7 business days after they are financially registered and such enrollment is posted to their Banner account. Students will receive an email with their room assignment, roommate and check in information. On move-in day, a student should report to the assigned hall and register with the Assistant Director of Residence Life and Student Development. During the first day of occupancy, residents should complete the "Inventory Form" and receive their key(s). All room assignments are final unless an extenuating circumstance becomes apparent.

Returning students must pay a non-refundable room reservation fee and then log on to the Housing portal to select their room assignment for the following academic year. The portal opens during registration period.

2. Key Policy

All residents will be required to pay the \$100/per key charge **BEFORE** receiving a new key. In the event that the student decides to not pay the charge of \$100, that student will remain without a key for the remainder of the academic year and the charge will remain on the student's account until the charge has been resolved.

Additionally, it is the student's responsibility to maintain possession of his or her key while residing in the University's Residence Halls. If, for some reason he/she loses possession of said key (excluding due to theft, for which a police report must accompany the key request), their only option is to follow the new process lost key policy and cover the associated fees.

Students please continue to alert your Residential Assistant Director in the event that your key is lost occurs and please do not hesitate to reach out to the Office of Residence Life and Student Development for any questions, comments, and/or concerns.

3. Accounts

Accounts must be paid in full before students are eligible to pay their non-refundable room reservation fee for the next academic year.

4. Term of Housing Contract

The contractual agreement between undergraduate students and the University ends the day after the last examination at the close of the academic year. Only undergraduate and graduate students participating in Commencement ceremonies will be allowed to remain until 5pm on the day of Commencement.

5. *Summer Housing*

Housing is available during summer months for students enrolled in summer school. Summer housing must be arranged through the ORLSD after the student is financially registered and his or her room reservation fee has been paid. If students have their assignment for fall the summer room reservation fee is waived.

6. *Occupancy Level*

All units must be fully occupied. If an occupant moves out, the remaining student(s) must agree to accept a roommate who will be assigned to the unit or the student(s) may request available space in another unit. The University reserves the right to fill vacancies as they occur. Student may request a private room and the additional charge will be added to the student's account.

7. *Prohibition against Animals in Residence Halls*

Except for documented cases for psychological and/or physical disability, animals are not allowed in the residence halls. Health and sanitary precautions necessitate that students adhere strictly to the regulation.

8. *Right of Refusal*

The University reserves the right to require at any time the withdrawal of a student from a residence hall when it has been determined that the student's continued residence is no longer feasible. The University also reserves the right to make changes that improve the living conditions of residents.

9. *Personal Property Losses*

The University is not responsible for the loss of money, valuables, or damages to the property of residents. It is recommended that students purchase personal property or renter's insurance.

10. *Right to Enter Rooms*

The University reserves the right for authorized personnel to enter each room or unit under the following conditions: where there is reason to believe the occupants' lives are in danger; when there is cause to believe that the room or unit is being used for illegal activities; when the maintenance staff needs to enter the room or unit to make repairs; and to inspect for cleanliness.

11. *Room Inspection*

Each student is responsible for the care and furnishings in the room or the unit. Inspections will be made periodically to determine the condition of the room or unit, with damages being assessed and submitted to the student's account. Rooms may be inspected daily by an authorized person to encourage regular attention to housekeeping duties and to detect maintenance needs.

The following inspection procedures are observed in all residential facilities:

- a. The Assistant Director/Resident Assistant, or University staff member, will knock before entering a student's room and give the student an opportunity to answer the door.
- b. Upon entering the room, the Assistant Director/Resident Assistant or staff member will state specific reason(s) for entering.
- c. Assistant Director/Resident Assistant or staff members will record non-routine room checks and file results with the supervisor for future reference. In cases where a thorough inspection of waste receptacles, drawers, and other personal belongings is necessary, directors/advisors or coordinators will request the assistance of Public Safety personnel. If the safety personnel are not available, a member of the Residence Life staff will be called for assistance.

12. Removal of Furniture

Furniture provided by the University is not to be removed from the building or to another unit in the building without prior consent of the Assistant Director.

13. Responsibility for Safeguarding Keys and Personal Possessions

Keys are nontransferable and should be in the possession of room occupants at all times. The University is not liable for loss of money or valuables or for damage to the property of residents. Lock outs and lost keys and replacement ID cards all have fines associated with them and is listed in the Living Guide. Residents are strongly encouraged to purchase personal property or renter's insurance or amend the parent/guardians homeowner's policy to cover personal belongings while at CAU.

14. Emergency Exits

Residents are expected to pay special attention to information distributed regarding the use of emergency exits from buildings and are expected to know their whereabouts and the procedure for their use. Unauthorized use of Emergency Exit doors can result in a fine and or disciplinary sanction.

15. Stairwell Doors / Exit Only Doors

Wedges are not to be used to hold doors open. The use of wedges jeopardizes safety and security. Students caught propping open doors will receive a fine and/or disciplinary sanction.

16. Smoke Free Policy

Adhering to Clark Atlanta University smoke free policy to promote and protect the safety of our students/staff in all residential facilities, smoking of any form of cigarettes, cigars, cigarillos, e-cigarettes, hookahs, vapors or any illegal substance is prohibited. (Smoking Policy)

17. Exercise Poles, Weights, Pull Up Bars

Exercise poles, free weights/benches, pull up bars or any other form of equipment that must be mounted permanently or temporarily to the walls/ceilings are prohibited from use in residential hall rooms.

18. Hover boards

Self-balancing scooters, battery-operated scooters, hands-free Segways and other similar equipment are prohibited anywhere on Clark Atlanta University's campus.

Advice to Future Residents

1. Once the housing portal opens, pay your reservation fee and reserve housing.
2. Understand that paying your reservation fee reserves a bed on campus, it does not guarantee a space in a particular residence hall.
3. Students should pay close attention to the housing application section that refers to preferences, understanding that preferences **do not** obligate the university to fulfilling your preference. The university will attempt to fulfill as many requests as possible, however, due to limitations in bed space on campus all request cannot be fulfilled.
4. Work on being financially enrolled starting in January, Spring Semester. Please complete your Free Application for Federal (FAFSA) [Free Application for Federal Financial Aid \(FAFSA\)](#) via FAFSA On-the-Web. You may access this site at www.fafsa.ed.gov. Clark Atlanta University financial aid priority deadline is February 1. Ensure to reach out to the Office of Financial Aid (404) 880- 8992 if you have any questions.

Please avoid showing up the day of move-in unprepared to Move-In. Students who arrive the day of Move-In without a housing assignment will not be able to receive an assignment on the spot. Due to the limitation of bed space, it is required for students to make reservations for housing the Spring Semester for returning students. New Students should confirm their attendance to Clark Atlanta University as soon as possible. The Office of Residence Life and Student Development has approximately 1100 bed spaces for freshmen students, those spaces will go to financially enrolled students

Residence Hall Hours

1. *Opening/Closing*
The residence halls open at 9:00 a.m., Monday through Saturday; and at 11:00 a.m. Sunday. The residence halls close at 11:30 p.m. on all days. All visitors and messengers are required to present themselves at the reception desk for admittance to the residence hall.
2. *Quiet Hours*
Group living requires that students be considerate and respectful of others and that all residents and visitors cooperate in observing the individual's right to study at any time desired. A reasonable degree of quietness is essential in the residence halls at all times. Stereo equipment and radios may be played in students' rooms at moderate decibel levels which do not disturb others. Violation of these standards is considered a serious offense to the pursuit of education, which is the primary purpose for being at Clark Atlanta University. Interference with this pursuit through loud stereo equipment, radios, cellular phones or conversations will be considered a serious offense.

3. *Visitors*

A visitor's sheet is provided in each residence hall and should be signed by non-residents who enter the hall after 6:00 p.m. Visitors must present a current ID card or driver's license to the staff person on duty. The visitor must be met by the resident, signed in/out as well as escorted to/from the room. The staff person will hold the ID card until the visitor departs from the residence hall. If the resident is not available, the visitor must vacate the premises immediately.

4. *Resident Hall Visitation Policies*

Regulations governing visitations in the residence halls will be administered by the ORLSD. The following specific regulations govern coed visitation:

Visitation Hours:

Visitation Hours for All Halls: 6:30 p.m. - 11:30 p.m., 7 days a week

- a. All visitors must enter the front door and sign in at the main desk. Visitors must know the full name of the person to be visited. A visitor must be signed in and out by the resident of the hall and escorted from the main desk to the room visited.
- b. Each student must be clothed in street attire during visiting hours, and doors are to remain unlocked while visitors are present.
- c. Assistant Director and designated University officials may request entrance to any room at any time.
- d. There will be no loitering in the building, especially in the area of the front desk. (For security reasons, the desk worker must be able to see persons who enter the building.)
- e. Guests should begin exiting the hall ten minutes prior to the end of visiting hours. Visitors and hosts/hostesses will report to the main desk, and hosts/hostesses must sign out visitors by the end of visiting hours. All visitors must leave by the front entrance.
- f. Assistant Director will implement the conditions for coed visitation and all related policies in the Student Handbook, Housing Contract, and Student's Guide to Residential Living. Reports on violations are made by RA's or Assistant Director, who will refer the repeated violators to the ORLSD. The Assistant Director may apply disciplinary action for fewer than three violations.

Residence Hall Lounges

Residence lounges may be used by all residents who show proper respect for the rights and needs of others and who maintain the room furnishings and décor in good condition. Callers may wait in the lounge for residents, though unscheduled visits must be limited in consideration of others.

Common Areas

Residents are expected to take every precaution to ensure that common areas are not abused (e.g., hallways, baths, stairwells, lounges, utility/storage areas, and kitchens). In halls or areas where the University has determined that residents are abusing University property and

responsible individual(s) cannot be identified, all residents will be held responsible for paying a prorated share of the cost of repairing such damages. Removal of common area furnishings or equipment from their proper locations constitutes theft of University property.

Safety Provisions

1. Emergency Preparedness

Residents must comply with all fire and safety regulations and guidelines, and must participate in all emergency drills (failure to participate is a violation of the Code of Student Conduct – sanctions can be imposed). Residents shall pay special attention to information given regarding emergency exiting from buildings and are expected to know their locations and the procedures for their use. Evacuation route information is provided on the back of each room door and in residential hallways.

2. The Panic Door

All residence halls are equipped with panic doors which are to be used only in case of emergency between midnight and 8:00 a.m. The main exit should be used for regular exits and entrances to the buildings. Those who violate this regulation by placing a wedge in the door or admitting others to the building through the panic door may face a Code of Student Conduct sanction and/or dismissed from the residence hall.

Drugs and Weapons

Clark Atlanta University and The ORLSD, has a Zero tolerance policy concerning students found to be in the possession of, or using, weapons and/or illegal drugs. The presence of drugs of any sort, or weapons, in a student's room constitutes possession for these purposes. Students found to be in possession of or using weapons or illegal drugs will be required to vacate University housing immediately without the possibility for housing privileges in University housing ever again. Additionally, such students will face other sanctions including disciplinary actions and possible police action. In such cases, no adjustments or refunds will be allowed against room charges.

University Zero Tolerance Policy

The university does not condone the consumption of alcohol or any illegal substances. Smoking and/or drinking can lead to the cancellation of your housing assignment with no refund of the cost of housing.

Assistance with Substance Abuse-Related Matters

Individuals with substance abuse-related problems should seek professional help from the Counseling and Disability Services office and/or local community resources where such assistance is handled with the utmost confidentiality. Members of the University community, suffering from substance abuse problems or having concerns in this area are encouraged to seek help without fear of punitive consequences.

Policy Violations Sanctions

Students, who violate the University's alcohol and drug policies will be subject to the University. The types of sanctions that may be imposed include prosecution that could result in federal and state fines and imprisonment. University penalties may include:

- Participation in special workshops, classes or seminars
- Warning or reprimand
- Requirement to seek counseling
- Mandatory University or community service
- Restitution
- Parental/guardian notification
- Suspension or probation
- Expulsion

Alcohol and Drug Prevention Services Network

Office of the Dean for Student Services and Campus Life, University Counseling Service Center, Student Health Center, Department of Public Safety form an alcohol and drug prevention services network and serve to increase awareness of the risks associated with alcohol and/or illicit drug abuse; sanctions that may be imposed; and guidance, assistance and support for those suffering from or at risk of having a substance abuse problem.

Office of the Dean of Student Service and Campus Life
 University Counseling Service Center
 CAU Department of Public Safety

Fire Drills

Fire drills are held routinely in the Residence Halls. Clark Atlanta University must comply with the fire and safety code of Atlanta City and the state of Georgia. Therefore, it is very important that all students comply with scheduled fire drills so that in the event of an emergency the response will be effective and appropriate. Participation in all fire drills in your Residence Hall is MANDATORY. Students failing to participate in a fire drill will be dismissed from the Residence Hall and possibly fined per the ordinance or regulation of the Atlanta City and the state of Georgia.

Emergency Equipment

Emergency equipment is used for safety purposes only. Any tampering with emergency apparatuses such as fire extinguishers, fire alarms and systems, and disconnecting smoke detectors is a crime, punishable by law and grounds for immediate eviction from all Residence Halls and/or Clark Atlanta University.

Electrical Appliances

Cooking appliances are not to be used within the residence hall. Care should be taken not to overload the circuits, to be cognizant of fire safety issues and to conserve energy.

Prohibited Items:

The following items are prohibited in **ALL** Clark Atlanta University's residence halls. Items will be **confiscated** and not returned to students if found.

- Air conditioners (both window and portable units)

- "Removable" wallpaper or wall decals (they do not remove as easy as promised and damage the paint on the wall)
- Pets (only fish, in a 5 gallon or less tank, and approved service/support animals are allowed) within the Residence Halls
- Candles
- Incense
- Extra furniture
- Halogen lamps
- Hot plate, induction cooktop (ex. NuWave), open coil heaters, toaster, or toaster oven
- Deep fryers
- Space heaters
- Lava lamps
- Extension cords (only surge protectors are allowed)
- Water beds
- Hover boards / smart boards / electric skateboards / self-balancing scooters
- Hookahs/e-cigarettes
- Fog Machines
- Illegal drugs and/or paraphernalia
- Weapons (including decorative swords, knives, etc.)
- Hazardous & combustible chemicals, which includes (but is not limited to) propane, gasoline, paint thinner, charcoal, and lighter fluid
- Empty alcohol bottles (even for decoration)
- Shot glasses, flasks, and/or other alcohol containers (even when empty)

Governance

Residence Halls are governed by Hall councils. Each Residence Hall's council is composed of the president and vice president, secretary, treasurer, a representative for each floor in the residence hall, and the Assistant Directors of Residence Life and Student Development. The officers of this body are elected by the members of the hall. The council president has the responsibility of implementing the residence hall programs and activities and of bringing to the council's attention any matters within its jurisdiction.

The council represents all residents in the hall. Meetings are held monthly. This body elects officers at the beginning of each school year. The procedure for electing officers is as follows:

1. The Assistant Director (AD) receives nominations from the hall for the offices of president, vice president, secretary, and, treasurer.
2. Candidates for the above offices are screened carefully by the AD on the basis of leadership ability, emotional maturity, general deportment, and personal appearance. If the AD decides that all the council nominations in any category fail to qualify, he/she has the power to select other candidates.
3. The names of the qualifying candidates are presented to the hall for final approval and a subsequent vote.

Safekeeping: Personal Valuables

Clark Atlanta University will not assume responsibility for valuables and money left in rooms, or for personal property damaged or stolen on University premises. Students are advised to purchase personal property insurance or to amend the parent/guardian homeowner's insurance policy. Renter's insurance information can be obtained from the Office of Residence Life and Student Development in the Student Center, Suite 242

Disciplinary Matters

Minor infractions of University policies, regulations and guidelines that govern ORLSD will be handled by the Assistant Director of Residence Life and Student Development, Property Managers, and/or the Director of Residence Life and Student Development. Major infractions, as well as repeated minor infractions, will be handled by the Director of Student Conduct as outlined in the University's Code of Student Conduct.

ORLSD BEHAVIORAL INTERVENTION & EDUCATION**Residence Life Student Conduct Policy**

These policies and procedures as well as the means of accountability are communicated in the lease agreement and Residential Life Living Guide both documents will be signed by all Clark Atlanta University Housing residents; in addition these documents will be discussed during resident floor and building meetings held each semester.

The goal of establishing policies and procedures as they relate to conduct is to redirect the behavior of the students into acceptable patterns and to protect the rights of all residents within the community. Appropriate conduct promotes the individual's own academic pursuits and contributes to meeting the community's residence life objectives. An individual's conduct becomes a concern if it adversely affects the academic interests or quality of life of other members of the community, and as such, staff response to resident conduct and behavior violations has a direct bearing on the service that we provide to our residents.

	Category A	Category B	Category C
1st Offense	Write Up/Meeting/Educational Sanction and/or Parental Contact	Contract Probation/Judicial Educator and Parental Contact	Possible Eviction
2nd Offense	Contract Probation/Judicial Educator and Parental Contact	Possible Eviction	
3rd Offense	Possible Eviction and Parental Contact		

4th Offense	Possible Eviction and Parental Contact	
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*****Some offenses may result in immediate removal from housing.**

Violations by Category

Category A	Category B	Category C
Cigarette Smoking	Alcohol Possession	Drug possession, use and/or distribution**
Improper refuse disposal	Hosting a party with alcohol	Malicious vandalism
Candles/Incense	Multiple servings of alcohol (Example: Keg)**	Violence**
Noise Violation	Petty Vandalism	Stalking**
Visitation	Tampering with life safety devices	Assault**
	Refusal to comply with staff direction	Weapons**

****Denotes immediate police contact. ***Not inclusive of every violation that could possibly occur, subject to change without prior notice.**

Student Health Services (SHS)

The mission of Student Health Services is to provide quality acute healthcare to all eligible CAU students and to promote health education awareness programs that assist students in making health and wellness a priority. The vision of Student Health Services is to offer expanded, responsive and preventive health services to students and promote evidence-based health education programs and support to maintain healthy lifestyles.

In case of illness, the student must report promptly to the Student Health Center. The Department of Public Safety is the designated first responder. Students are urged to seek assistance before their illness becomes incapacitating. In cases of emergencies, families are notified promptly.

Hours of Operation:

Student Health Center	Physician's Center
Monday to Friday – 9:00 a.m. to 5:00 p.m.	Monday, Wednesday, Thursday and Friday 9:00 a.m. – 1:00 p.m.
Saturday and Sunday – Closed	Tuesday, No physician
After hours and weekends, contact the Department of Public Safety at (404) 880-8623	For all emergencies, contact the Department of Public Safety at (404) 880-8911

All nonemergency visits to the Student Health Center should be made when the student has no scheduled classes. The Student Health Center is closed when the University is not in session.

Outpatient Service: Office treatment at the Student Health Center is provided without cost to the student. Referrals are made for chronic or specialized care. The Student Health Center is not responsible for medical fees or expenses derived from treatment rendered by any outside physician or facility. Students are required to obtain a referral prior to an outside physician's visit when using the University's health insurance plan. Refer to the online insurance brochure for more information.

Illness Excuse Policy: Students who are too ill to attend classes are advised to report to the Student Health Center for evaluation and disposition. Excuses will be granted based on the University's excuse policy.

Eligibility for Treatment: All enrolled students are eligible for services offered by the Health Center. Students seeking care must present their university identification card and must have the required health documentation on file.

Insurance Coverage: The University offers a compliant comprehensive medical plan. All full-time undergraduate students, residential students, and international students with F1 or J1 visas are required to participate in the University's insurance plan. Students with comparable coverage from a parent, spouse or other source may apply for a waiver. **All athletes are required to participate in the University's plan.** Graduate students not required to have insurance coverage may request addition to the plan every semester. Specific questions may be directed to the Student Health Center staff at (404) 880-8322.

Immunization Requirements:

All first-time entering students, transfers and international students enrolling at the University are required to provide proof of the following immunizations/tests prior to registration in order to avoid a **“Medical Hold”** during matriculation:

- 2 Measles, Mumps, Rubella (MMR)
- Tetanus – TD/TDAP (within 10 years)
- Meningococcal Quadrivalent: A/C/Y/W-135 1 or 2 doses.(within 5 years of matriculation)
- PPD (tuberculin) skin test, within one year of matriculation is required.
A chest x-ray for students with a positive PPD reading, within one year of matriculation is required.
- IGRA is acceptable for TB screening
- Medical and religious exemptions must be notarized on the CAU immunization form.

Persons born prior to 1957 are considered immune and are therefore exempt from the MMR requirement. However, students will have to provide proof of remaining immunizations/test.

Mail immunization records to:

Clark Atlanta University
Student Health Services
223 James P. Brawley Drive, S.W.
Atlanta, GA 30314

OR**Fax immunization records to:**

(404) 880-6010 (Must include student name and 900# ID and contact number on all documents)

Campus Facilities Policies

Peaceful Assembly

Clark Atlanta University acknowledges the rights and privileges of students or groups of students to gather on University property for the purpose of peaceful assembly. The University expects the rights and privileges of all persons to be respected at such gatherings. **“Peaceful Assembly”** is defined as any purposeful gathering on campus, in or outside a University building or facility, by one or more persons whose conduct is peaceful and is in accordance with the university rules, practice, and law. Peaceful Assembly includes meetings, speeches, debates, demonstrations, marches, vigils, sit-ins, rallies, protests, and similar meetings or gatherings that do not threaten or violate policies and rules; interfere with the conduct of University business, regular schedules, or events; infringe on the rights of others; endanger the health and safety of others; or damage or destroy property.

The University requires that persons engaged in such assemblies on campus conduct themselves in a manner that will not impair the health or safety of any individual, disrupt the normal conduct of University affairs, or damage and destroy property. Any act by student demonstrators that interferes with the rights of others, disrupts or impairs the normal functioning of the University, damages or destroys property, or impairs health or safety is grounds for suspension or dismissal from the University.

Persons planning or initiating such assemblies to be conducted on the University campus are requested to identify their groups and to state their purposes in advance to the appropriate University personnel through the Office of Student Services and Campus Life. Areas may be reserved, if available, for the accommodation of such assemblies. Arrangements for any assembly which involves the use of University buildings not available for general use must be made with the appropriate person. The organization sponsoring a speaker or conducting an assembly assumes the responsibility for maintaining the University’s policies on peaceful assembly and student freedom of expression. Staff assistance is available in the planning of such events in ways to eliminate or minimize the possibility of disruption. The CAU Department of Public Safety may be required to assure that the rights of all concerned are protected. Demonstrations are prohibited in classrooms during hours they are scheduled for use, or at any locality when conducted in a manner which interferes with the educational function of the University. Demonstrations are further prohibited in any special use facility. Demonstrators refusing to vacate such premises when directed by the instructor in charge or by authorized staff are subject to immediate disciplinary action and arrest under applicable City and State laws.

Utilization and Security of University Facilities and Parking Lots

Clark Atlanta University is a private institution located in the heart of Atlanta, Georgia, with an open campus. All buildings are equipped with emergency lighting, exterior security lighting, fire and smoke alarms, and panic-bar type doors. All residence halls have self-closing mechanism doors that should prevent unauthorized persons from entering the buildings. The security measures are evaluated and maintained annually. The Department of Public Safety and the Facilities Management Department also perform routine checks to make sure there is adequate lighting in hallways or stairwells and at building entrances and exits.

Access to Residence Halls

Residence Halls are secured 24 hours a day and are controlled by an access control card system (i.e., Panther Paw Card). The Panther Paw office is responsible for data entry and card issuance procedures for this system. Residence Hall rooms are accessed using a key system, which is controlled by the Office of Student Services and Campus Life and the Office of Residential Life and Student Development. Assistant Directors (AD) of Residence Life and Student Development, Resident Assistants, and students assigned to reside in the residence halls have 24-hour access to their respective halls. However, over extended breaks, students and resident assistants are denied access to the residence halls. Assistant Directors of Residence Life and Student Development, students categorized as University athletes remaining on campus to compete in tournaments and international students have year-round access during the academic year to their respective residence halls. The doors to all residence halls are secured and monitored around the clock.

Most residence hall access is controlled by residents, who are advised to keep their rooms locked at all times. For security reasons, it is necessary for residents to carry their Panther Paw card and room key at all times. In the event residents are locked out of their rooms, it may be necessary for them to wait for a roommate, contact their respective Assistant Director of Residence Life and Student Development, or contact the Facilities Management Department to gain entry into their room. Missing, lost or stolen Panther Paw access cards and/or keys should be reported to the Department of Public Safety immediately. Door locks may be changed and new keys issued for a fee determined by the Facilities Management Department. Keys are not to be loaned or duplicated.

Assistant Directors of Residence Life and Student Development are responsible for maintaining the standard of residential life within their respective halls and enforcing residence hall rules. ADs live in the residence halls, an arrangement which provides an opportunity for them to plan, coordinate, and implement safety measures working in conjunction with the Department of Public Safety in the following manner:

- a) Reporting strangers in their area;
- b) Controlling and monitoring access to the buildings;
- c) Advising safe off-campus practices through residential life education; and
- d) Coordinating walk through inspections.

Although the ADs are responsible for enforcing residence hall rules in order to implement safety measures, each student residing in on-campus residence halls is required to share in the responsibility for the security of their building. These requirements are as follows:

- a) Follow access control policies related to students and his/her visitor(s).
- b) Report lost access cards immediately to the Assistant Director and Public Safety representatives.
- c) Prevent the duplication of residential room keys.
- d) Report defective and inoperative access control devices and security equipment.
- e) Avoid “propping” open the doors to residential, recreational and academic facilities.
- f) Display student identification cards and adhere to visitation rules.

Each student should recognize that residence hall visitation is a privilege and not a right, and therefore may be suspended by the Office of Student Services and Campus Life. Residential Hall visitation hours are determined by the Office of Student Services and Campus Life. All Residence Halls Visitation Hours: 6:30 p.m. - 11:30 p.m., 7 days a week. However, these hours are subject to change at the discretion of the Office of Residence Life and Student Development.

Administrative and Academic Buildings

All administrative and academic buildings are open during normal business hours (9:00 a.m. - 5:00 p.m. Monday-Friday) to those who require access. All non-resident buildings are opened/locked by the Department of Public Safety personnel based upon the schedule of activities, with the exception of Harkness Hall, the Thomas W. Cole Science Research Center and Park Street Church. Access to Harkness Hall, the Thomas W. Cole Science Research Center and Park Street Church is controlled by an access card system.

Parking Access and Control

Vehicles entering and exiting the main campus are monitored. Currently, vehicular access routes along public streets are not under strict control procedures. However, proactive patrolling is used to monitor vehicular access. All vehicles parked on University property must have either an authorized parking permit or a vendor pass. Vehicles not displaying one of the above documents are encouraged to park in the University parking deck. Campus parking regulations are strictly enforced. Enforcement includes warnings, traffic citations, booting and towing.

Athletic Facilities

The Department of Public Safety secures the outside perimeter of all CAU athletic facilities and is authorized to maintain the keys to gates and perimeter entrances to those facilities. The athletics department’s facilities manager is responsible for securing the interior of the perimeter. Hours of access vary depending on the season but are typically between the hours of 6:00 am - 9:00 pm in season and normal business hours during the off-seasons. Only students, faculty and

staff are permitted to use athletic facilities through the coordination with the Office of Student Services and Campus Life.

- **Men's and Women's Basketball and Volleyball:** - The Panthers and Lady Panthers play their home matches at Epps Gymnasium located at 650 Fair Street, Atlanta, Georgia, 30314. Parking lots adjacent to the tennis courts and across from the gym on Fair Street available on a first-come, first-serve basis free of charge during varsity games. Buses will be guided by Public Safety.
- **Football:** Panther Stadium located at 735 Beckwith Street, Atlanta, Georgia, is home to the CAU Panthers football team.
- **Baseball:** All CAU Baseball home games are played at Bill Evans Field located at 3636 College Street, College Park, Georgia.
- **Softball:** CAU home Softball Games are played at Panther Field located on campus next to the football stadium. The Field is located off Martin Luther King Jr., Boulevard.
- **Women's Tennis:** CAU Lady Panthers play their home matches at the CAU Courts located directly in front of Epps Gymnasium. Directions: From Northside Drive (heading toward downtown Atlanta) make a left onto Larkin Street and the tennis courts will be $\frac{1}{4}$ of a mile on the right.

Scheduling Events

Scheduling of events and activities is done on a first-come first-served basis. Students will be given preference in the Student Center when rooms are available. Reservation request forms may be obtained from the Office of Student Leadership and Engagement located in the Student Center, Suite 245. Reservations for food service should be made with the University's contracted food service vendor. Food will not be permitted in the academic lounges, study rooms and classrooms.

Groups or individuals reserving space in University facilities shall be responsible for the behavior of their members and guests. Individuals or groups shall be responsible for any negligent damage of any university property, and damages shall be charged to the individuals or groups using a facility at the time damages occur.

The University will not be responsible for any articles lost in its facilities. No student organization, group, or student shall remain in a facility after it is officially closed without permission from a University official and without notice to the Department of Public Safety.

Solicitation on Campus

Solicitation on University property is generally prohibited. Individual students and organizations recognized by the University must comply with the regulations governing solicitation as provided herein and with the approval of the Dean of Student Services and Campus Life.

Distribution of Literature

The encouragement of freedom of speech and expression is highly valued by the University. Distribution of noncommercial literature, pamphlets or leaflets on campus, or within buildings located on University-owned property, however, is restricted as follows:

- Distribution of literature in University-owned buildings by individual students or by organizations recognized by the University may occur only with prior written permission. A request for the required advance permission should be submitted to the Dean of Students.
- In no case may any distribution include materials which are libelous, obscene, or violate or encourage the violation of federal, state or local laws, or the Code of Student Conduct.

Advertising

Regulations relating to posting of materials on campus shall apply to all students and organizations. General Regulations:

- A sealed stamp of approval for the posting of advertisements by students and or organizations must be obtained from the Department of Student Leadership and Engagement, Student Center, Suite 245.
- All materials must clearly identify the organization or person posting the advertisement. All materials must be removed within 24 hours following the event advertised. Failure to meet these specifications will result in the removal of all materials and possible disciplinary action for the organization and/or person.
- Signs and other publicity may be placed only on bulletin boards. They may not be attached to interior walls, doors, overhangs, exterior walls, fences, utility poles, waste receptacles, signs, signposts, trees, or shrubbery.
- The posting of materials in the Residence Hall is permitted only with the advance approval of the Office of Residence Life and Student Development or the Assistant Director at the time, place, and manner they designate.
- All publicity must reflect good taste and cannot be misleading in purpose or content. While the names of commercial sponsoring groups or brand names may appear on organizational advertising, they must be of secondary importance and not the main theme of the advertisement. When sponsors are used, approval must be obtained from the Department of Student Leadership and Engagement.
- Publicity encouraging the direct consumption of alcohol is prohibited.

Use of Amplifying Equipment

Any use of amplifying equipment, including sound trucks, on University-owned property requires the prior approval of the Department of Student Leadership and Engagement. Amplifying equipment may not be used on the Promenade during regular business hours Monday through Friday between the hours of 9 a.m. and 5 p.m. without prior approval from Student Leadership and Engagement.

STUDENT LIFE

Student Leadership and Engagement

The Office of Student Leadership and Engagement provide students with educational experiences beyond the classroom. Participation in substantive program activities can afford students a variety of pleasurable and enriching experiences which will augment classroom instruction and better equip them to discharge personal and citizenship responsibilities. Through clubs and organizations as well as cultural, social, recreational, and leadership programming, student life programs and student activities make available to students as many opportunities as possible for leadership development and self-realization. More specific information and guidelines on student activities and student organizations can be found in the Student Organization Resource Guide on the website under Student Leadership and Engagement.

Campus Activities Board

The Campus Activities Board (CAB) consists of students who assist the Office of Student Leadership and Engagement in identifying, planning, implementing and evaluating cultural, social, and educational/entertainment activities for the students. The Board is composed of students who are selected by the Office of Student Leadership and Engagement and recommended by faculty and staff through an application process.

Policies Governing Student Organizations and Activities

Student organizations at Clark Atlanta University provide many opportunities for students interested in out-of-class participation, fellowship and leadership development. All organizations on campus are nonprofit. They must register with the Office of Student Leadership and Engagement to use University facilities and services. To retain its status on campus, each organization must adhere to the following guidelines:

Chartering Procedures for Student Organizations

1. Student groups seeking authorization to function as approved student organizations shall first submit a proposed constitution and organization application to the Office of Student Leadership and Engagement. The constitution shall be consistent with University regulations and policies governing student life.
2. Chartered student organizations (fraternities and sororities) shall submit an organization application, and national and chapter constitutions to the Office of Student Leadership and Engagement. The chapter constitution shall be consistent with University regulations and policies governing student life.
3. Upon receipt of the constitution, the Office of Student Leadership and Engagement shall present the proposed constitution to the Director of Student Leadership and Engagement for final action.
4. Each student organization shall have two representatives' at all mandatory organizational workshops (Fall and Spring Leadership Institutes).
5. Student organizations shall conduct two campus or community service projects each semester.
6. Student organizations are entitled to the use of University facilities; use of campus bulletin board space; publicity for events and activities in University publications; and guidance and assistance from the Office of Student Leadership and Engagement in planning activities.

Advisor

The duties of the advisor shall be to counsel, guide and advice. Each student organization must have two advisors. Advisors are to be members of the faculty or staff approved by the Office of Student Involvement and Leadership. A statement of consent must be signed and filed annually with the Office of Student Leadership and Engagement.

Revocation of Charter

1. The Director of Student Leadership and Engagement may recommend the revocation of the charter of a student organization to the Associate Dean of Students, Student Development. The reasons for revocation of charters include, but are not limited to, inactivity, violations of University policies, or other reasons deemed appropriate
2. Before an organization is regarded as active for any given year, a roster of officers, members and advisors, along with the time and place of regular meeting dates, should be completed and on file in the Office of Student Leadership and Engagement by the fourth week of each semester.
3. Any organization which encourages the violation of University regulations forfeits the right to function on the campus.

Regulations Governing Fraternities, Sororities, Professional and Social Fellowship Organizations and Greek Life

The Clark Atlanta University Pan-Hellenic Council is comprised of nine (9) historically African-American fraternities and sororities. Its purpose is to serve as the coordinating agent of the constituent members in the furtherance of their national programs. Additionally, they promote unity on college and university campuses and within the communities where graduate and/or alumni chapters are located.

There are also additional Greek-letter organizations that operate outside of the Pan-Hellenic Council. These Greek-letter organizations are comprised of service, professional and academic organizations, as well as honor societies. The organizations will be governed and regulated by their national policies and the established policies of Clark Atlanta University. Clark Atlanta University policies supersede policies set forth by national headquarters or sponsoring entities for all organizations. An exception may be made in circumstances in which the national or sponsoring entity policies are more stringent than, but do not conflict with, Clark Atlanta University policies.

Fraternities and sororities are expected to comply with regional, national, and institutional regulations governing their respective organizations as well as those established by the campus Pan-Hellenic Council and University Code of Student Conduct. Further, they are required to adhere to the published rules and regulations governing student organizations.

Prospective students interested in obtaining membership in campus Greek-letter fraternities and sororities must have the minimum requirements set by the University and additional requirements set by the individual organization. All students interested in obtaining additional information and regulations concerning Greek Life should contact the Office of Student Leadership and Engagement, Henderson Student Center, Suite 245.

All Greek-letter organizations must submit the required forms to the Office of Student Leadership and Engagement for approval of the prospective members. The organization's president or in-take chairperson must provide a written statement signed by each organization member stating their compliance with the rules and regulations regarding hazing. Organizations must not hold any activities with or for prospective members before the official membership in-take period as stipulated by the Office of Student Leadership and Engagement.

Annually, Greek-letter organizations must provide the Office of Student Leadership and Engagement with general guidelines on membership required by their local, state, or national office. All organizations must follow the rules and regulations regarding hazing on a state, local and national level in addition to the policy of Clark Atlanta University regarding hazing. The hazing policy is located in the Student Code section of this handbook.

Advisory Councils for National Pan-Hellenic Greek Organizations and Other Greek Councils

Both of these advisory councils are composed of students, faculty, staff and personnel from the Office of Student Leadership and Engagement. These committees/councils are known as:

- National Pan-Hellenic Council (Divine Nine)
- Greek Service Council (Other Greek-letter organizations)

The primary concern of the advisory councils/committees is with the conduct and activities of student organizations in accordance with the University policy relative to student organizations. They serve as an advisory and recommending board/committee to the Director of Student Leadership and Engagement, who makes appointments to these committees.

Advisor

The duties of the advisor shall be to counsel, guide and to advise. Each student organization must have two advisors. For NPHC organizations, one of the advisors must be an active member of the alumni/alumnae chapter that provides oversight to their chapter. All other advisors are to be full-time members of the faculty or staff approved by the Office of Student Leadership and Engagement. A statement of consent must be signed and filed annually with the Office of Student Leadership and Engagement.

Securing advisors is the sole responsibility of the organization. If the organization cannot secure an on-campus advisor or if the advisor resigns, the organization's Clark Atlanta University charter will be suspended until a new on-campus or graduate advisor can be secured by the organization. The Office of Student Leadership and Engagement must be notified immediately whenever an on-campus advisor/graduate advisor resigns.

In addition to adhering to all guidelines governing advisors in general, the following guidelines shall apply to advisors of Greek-letter organizations:

- I. Provide counseling, leadership and direction regarding the interpretation of University policy, role and mission of Greek-letter organizations.

2. Ensure the adherence to University policy and guidelines regarding Greek-letter organizations.
3. Certify the membership eligibility of each student and submit the list of eligible students to the Director of Office of Student Leadership and Engagement or his/her designee.
4. Attend and remain present for the duration of all organizational meetings and sponsored activities.
5. Assist the respective organization with the formulation and implementation of all academic, service, and social activities.
6. Ensure that the governing bodies of the Greek-letter organization (local, regional, and national) are made aware of the rules, policies, goals, and objectives of the University.
7. Monitor the study sessions during the in-take process.
8. Report infractions of University and/or organizational rules and regulations to the Director of Student Leadership and Engagement or his/her designee.
9. Review all programs/objectives of the organization and the academic standings of its members and report the assessment to the Director of Student Leadership and Engagement or his/her designee at the end of each academic school year.
10. Know the chapter, regional and national policies and regulations of their organization as the University policies and regulations govern Greek-letter organizations.
11. Perform other duties and responsibilities that may be designated by the Associate Dean of Student Services, Student Development or his/her designee and Director of Student Leadership and Engagement, etc.
12. For at least one of the NPHC advisors, he/she must be an active member of the alumni/alumnae chapter providing oversight to the undergraduate chapter, and must be appointed by the supervising alumni/alumnae chapter.

The Role of Greek-Letter Organizations

The role of Greek-letter organizations on the campus of Clark Atlanta University shall enhance the academic, cultural, political and social climate of the University through formalized campus and community activities. Greek-letter organizations provide their members with a strong bond of friendship and esprit de corps. To fulfill this role, Greek-letter organizations shall:

1. Promote academic excellence through the sponsorship of activities such as tutorial services and academic competition.
2. Promote African American and other cultures by emphasizing the histories and achievements of the respective organizations.
3. Serve as role models and sponsor activities that promote appropriate behavior, conduct, dress, as well as sound moral and ethical values.
4. Promote unity among all Greek-lettered organizations (social and service) through collaborative activities.
5. Work to accomplish established institutional goals for the Greek-letter community.

Greek Life

*The **National Pan-Hellenic Council (NPHC)** Greek-letter fraternities and sororities with University charters at Clark Atlanta University are:*

Alpha Phi Alpha Fraternity, Inc. - Alpha Phi Chapter

Kappa Alpha Psi Fraternity, Inc. - Gamma Kappa Chapter

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

The Greek Service Council Greek-letter fraternities and sororities with University charters at Clark Atlanta University are:

Alpha Phi Omega National Service Fraternity, Inc., Chi Omicron Chapter
Gamma Phi Delta Sorority, Inc., Alpha Delta Chapter
Gamma Sigma Sigma National Service Sorority, Inc., Zeta Omega Chapter
Kappa Kappa Psi National Honorary Band Fraternity, Inc., Iota Tau Chapter
Tau Beta Sigma National Honorary Band Sorority, Inc., Theta Nu Chapter
Sigma Alpha Iota International Music Fraternity, Inc., Kappa Delta Chapter

University Membership Requirements

The following criteria for membership shall govern:

1. All students interested in membership (prospective) must complete the membership in-take class (Greek Symposium) conducted by the Office of Student Leadership and Engagement each semester. Only students whose names appear on the eligibility list are to be considered for in-take. Any organization violating this rule will be suspended.
2. All students interested in membership (prospective) must complete all Ever-Fi modules each academic year in efforts to be eligible for in-take consideration.
3. In order to participate in the in-take process for an NPHC organization, a new student must be in residence one academic year before he/she is eligible for in-take and must have earned a minimum of 28 semester hours.
4. Transfer students from an accredited school who satisfy all requirements are eligible for in-take during the second semester of matriculation at Clark Atlanta University and must have completed a minimum of 28 semester hours with a minimum of 12 of those 28 semester hours having been earned at CAU.
5. No student carrying less than twelve semester hours is eligible for in-take activities, unless it is the last semester of his/her senior year and has been verified through the Office of the Registrar.
6. The minimum GPA for students to participate in the intake process with an NPHC organization shall be 2.70, unless the national organization has a higher GPA requirement.
7. The maximum number of students allowed to participate in a single in-take process shall be thirty-five (35). This number may be increased either by a vote of the CAU NPHC chapter, or with written approval by the Office of Student Leadership and Engagement and the Associate Dean of Student Services, Student Development.
8. An intake process may occur only once during each semester/session.
9. Students are eligible for in-take if their financial accounts with the University are current, and if they are not on University disciplinary probation or suspension.

10. No student will be eligible to participate in the in-take process in any Greek-letter organization until the student's average has been compiled from the official grade records in the Office of the University Registrar, pursuant to the guidelines established under the University's policy on access to records.
11. The names of all persons and their grade point averages must be submitted to the Director of Student Leadership and Engagement at least ten (10) days before the actual in-take initiation process begins.
12. Graduate students may not be initiated into an undergraduate NPHC chapter.
13. No Greek-letter organization may function independent of the National Pan-Hellenic Council or Greek Service Council.
14. To maintain active status a member must earn a minimum 2.50 grade point average each semester.
15. A chapter must earn a minimum 2.50 cumulative grade point average to remain active each semester.

Rules and Regulations Governing the In-Take Period

The following rules and regulations shall govern the In-Take process for all Greek-letter organizations:

1. The University shall designate the beginning and ending of the in-take period which shall conclude prior to reading period. The first fourteen (14) calendar days will be used to process administrative paperwork only. The other fourteen (14) days shall be used to complete the remaining allowable in-take activities. The in-take process shall commence after approval by the Office of Student Leadership and Engagement.
2. In-take activities are not to interfere in any manner with classroom work or University work-study assignments of students. Any organization violating this rule is subject to probation or suspension.
3. Each Greek-letter organization shall designate an appropriate on-campus location for the purpose of classroom study for its in-take participants. The designated location shall be reported to the Director of Student Leadership and Engagement or his/her designee. Student sessions shall be held from 7:00 p.m. to 10:00 p.m., Monday through Friday. No weekend activities will commence before 6:30 a.m., and all activities will cease and desist by 12 midnight throughout the designated period.
4. In-take activities must take place on the campus unless special permission is granted by the Associate Dean of Student Affairs, Student Development or the Director of Student Leadership and Engagement.
5. Potential members may be given membership notebooks. These notebooks may only provide reference material on the organization's national, regional and local history. No new member shall be required to carry a membership notebook.
6. Potential candidates and current members may have one-on-one or group interviews to get to know each other. However, at no point shall alumni or graduate members interact with potential candidates without prior approval from supervising graduate chapter.
7. Potential members will not be required to secure the signatures of active members.
8. Potential members will not be prescribed a form of greeting.

9. Potential members may wear new member pins and ribbons if they choose. They may not be required to wear such symbols of affiliation unless all members are also required to do so. Wearing new member jerseys is also optional.
10. At no point may potential members or new members walk around in line, dressed alike prior to their new membership showcase.
11. All Greek letter organizations shall strictly adhere to and enforce the University policy which prohibits hazing. Moreover, all organizations will be responsible for providing each of its in-take participants with a copy of said policy.
12. The Dean of Student Services and Campus Life, the Associate Dean of Students, Student Development or the Director of Student Leadership and Engagement may summarily suspend the in-take period for a Greek-letter organization if he/she has reason to believe any provisions of the University Code of Student Conduct, the anti-hazing regulation, or state and/or federal laws have been violated.
13. All Greek-letter members are required to participate in the Greek Training Workshops during the fall and spring semesters.
14. All Greek-letter organizations are required to participate in the fall and spring Greek Symposiums.

Anti-Hazing Policy

Georgia law (O.C.G.A. § 16-5-61) provides that it is unlawful for any person to haze any student in connection with or as a condition or precondition of gaining acceptance, membership, office, or other status in a school organization, and further states that any person who violates this law will be guilty of a misdemeanor of a high and aggravated nature. It is also unlawful for any student to aid or abet any other person or group in the commission of hazing. Therefore, the University expressly condemns hazing and prohibits any student-chartered organizations, fraternities, sororities, athletic teams, bands, other recognized student organizations, persons or groups using University facilities, and individuals who are members of any such groups or organizations or who attend events or activities sponsored, organized or supported in any way by those organizations from hazing members, prospective members, or other persons seeking to obtain membership to or benefits from any of those organizations. To "haze" means to subject a student to an activity that endangers or is likely to endanger the physical health of a student, regardless of a student's willingness to participate in such activity. Other examples of hazing include, but are not limited to, the following:

- a) Any activity which endangers or has the potential to endanger the physical health of participants, such as paddling, whipping, kicking, striking, beating, pushing, shoving, tackling, branding, and ordering calisthenics, paddling, branding, running, excessive exposure to the elements, forced consumption of food, liquor, or drugs (legal or illegal) or any other substances, sleep deprivation, forced exclusion from social contact, conduct which could result in any form of embarrassment, nudity, sexual harassment, kidnapping, quests, scavenger hunts, stranding, physical or psychological shock, car drops and activities causing mental or physical fatigue.
- b) Any activity which endangers or has the potential to endanger the mental health and/or academic performance of participants, such as not allowing adequate time for or interfering with academic commitments; activities conducted between the hours of

10 p.m. and 8 a.m.; and forced exclusion from social and/or verbal contact with any other individual.

- c) Any activity which has the potential to be frightening, morally compromising, degrading, unduly embarrassing, deceptive, or promoting servitude, such as throwing items at or on the participant; carrying items or wearing apparel which is undignified; public stunts, verbal harassment and berating; requiring the participant to yell when entering or departing a physical structure or in the presence of designated individuals; the designation of "pledge entrances" or "exits"; running personal errands or servitude; intentionally creating labor or clean-up work; scant clothing requirements or nudity at any time; and deception designed to convince the participant of impending pain, injury or non-initiation.
- d) Any activity which is in violation of any federal, state or local law or rule, or University policy, such as the illegal use of alcohol or any controlled substance in any form or quantity as part of any pledge-related activity and violation of the University's Judicial Code of Student Conduct, including unauthorized entry, raids, possession/theft/destruction/damage of property, improper obstruction/disruption of University activities, abuse/harassment, and disorderly/obscene conduct.
- e) Any action or activity, whether conducted on or off University property, which is designed to, or has the reasonably foreseeable effect of humiliating, denigrating, offending, physically or mentally abusing, or exposing to danger a person, as a condition, directly or indirectly, of the person's consideration for admission to, or continuation of membership in, participation in activities of, receipt of benefits or services from an organization or group.

No person may consent to participation in hazing activities nor release a group or any of its members, officers, employees, agents, co-participants, parents, organizations, or insurers from liability for injuries or damages sustained as a result of participation in hazing activities. Furthermore, a person's consent shall not release or minimize an organization's or person's liability to discipline due to violation of this regulation. Recognized student organizations have an obligation to protect the welfare of their prospective and initiated members, guests and the University during initiation activities. Every precaution must be taken to protect against University, individual and organizational liability.

Violation of this policy by a group, organization or student shall subject such group, organization or student to the full range of disciplinary sanctions provided under the Code of Student Conduct.

University Recognition of the Authority of the National Pan-Hellenic Council

The National Pan-Hellenic Council, and other recognized student governance bodies with jurisdiction over recognized student organizations may establish self-regulating procedures with respect to complaints of violations of this regulation brought against their members. Such processes shall be independent of University disciplinary processes. A recognized national/international fraternity or sorority must also comply, and its members must comply and adhere to regulations from their respective national/ international organizations and the Pan-

Hellenic Council. Each fraternity and sorority must submit its national/international organization's hazing policy to the Office of Student Leadership and Engagement.

Duties of a Student Organization's President and Executive Board to Certify Compliance with the Anti-Hazing Policy

A copy of the University's Anti-Hazing Policy must be presented by all fraternities, sororities, athletic teams, and other recognized student organizations, to their respective members during each membership solicitation or acceptance period but not less than once each semester. The president or chief officer and the governing board of each such organization shall file with the Office of Student Leadership and Engagement a form approved by the department certifying compliance with this regulation. Failure to have been presented with a copy of the University's Anti-Hazing Policy or to file such certificate shall not release any group or individual from responsibility and/or disciplinary action under this policy. The organization's President and his or her Executive Board shall also sign a Statement of Compliance each semester, in a form approved by the University certifying compliance with this policy.

Presumptions Regarding Hazing

- a) Intake-related activities, by nature, must reflect the best interests of the intake members, members of the organization, the University, and the University community.
- b) For the purposes of this policy, any activity or situation, upon which the initiation or admission into or affiliation with or continued membership in a recognized organization is directly or indirectly conditioned, shall be presumed to be "forced", the willingness of an individual to participate notwithstanding.
- c) The negligence or consent of the participant, or any assumption of risk by the participant, are not defenses to an action brought pursuant to this policy.
- d) All students and recognized organizations are responsible for abiding by this policy, both on campus and off campus, including privately owned facilities and/or property.
- e) Recognized organizations are responsible for any activity in violation of this policy by any individual or group affiliated with the organization (pledge, member, auxiliary, or alumnus/alumna), unless it is proven that the group or individual activity was independent of, and occurred without the knowledge or consent of, the recognized organization. Such responsibility will apply equally to situations in which one or more members knew or should have known of the activity and failed to make every reasonable attempt to prevent or stop it.
- f) The filing of charges at CAU against a recognized organization does not preclude the filing of charges at CAU against an individual student or the filing of civil and/or criminal charges against the organization and/or individual.

Implementation

Officers (primarily the president) of each organization are responsible for informing intake members, affiliates, and appropriate alumni/ae of the policy. The policy should be read by the president to the membership at the first meeting of the organization each semester and to the initiates prior to the commencement of the first intake activity and should be posted in a prominent place for the initiates and members to see.

The Organization Registration Form, which includes a section pertaining to hazing, must be completed and submitted to the Office of Student Leadership and Engagement, Bishop Cornelius Henderson Student Center, Suite 245, within thirty (30) days of the election of new officers to certify acknowledgement of all conditions of this policy.

Violations and Sanctions

I. Organizational Consequences

Violations of this policy by a recognized organization normally will result in the minimum sanction of a one-semester probation and seven (7) weeks of social, intramural, and/or recognition benefits suspension, with a maximum sanction of withdrawal of University recognition from the organization for a period of twelve (12) consecutive regular academic semesters.

Repeated violation of this policy or violation of any probation enacted as a result of this policy by a recognized organization normally will result in the minimum sanction of a one-year probation and a one-semester suspension of social, intramural and/or recognition benefits, with a maximum sanction of withdrawal of University recognition of the organization for a period of an additional ten consecutive regular academic semesters.

Sanctions for a University-recognized organization may include any of the following:

Probation: A specified length of time in which repeated violation of the policy or violation of other specified policies result in increased sanctions against the organization; no additional sanctions are necessarily implied by imposing a problem.

Mandatory Activity: Required participation by the organization in specified group activity, service projects, educational programs, or other assignments.

Final Restitution: Repayment of the monetary value of damages, losses or injuries within a specified period of time as a result of a violation of the policy.

Social Limitation or Suspension: A specific length of time in which the organization is denied formal or informal sponsorship of or participation in one or more of the following: social activities, formals, all-Greek or University events or activities, or any other event of a social nature.

Intramural Suspension: A specific length of time in which the organization may not participate in individual or team sports or the Greek intramural league, earn intramural points or receive any championship titles.

Suspension of Recognition: A specific length of time in which the organization maintains University recognition but is denied one or more benefits of recognition which may include but are not necessarily limited to the following: use of University facilities, office space or property, and/or other specified benefits made available through recognition.

Withdrawal of University Recognition: A specified or unspecified length of time or series of conditions in which University recognition is withdrawn and cannot be regained by the organization. The organization and any semblance of its membership ceases to function at the university, is denied all benefits of University recognition, and no longer falls under the jurisdiction of the university organization judicial system. For the organization, or any semblance of its membership, to regain university recognition may involve the demonstration of evidence of organizational changes intended to eliminate the potential for repeated violations of this policy.

2. *Individual Consequences*

Any student who is convicted of hazing in a court of law shall be immediately expelled from Clark Atlanta University in accordance with the laws of the State of Georgia.

Liability Insurance

All social fraternity and sorority chapters are required to submit an annual certificate of liability insurance in the amount of at least \$1 million which states the amounts of coverage and names the University as an additional insured, using the following language in the certificate: "The Clark Atlanta University Board of Trustees, and all its other departments, boards, commissions and its officers, employees, and agents are hereby declared to be additional insured under the terms of this policy. This insurance policy will not be canceled without thirty (30) day notice to the Dean of Student Services and Campus Life, Director of Student Leadership and Engagement and Clark Atlanta University." Additionally, the certificate of insurance must be accompanied with an endorsement that states the additional insurance shall be primary. If the endorsement lacks this specific statement, it is inadequate. The additional insured coverage must cover all chapter activities and must include personal injury insurance.

CATEGORIES OF CHARTERED ORGANIZATIONS

Honorary Organizations: Alpha Kappa Delta National Sociological Fraternity (sociology majors of high standing); Alpha Kappa Mu National Honor Society (juniors and seniors who have accumulated a 3.3 average/graduate students who have accumulated a 3.7 average); Beta Kappa Chi (natural sciences and mathematics majors); Beta Phi Beta Biological Society (biology majors and minors); Iota Beta Chemical Society (chemistry majors and minors); Phi Mu Alpha Sinfonia National Music Fraternity (Omicron Kappa Chapter - music related); Pi Gamma Mu (social science majors); Psi Chi (psychology majors); Sigma Delta Pi (Spanish majors) and Kappa Delta Epsilon (education majors).

Clark Atlanta University Honor Societies

Alpha Epsilon Delta Health Pre-Professional Honor Society	Dr. Godwin Ananaba Ext 6803	gananaba@cau.edu
Alpha Epsilon Lambda Graduate Honor Society	Dr. Stephanie Evans Ext. 6352	sevans@cau.edu
Alpha Kappa Delta: Sociology	Dr. Sandra Taylor Ext. 8681	staylor@cau.edu
Alpha Kappa Mu National: Junior/Seniors – 3.3 and higher; Graduate students – 3.7 and higher	Dr. Cynthia Clem, Ext. 8048	cclem@cau.edu
Beta Gamma Sigma: Business Administration	Dr. Kasim Alli Ext. 8470	kalli@cau.edu
Beta Kappa Chi: Natural Sciences, Mathematics	Dr. Myron Williams	mnwill@cau.edu
Golden Key International Honor Society	Dr. Cynthia Clem Ext. 8048	cclem@cau.edu
University Honors Program and Scholars Program	Dr. Teri Platt Ext. 8721	tplatt@cau.edu
Kappa Delta Pi International Honor Society in Education (Alpha Gamma Theta Chapter)	Dr. James Young Ext. 6079	jyoung@cau.edu
Lambda Pi Eta: Communication Arts	Dr. Alice Stephens Ext. 6228	astephen@cau.edu;
Phi Alpha: Social Work	Professor Mary Ashong Ext.8861	mashong@cau.edu
Phi Alpha Theta International: History	Dr. Richard Morton Ms. Claudia Coombs	Rmorton@cau.edu CCombs@cau.edu
Phi Eta Sigma National Honor Society	Dr. Cynthia Clem Ext. 8048	cclem@cau.edu
Phi Kappa Phi Honor Society	Dr. Timothy Askew Ext. 8170	taskew@cau.edu
Pi Mu Epsilon: Mathematics (AUC)	Dr. Charles Pierre Ext. 8195 Ms. Sandra Powell Ext. 8199	cpierre@cau.edu spowell@cau.edu
Pi Sigma Alpha National: Political Science	Dr. William Boone Dr. Robert Dejanas Ext. 8241	VBoone@cau.edu rdejanas@cau.edu
Psi Chi National: Psychology	Dr. Joe Coble Ext. 8259 Dr. Christopher Bass	jcoble@cau.edu CBass@cau.edu
Sigma Delta Pi National Collegiate Hispanic Honor Society	Ms. Sharon Nuruddin Ext. 8789	snuruddin@cau.edu
Sigma Tau Delta International: English	Dr. Alma Vinyard Ext. 6067 Dr. Susan Wright-McFatter	avinyard@cau.edu smcfatt@cau.edu

University Honors Program and Scholars: Composed of selected students who maintain a grade point average of 3.25 and above. Applications are available in the Honors and Scholars Program Office.

National Pan-Hellenic Council (NPHC): Composed of the president, secretary, and advisor of each fraternity and sorority, this council makes recommendations and consults with the Director of Student Leadership and Engagement regarding the activities of Greek-letter organizations on campus. Copies of regulations governing the activities of fraternities and sororities may be obtained upon request from the Director of Student Leadership and Engagement.

NPHC Greek-letter Organizations: Alpha Phi Alpha Fraternity, Inc.; Kappa Alpha Psi Fraternity, Inc.; Omega Psi Phi Fraternity, Inc.; Phi Beta Sigma Fraternity, Inc.; Iota Phi Theta Fraternity, Inc.; Alpha Kappa Alpha Sorority, Inc.; Delta Sigma Theta Sorority, Inc.; Zeta Phi Beta Sorority; and Sigma Gamma Rho Sorority, Inc.

Greek Service Council (GSC): Composed of the president, secretary, and advisor of each GSC fraternity and sorority, this council makes recommendations and consults with the Dean of Student Services and Campus Life through the Director of Student Leadership and Engagement regarding the activities of Greek Service Council organizations on campus. Copies of regulations governing the activities of GSC fraternities and sororities may be obtained upon request from the Director of Student Leadership and Engagement.

GSC Greek-letter Organizations: Alpha Phi Omega National Service Fraternity, Inc., Gamma Phi Delta Sorority, Gamma Sigma Sigma National Service Sorority, Inc., Kappa Kappa Psi National Honorary Band Fraternity, Inc., Phi Mu Alpha Sinfonia Fraternity, Tau Beta Sigma National Honorary Band Sorority, Inc., and Sigma Alpha Iota International Music Fraternity, Inc.

Religious Organizations: The Midweek Prayer Hour and the Student Christian Association (merger of Faith in Action Group, the YWCA) command the interest and services of many students. A desire to serve is the only qualification necessary for membership.

INTERCOLLEGIATE ATHLETICS

The University's Intercollegiate Athletics programs afford students opportunities to benefit from and distinguish themselves in sports, as well as provide excellent athletic competition. For the enjoyment of the student body, faculty, staff, and community, varsity teams in football, women's tennis, men's and women's basketball, baseball, softball, volleyball, as well as men's and women's cross country and track and field compete against teams from various colleges throughout the region. The University holds membership in the Southern Intercollegiate Athletic Conference and the National Collegiate Athletic Association Division II.

STUDENT PUBLICATIONS

Students publish a monthly University newspaper and an annual yearbook which reflects the students' opinion. These publications are produced under the advisement of the faculty or staff and without administrative censorship. Student publications provide practical experience in journalism. Clark Atlanta students can also obtain journalism experience in various departments and organizations by writing for, and assisting in, the publication of newsletters and magazines.

Statement on Institutional Responsibilities

Student publications, particularly the student press, are a valuable aid in establishing and maintaining an atmosphere of free and reasonable discussion, and of intellectual exploration on campus. The University endorses the concept that students have the right and responsibility to express and interpret student opinion to the faculty, staff and administration.

The Panther Newspaper – The mission of the student newspaper shall be to report news of student interest from on and off campus, to editorialize on matters of student concern, and to provide a forum for the free expression and exchange of ideas in the University community.

Panther Yearbook – The goal of the University yearbook shall be to chronicle campus activities of enduring significance, to publish a document which reflects in an accurate, balanced way, campus life, and to provide an archival record of persons, organizations, the campus, curricular, and co-curricular events.

Both publications are Student Services and Campus Life-related organizations which link both the academic life (curricular) and student life (co-curricular) at the University. For the aforementioned reason, the PANTHER newspaper and yearbook are unique from other student organizations and shall be governed by the following regulations.

- Each publication staff shall be a chartered student organization of the University.
- Each publication shall have, but shall not be solely restricted to, an advisor from the Mass Media Department. The Mass Media Department advisor shall be a faculty member who is appointed by the Department Chair. Advisors shall be guided by the general provisions and expectations outlined in the Student Handbook.
- Each publication shall be funded from the University operational budget, as well as any other available external sources.
- Each publication shall assign a qualified student to the post of Business Manager (Business/Managing Editor), who will maintain a sound financial system related to the collection and disbursement of funds in accordance with generally accepted accounting principles. An Advisor shall serve as a moderator of the fiscal affairs of each organization, working closely with the purpose of effective and efficient operations, as well as an audit.
- An annual fiscal and programmatic report shall be filed with the Office of Student Services and Campus Life by the student editors (or designee), and shall serve as the basis for an end-of-the-year-review.
- *The Panther* newspaper must:
 - Carry the following policy statement in its “credit block” on the editorial page: *The Panther* is published by the students of Clark Atlanta University. The opinions expressed in *The Panther* reflect only the positions of the student writers and the editorial staff, and not the ideas or opinions of the University or its governing board. *The Panther* has both the right and responsibility to report news of student interest from on and off campus, to editorialize on matters of student concern, and to provide a forum for the free expression of opinion and exchange of ideas in the community. All rights reserved. Reprints by permission of the editor and advisor. Staff positions shall be open to all interested students.
 - Develop and regularly print the policy which governs “Letters to the Editor.”
- Student publications will maintain high standards of literary merit and journalistic responsibility.
- The editors-in-chief will be members of the Student Publications Committee and the Council of Chartered Organizations.

Responsibilities of the Committee

The Committee is responsible for the oversight of the implementation of policies which govern student publications and to develop recommendations for new and/or revised policies.

Composition of the Committee

The Committee shall be composed of nine (9) members: four students, five faculty/staff. Student members shall include the editor-in-chief of the yearbook and newspaper and the presidents of the Student Government Association or designee. Faculty/staff members shall include the advisor for each publication, two members of the Student Life Committee, as well as representation from the Office of Student Services and Campus Life. The chair of the Committee shall be determined by the body.

CULTURAL ENRICHMENT

Many opportunities for cultural enrichment are available to students through presentations by distinguished artists and speakers, theatrical productions and concerts. The University offers student performing arts groups, including the Philharmonic Society, the Jazz Band and the

Marching Band and Concert Bands. Students interested in these activities should contact the Music Department.

GUEST SPEAKERS AND PERFORMERS

Students may freely select and invite speakers and performers from various fields and genres for academic and/or cultural enrichment. When doing so, the sponsoring student group or students must notify the Office of Student Leadership and Engagement. In most cases, outside speakers require certain fees and travel accommodations. The sponsoring group is responsible for the costs associated with the guest speaker or performer. The invitation of outside speakers and performers does not imply approval or sponsorship of their views by the University nor the group inviting them. Please note that the Dean of Student Services and Campus and/or the Provost and Vice President for Academic Affairs must approve student sponsored guest speakers or performers. Some instances may require approval by the President.

While there are no restrictions on the point of view expressed by speakers and performers, other than those imposed by federal or state law, the University will not allow or condone language and behavior that is lewd, racially offensive, or demeaning to any groups on campus.

CONSTITUTION OF THE CLARK ATLANTA UNIVERSITY STUDENT GOVERNMENT ASSOCIATION

PREAMBLE

Whereas Clark Atlanta University recognizes the legitimate prerogative of its students to participate in the governance and affairs of the University; whereas such participation shall be consistent with applicable University policies; we, the students of Clark Atlanta University deem it necessary to maintain an effective maintenance of relationships with students, faculty, staff, and administration; therefore Clark Atlanta University does hereby establish and create the Student Government Association in accordance with the provisions of this Constitution.

Article I: NAME

The name of this organization is the Clark Atlanta University Student Government Association (CAUSGA).

Article II: PURPOSES

The purposes of the Clark Atlanta University Student Government Association must be:

- To represent the welfare and interests of the student body and the University.
- To facilitate communication and dialogue among students, faculty, staff, administration, and alumni in matters affecting the welfare of the student body.
- To promote academic excellence, good moral and ethical practices.
- To provide opportunities for the development of superior character and leadership ability among its members.
- To exercise the prerogatives and the responsibilities of student government as provided in this Constitution in cooperation with the University administration.
- To give students an active voice in the governance of Clark Atlanta University.
- To play a lead role in planning activities which are of recreational, social, and developmental interest to the student body.

ARTICLE III: MEMBERSHIP

All enrolled Clark Atlanta University students are members of CAUSGA.

ARTICLE IV: OFFICERS

Section 1: The officers of CAUSGA are the Executive Board members, Class Officers, House of Delegates members, and Miss Clark Atlanta University.

Section 2: Officer Selection

Section 2.1: Officers of CAUSGA shall be elected annually in a University wide election of the student body.

Section 2.2: Only enrolled graduate students must vote for graduate officers, e.g., President, Vice President, House of Delegates representatives, and any other graduate officers. Only enrolled undergraduate students must vote for undergraduate officers, (e.g., President, Vice President, House of Delegates representatives and any other undergraduate officers).

ARTICLE V: ORGANIZATIONAL STRUCTURE

Section 1: The members of the Executive Board shall consist of two Presidents (one graduate and one undergraduate), two Vice Presidents (one graduate and one undergraduate), two Chiefs of Staff (one graduate and one undergraduate), Secretary, and Treasurer.

Section 2: The officers of the House of Delegates will consist of Chair, Speaker of the House, Secretary, and Treasurer.

Section 2.1: All legislative and deliberative authority of the Student Government Association shall be vested in the House of Delegates.

Section 2.2: The House of Delegates shall be established and apportioned annually in accordance with the following representation:

- 1 representative for each undergraduate class
- 1 representative for each residence hall
- 1 graduate representative for each school
- 3 undergraduate representatives for commuter students
- 2 graduate representatives for commuter students
- 1 undergraduate representative for international students
- 1 graduate representative for international students
- 1 at-large representative per 1000 students

Section 2.3: The number and distribution of at-large representatives to the House of Delegates must be based on the University's official Fall Semester Census preceding the University-wide election.

Section 2.4: Each of the following divisions shall elect from its membership representatives to the House of Delegates: graduate, seniors, juniors, sophomores, freshmen, residence hall representatives, graduate commuter and international representatives, undergraduate commuter and international representatives.

ARTICLE VI: TERM OF OFFICE

Section 1: The term of officers of CAUSGA will approximate one year beginning and ending with the set date and start time of Spring Commencement Ceremony of the University.

Section 2: Miss Clark Atlanta University shall not serve more than one term.

Section 3: All other elected officers of CAUSGA may serve more than one term if re-elected; however, an officer may not exceed two terms in a particular office.

ARTICLE VII: STUDENT ELECTION COMMITTEE

Section 1: The Student Election Committee (SEC) must derive from the House of Delegates by majority vote of the House of Delegates.

Section 2: Election for CAUSGA officers must take place during Student Election Week. All of the election activities must take place under the supervision of SEC and the Department of Student Involvement and Leadership.

Section 3: The SEC must conduct elections as directed by the House of Delegates following the guidelines of the Student Election Code, with the advisement of the Office of Student Leadership and Engagement. Any proposed changes of rules by the SEC must be submitted to the House of Delegates and the Office of Student Leadership and Engagement to be approved before the Election Code becomes effective.

Section 4: Student body elections may not occur within the two-week period immediately preceding midterm or final examinations.

Section 5: Voting in all elections must be by a secret ballot.

ARTICLE VIII: CONSTITUTION AMENDMENTS

Section 1: The constitution must be reviewed annually by a committee derived from the House of Delegates.

Section 2: Any Clark Atlanta University student may submit changes or recommendations in writing to the House of Delegates.

Section 3: Any proposed change by the House of Delegates must be ratified by the student body by majority vote of those students voting in a University wide election.

ARTICLE IX: BYLAWS

I. Meetings

Section 1: A notice of any meeting of Clark Atlanta University Student Government Association (CAUSGA) must be posted at least one week in advance.

Section 2: CAUSGA must hold at least two meeting per semester-one prior to and one following mid-term. The House of Delegates must hold two formal business meetings per semester-one prior to and one following the CAUSGA meeting.

Section 3: Fifty percent of the House of Delegates must constitute a quorum for formal meetings.

Section 4: Additional meetings may be called by the Presidents of CAUSGA or by one-fourth of the House of Delegates, provided they present such a request in writing to the CAUSGA Presidents.

Section 5: One-third of the House of Delegates constitutes a quorum for called meetings.

Section 6: Failure of a representative to attend two consecutive formal meetings without approval from the Chair of House of Delegates shall result in his or her suspension or expulsion from his or her position.

Section 7: Failure of a CAUSGA officer to attend two CAUSGA meetings without approval from the CAUSGA advisor shall result in his or her suspension or expulsion from his or her position.

II. Qualifications

Section 1: The Presidents and Vice Presidents of Clark Atlanta University Student Government Association must meet the following qualifications immediately prior to and for the duration of their tenure:

- Must be at least a full-time junior by the Fall semester that the office is sought or must be a graduate student by the semester in which the office is sought and have at least one year of matriculation at CAU immediately prior to that semester.
- Must have recommendations from two faculty or staff members and two Clark Atlanta University students.
- Must maintain a cumulative grade point average of 3.0.
- Must be in good financial standing with the University.

- Must be in good judicial standing with the University.

Section 2: The members of the House of Delegates must meet the following qualifications immediately prior to and for the duration of their tenure:

- The officers of House of Delegates must have related-experience in their respective position.
- Must be at least a full-time student having achieved classification consistent with the office being sought by the Fall semester.
- Must have recommendations from two faculty or staff members and two Clark Atlanta University students.
- Must maintain grade point average of 3.0 for the undergraduate and 3.0 for the graduate offices.
- Must be in good financial standing with the University.
- Must be in good judicial standing with the University.
- Position eligibility must be approved by the Student Election Committee and the Office of Student Leadership and Engagement (i.e., only commuter student may be eligible to be a Commuter Student Representative).

Section 3: Miss Clark Atlanta University must meet the following qualifications immediately prior to and for the duration of her tenure:

- Must be at least a full-time junior or a graduate student having at least one year of matriculation at CAU immediately prior to the semester in which the office is sought.
- Must maintain a cumulative grade point average of 3.0.
- Must be in good financial standing with the University.
- Must be in good judicial standing with the University.
- Must have recommendations from two faculty or staff members and two Clark Atlanta University students.

Section 4: All other officers of CAUSGA must meet the following qualifications immediately prior to and for the duration of their tenure:

- Must be at least a full-time student having achieved classification consistent with the office being sought by the Fall semester.
- Must maintain a cumulative grade point average of 3.0.
- Must be in good financial standing with the University.
- Must be in good judicial standing with the University.
- Must have recommendations from two faculty or staff members and two Clark Atlanta University students.

III. Duties

Section I: Executive authority of the CAUSGA shall be vested in the Executive Board

Section I.1: Powers and Duties of the Executive Board Presidents:

- Will be the chief executive officers of CAUSGA Executive Board.
- Will serve as spokespersons for the student body.
- Will be ex-officio voting members of all committees of CAUSGA.
- Will be empowered to appoint committees to assist in the executive functions of CAUSGA and to promote broad participation of students in the affairs of the student body and the University.
- Will recommend and nominate students to serve on appropriate University committees.
- Will be voting members of the Executive Board.

- Will serve as student delegates' for Board of Trustees.
- Will actively serve on the University Senate and other University-wide committees to which they are appointed.
- Will perform any additional duties, in accordance with this constitution, its Amendments and Bylaws of the CAUSGA.

Section I.2: Powers and Duties of the Executive Board Vice Presidents:

- The Vice Presidents of CAUSGA shall be empowered to carry out the duties and responsibilities of either president in his/her absence.
- Will assist and represent the Presidents in performing the executive and administrative duties of CAUSGA.
- Will be voting members of the Executive Board.
- Will be a non-voting member in the House of Delegates and shall preside over that body (Graduate Vice President).
- Will be a non-voting member in the Campus Charter Organization-Council and shall preside over that body (Undergraduate Vice President).
- Will make reports and assist the Executive Board Presidents.
- Will perform any additional duties, in accordance with this constitution, its Amendments and Bylaws of the CAUSGA.

Section I.3: Powers and Duties of the Executive Board Secretary:

- Will be responsible for taking and maintaining minutes and permanent records of all CAUSGA business. These records shall be open to any CAUSGA member.
- Will be responsible for delegating and initializing all official correspondence.
- Will be responsible for requisitioning all rooms to be utilized for CAUSGA Executive Branch.
- Will be a voting member of the Executive Board.
- Will perform any additional duties, in accordance with this constitution, its Amendments and Bylaws of the CAUSGA.

Section I.4: Powers and Duties of the Executive Board Treasurer:

- Will monitor all CAUSGA financial transactions.
- Will chair the Budget Committee and recommend to the House of Delegates an operating budget for the ensuing year and maintain records of funds.
- Will make a year-end report describing revenues, disbursements, and encumbrances and shall carry forward balances of the CAUSGA's funds to the House of Delegates and the University so as to reflect the business of CAUSGA at the close of the academic year.
- Will be a voting member of the Executive Board.
- Will be responsible for assuring that no funds of the CAUSGA are misappropriated or otherwise misused.
- Will perform any additional duties, in accordance with this constitution, its Amendments and Bylaws of the CAUSGA.

Section I.5: Powers and Duties of the Executive Board Chiefs of Staff:

- Will serve as the executive assistant to the student body Graduate and Undergraduate Presidents.

- Will assist in the management of the Student Government Association and the development of the Presidential platform.
- Will assist the Executive Cabinet and staff.
- Will ensure the areas of special responsibilities are met.
- Will attend events when the President or Vice President is absent.
- Will maintain marketing for SGA programs and events.
- Will be ex officio voting members of all committees of CAUSGA and Executive Board.
- Duties may include interviewing applicants for positions for SGA appointed committees.
- Will perform any additional duties, in accordance with this constitution, its Amendments and Bylaws of the CAUSGA.

Section 1.6: Miss Clark Atlanta University:

- Will preside over the Kings and Queens Coalition.
- Will participate in events as determined or requested by the Office of Student Leadership and Engagement.
- Will perform 80 hours of community service during her term, which may include, but is not limited to, innovative and effective programming.
- Will perform any additional duties, in accordance with this constitution, its Amendments and Bylaws of the CAUSGA.

Section 2: The Clark Atlanta University House of Delegates (HOD) will be the legislative body of CAUSGA.

Section 2.1: Powers and Duties of the House of Delegates Chair:

- Appoint the Speaker of the House.
- Administer the duties of all officers of the House of Delegates.
- Be ex-officio voting member of all House of Delegates Committees.
- Provide Speaker of the House with the meeting agendas at least 48 hours prior to the meeting called.
- Maintain a functional, productive, and influential House of Delegates.
- Openly address, voice, and listen to all issues brought to him/her by the student body, SGA, Administration, and/or the representatives of the House of Delegates.
- Attend all meetings of the House of Delegates unless excused by the CAUSGA Executive Board Graduate Vice President with prior knowledge given to the Speaker of the House of Delegates in the amount of at least 48 Hours prior to the meeting.
- Have experience in delegation, management and prior knowledge of analyzing policy and/or related-materials.
- Served at least one-year as a HOD member prior to beginning their term as Chair.
- Perform additional duties, subject to this constitution, its Amendments and the Bylaws of the CAUSGA.

Section 2.2: Powers and Duties of the Speaker of the House:

- Preside over all meetings of the House of Delegates.
- Appoint committees to assist in the legislative functions of the House of Delegates with the approval of the Chair.
- The Speaker of the House shall be empowered to carry out the duties and responsibilities of the Chair in his/her absence.

- Assist and represent the Chair in his/her legislative duties.
- Be a voting member of the House of Delegates.
- Coordinate the duties of the Chairs of the House of Delegates Committees.
- Attend all meetings of the House of Delegates unless excused by the Chair.
- Have experience in administrative support and prior knowledge of Roberts Rule of Order.
- Perform additional duties, subject to this constitution, its Amendments and the Bylaws of the CAUSGA.

Section 2.3: Powers and Duties of the House of Delegates (HOD) Secretary:

- Be responsible for taking and maintaining minutes and permanent records of all HOD business.
- Publish the minutes of the HOD meetings to be available in the SGA office.
- Collect and maintain all of the surveys and other documents of the HOD.
- Be responsible for carrying out all clerical duties.
- Publish the calendar for meetings of all representatives and their constituency.
- Be responsible for delegating and initializing all HOD correspondence.
- Provide all HOD progress reports to the CAUSGA Executive Board upon request (All progress reports shall be reviewed by HOD Chair before submission to CAUSGA).
- Attend all HOD meetings unless excused by HOD Chair.
- Must have experience in administrative support and clerical/record keeping.
- Perform additional duties, subject to this constitution, its Amendments and the Bylaws of the CAUSGA.

Section 2.4: Powers and Duties of the House of Delegates (HOD) Treasurer:

- Monitor all HOD financial transactions.
- Make current Treasury reports at all HOD meetings.
- Be responsible of assuring that no funds of the House or CAUSGA are misappropriated or otherwise misused.
- Submit written and oral quarterly financial reports to the House of Delegates.
- Make a year-end report describing revenues, disbursements, and encumbrances so as to reflect the business of the SGA at the close of the academic year.
- Attend all HOD meetings unless excused by HOD Chair.
- Must have experience in financial control and budgeting.
- Perform additional duties, subject to this constitution, its Amendments and the Bylaws of the CAUSGA.

IV. Vacancies

Section 1: Any office will be declared vacant when an incumbent fails to satisfy any requirements as set forth in these bylaws.

Section 2: Any elected officer of CAUSGA will be removed from office by two-thirds (2/3) vote of the student body.

Section 3: Should the office of President become vacant for any reason, the Vice President will serve the rest of the term as President.

Section 4: Should the Vice President fail to serve, a special election for replacement will be held by SEC. Should a Vice President fail to be elected, the President will appoint a replacement with the approval from the HOD.

Section 5: Should the Treasurer and/or Secretary become vacant, the President shall appoint replacements with approval from the HOD.

Section 6: Should Miss Clark Atlanta University fail to comply with her duties, her position becomes vacant and the line of succession falls in order to the first attendant. Should the line of succession fail to produce a replacement, the office will fall in order to Miss Senior, Miss Junior, etc.

Section 6.1: The successor to Miss Clark Atlanta University as described in Section 6 shall hold office for the unexpired duration of the term of office commencing immediately after the vote.

V. Removal of Office

Section 1: Any member of the CAUSGA may be removed from office by two-thirds (2/3) vote of those students voting in a University wide election, if the current officer's behavior, conduct, or demeanor reflects unfavorable on the office, the student body or the University.

Section 2: Appeal Process

- The CAUSGA member under investigation should be placed on probation until the investigation period is complete.
- The HOD Chair must create a Judicial Committee of 5 to try the charges against the member in question; unless the Chair is the member being charged, in this case the Speaker of the House shall be acting Chair for the duration of the hearing.
- The Chair shall serve as Chief Justice over the hearing with one of the CAUSGA Executive Board Vice Presidents and the HOD Secretary serving as Associate Justices. In addition, the other seats on this committee shall be held by the CAUSGA Advisor(s) and the Director of Code of Conduct
- The Speaker of the HOD shall be the one to present all allegations against the accused.
- The active body of the HOD shall vote in this case; two-thirds (2/3) is required for either decision.
- Each hearing must constitute a quorum.
- Hearings are open to the Student Body.

ARTICLE X: ELECTION CODE

Section 1: The House of Delegates in conjunction with the Student Election Committee must review and approve election requirements and procedures with the signature of the Office of Student Leadership and Engagement.

ARTICLE XI: AMENEDMENTS

Section 1: Any proposed bylaw amendment must be circulated to the student body at least 30 days prior to the next scheduled CAUSGA meeting before it may be submitted to and adopted by the House of Delegates.

ARTICLE XII: PARLIAMENTARY PROCEDURE

Section 1: In all matters not covered by this constitution and bylaws, this organization must be governed by *Roberts Rule of Order*.

CODE OF STUDENT CONDUCT AND CONDUCT REVIEW PROCESS

The Purpose of the Code of Student Conduct is to help the University foster the love of learning, commitment to fair, honorable conduct, and most importantly respect to the safety and welfare of the University community. It is our expectation that students, staff and faculty act with honesty, integrity, civility; and respect for themselves and others and for the University community, and the community in which we live. Any behavior that is inconsistent with these goals, whether on or off campus, is prohibited and constitutes a violation of the Code of Student Conduct.

CONDUCT VIOLATIONS

Code of Conduct

The Code aims to sustain a safe environment conducive to learning, promote a climate of mutual respect, foster open dialogue that promote learning and understanding, promote individual well-being and personal development, and encourage the application of ethical decision-making in the daily life of undergraduates.

For purposes of the Code of Student Conduct and the Conduct Review Process only, any person subject to the Code of Student Conduct will be referred to as a "student" regardless of whether the person is registered for classes. Additionally, during the Conduct Review Process, the person making the complaint will be referred to as the "Complainant," and the student responding to the complaint will be referred to as the "Respondent." All students (including online students) are subject to the Code of Student Conduct and Student Conduct has the authority to proceed with the Conduct Review Process at any time after a student has been accepted to the University, even after a student leaves, withdraws and/or graduates.

Conduct that violates the Code of Student Conduct includes:

I. Harming or Endangering

- a) Use of physical force or violence
- b) Threatened use of physical force or violence
- c) Dating violence or domestic violence
- d) Fighting (physical or verbal)
- e) Endangering or threatening health or safety
- f) Intentional possession of a dangerous article or substance that may be used to injure or cause discomfort to any person
- g) Possession or use of firearms, ammunition, shell casings, BB guns, air guns, airsoft guns, fireworks, incendiary devices, explosives, tasers and items that resemble a firearm
- h) Initiating or circulating a report or warning of an impending bombing, fire or other crime, emergency, or catastrophe, knowing that the report is false
- i) Intentionally or recklessly starting a fire

- j) Misuse of or tampering with fire safety equipment (e.g., fire extinguishers, smoke detectors, exit signs and pull stations)
- k) Hazing
- l) Aiding, abetting, encouraging or participating in a riot, commotion or disturbance, or other disorderly conduct
- m) Possession or use of weapons, including, but not limited to, any form of knife/box cutter (excluding University-issued culinary knives), brass knuckles, swords, razor and items that resemble a weapon
- n) Animal abuse or neglect

If Student Conduct assigns a charge of dating violence or domestic violence, the University is required by law to inform the complainant of the Conduct Review Process outcome.

For more information on Hazing, see the University's Anti-Hazing Policy, 84-87

2. Bias and Harassment

Is deemed in the Code of Student Conduct as a violation against another person committed with bias, hatred or animus based on the person's actual or perceived race, religion, color, national origin, age, sex, sexual orientation, gender identity or expression, genetic information, disability, status as a protected veteran, pregnancy, marital status, or any other category protected by law, which is:

- a) Harassment or the creation of a hostile environment based on race, religion, color, national origin, age, sex, sexual orientation, gender identity or expression, genetic information, disability, status as a protected veteran, pregnancy, marital status, or any other category protected by law
- b) Physical, verbal, nonverbal, written, electronic or technological harassment of another person, including harassment on social networking sites and other online forums
- c) Impersonating another individual through e-mail, social media, electronic communication or other means
- d) Failure to Comply and Interference
- e) Disrupting a conduct meeting or hearing
- f) Sharing a student identification card with another person
- g) Stalking
- h) Intimidation

If through the Code of Student Conduct process if the respondent is found responsible for the charge of stalking, the University is required by law to inform the complainant of the Conduct Review Process outcome.

For more information about discrimination and harassment, see the University's Prohibited Discrimination and Harassment (including Sexual Harassment) Policy.

3. Sexual Misconduct

- a) Sexual assault (including rape, fondling, incest and statutory rape)
- b) Sexual exploitation
- c) Sexual harassment
- d) Lewd, indecent or obscene behavior
- e) Illegal possession of pornography
- f) Illegal distribution of pornography

If Student Conduct assigns a charge of sexual assault, sexual exploitation or sexual harassment, the University is required by law to inform the complainant of the Conduct Review Process outcome.

4. Drugs

- a) Possession of drug paraphernalia (such as bongs, scales, pipes, etc.)
- b) The actual or intended purchase, possession or use of illegal drugs, narcotics, controlled substances or prescription drugs without a prescription
- c) The actual or intended sale, distribution, cultivation or manufacture of illegal drugs, narcotics, controlled substances or prescription drugs
- d) Presence at a gathering where there is obvious illegal drug use

A finding of responsibility for intended or actual sale or distribution can be based on the mere presence of a distributable quantity of illegal drugs, narcotics, controlled substances or prescription drugs or the presence of paraphernalia used for the sale or distribution of illegal drugs, narcotics, controlled substances or prescription drugs.

Students can be found responsible for a drug violation based on the presence of residue or paraphernalia alone.

The University may inform local police of illegal drug violations.

The university will report drug violations to the student's parents or guardians if the student is under the age of 21.

If drugs are found in a residence hall room or other campus location, the University may find all occupants of the room or other campus location responsible for the drug violation if it is unable to ascertain which student(s) possessed and/or used the drugs.

For more information on drugs, narcotics and controlled substances, see the University's Drug and Alcohol Policy, page, 34.

5. Alcohol

- a) Possession or use of alcohol anywhere on university property, except for legal use at events, operations, programs, premises or facilities sanctioned by the university
- b) The actual or intended purchase, possession or use of alcohol by anyone under the applicable legal drinking age
- c) Selling alcohol to or buying alcohol for anyone under the applicable legal drinking age
- d) Presence at a gathering where there is obvious illegal drinking
- e) Use of drinking paraphernalia typically used or associated with excessive drinking (such as drinking funnels, kegs, beer balls, trash can punches, beer bong, beer pong tables or taps)
- f) Possession of drinking paraphernalia typically used or associated with excessive drinking (such as drinking funnels, kegs, beer balls, trash can punches, beer bong, beer pong tables or taps)
- g) Violation of the Residence Life and Student Development alcohol guidelines applicable for students who are 21 years of age or older and who have received permission to consume alcohol on campus
- h) Alcohol includes powdered alcohol.

The University will report alcohol violations to the student's parents or guardians if the student is under the applicable legal drinking age.

Students can be found responsible for an alcohol violation based on evidence of intoxication alone.

If alcohol or drinking paraphernalia is found in a residence hall room or other campus location, the university may find all occupants of the room or location responsible for the alcohol violation if it is unable to ascertain which student(s) possessed and/or used the alcohol or paraphernalia.

For more information on alcohol, see the University's Drug and Alcohol Policy, page 34.

6. Theft and Abuse of Property

- a) Actual or intended theft or unauthorized use or possession of the resources, property or services of the University or of another person, business or government
- b) Unauthorized use of the University's name, logo or seal
- c) Unauthorized use of ATM cards, cellphones, credit cards, checks, long distance accounts, identification cards, key combinations, passwords, PIN numbers or other property, equipment or accounts belonging to the University or another person, business or government
- d) Possession or use of resources, property or services which the student knows or should know have been stolen
- e) Unauthorized entry (including forcible entry), use, presence in or occupancy of any premises or facilities
- f) Vandalism
- g) Reckless damage to or destruction of University property or the property of others

- h) Disposal of trash, garbage or refuse anywhere on the campus except in designated trash receptacles
- i) Unauthorized removal of food or other items from the dining halls
- j) Throwing food or other objects in the dining halls

It is the University's practice to cooperate with local, state and federal law enforcement authorities in their investigation of theft, identify theft, computer/internet crimes and other similar crimes, including providing copies of incident reports and other evidence to these authorities.

7. Failure to Comply and Interference

- a) Failure to comply with the directions of a University representative (including residence directors and resident assistants) acting in the performance of their duties
- b) Failure to participate in the University's Conduct Review Process
- c) Failure to comply with any University policy or rule
- d) Failure to evacuate any building in which a fire or other emergency alarm has been sounded or when directed to evacuate by a University representative
- e) Failure to comply with the Good Neighbor Policy
- f) Failure to present a student identification card upon request from a University representative
- g) Interference with University representatives carrying out their duties or other University business
- h) Interference with any member of the University community in the pursuit of the university's mission or purposes
- i) Actions which obstruct disrupt or physically interfere with the use of University equipment (including safety and security equipment), premises, buildings, rooms or passages
- j) Retaliation against any individual who has made a good faith complaint against another individual or who has participated in the Conduct Review Process, including cooperation with the investigation of the complaint

If a student violates a no contact order or the directions of a University representative to avoid another person, the student will be charged with a violation of the Code of Student Conduct for failure to comply, and may be interim suspended until the completion of the Conduct Review Process.

8. Dishonesty

- a) Violation of academic integrity, including, but not limited to, cheating, plagiarism and unauthorized collaboration
- b) Knowingly furnishing false information
- c) Forgery, alteration or unauthorized use of student or University documents, records, identification, passwords, library materials or property
- d) Misrepresentation, fraud or deceit

- e) Possession or use of falsified forms of identification
- f) Knowingly bringing a false complaint against another person
- g) Falsification, distortion or misrepresentation of information before a panel or hearing officer in the Conduct Review Process

9. Other Prohibited Conduct

- a) Illegal gambling, wagering, betting or bookmaking
- b) Participating in or accepting members into any organization that the university has not approved for recognition or that has been withdrawn or suspended from University recognition
- c) Associating with or facilitating the existence of any organization that has been withdrawn or suspended from University recognition
- d) Unauthorized operation of a business on university property or use of University resources
- e) Any conduct by a guest of a student that violates University rules or policies including the Code of Student Conduct (Note: Students are responsible for the behavior of their guests.)
- f) Behavior that would offend or frighten a reasonable person
- g) Conduct that interferes with student learning or with the mission of the university
- h) Unauthorized use of the university's name, logo or seal for crowdfunding purposes
- i) Conduct that adversely affects the security of the University community, local residents or property, the name of the University, or the integrity of the educational process

Conduct Review Process

Clark Atlanta University Review Process like the Code of Student Conduct is designed to help the University maintain a safe, healthy and positive environment for living, learning and working, where individuals act lawfully and in compliance with University policies and rules and act with honesty, integrity, civility and respect for themselves and others and for the University community and the communities in which we live. The Conduct Review Process is used to support and enforce the Code of Student Conduct by providing procedures for determining whether a student is responsible for or not responsible for a violation of the Code of Student Conduct.

The University administers the Code of Conduct in good faith, making every reasonable effort to be fair to all involved. Students have the right to participate in the Code of Student Conduct without having past student conduct violations discussed or used when a decision of responsibility is being made concerning a current alleged violation; however, past violations may be considered when determining a sanction for an individual found to be responsible for a violation of the Code of Student Conduct. All students have the obligation to participate in the Code of Student Conduct, as a witness or otherwise, when asked by a University representative

The University's Code of Student Conduct does not serve as an extension of or replacement for the local, state or federal civil or criminal court system. In addition, the outcome of civil or criminal proceedings concerning a violation will not control or be binding on the outcome of the Conduct Review Process for the same violation.

All students should be aware that it is the policy of the University to cooperate with local, state and federal law enforcement authorities in the investigation of crime. The University will not provide a sanctuary against criminal prosecution.

Public Safety Reports of Violations and Notifications

Any individual who witness or becomes aware of an alleged violation of the Code of Student Conduct should report the violation to Campus Safety and Security, any member of the Residential Life staff, the dean of students or Student Conduct. Once an alleged violation is reported, an incident report will be prepared by Campus Safety and Security (or by a faculty member when appropriate) describing the nature and circumstances of the incident and the parties involved. Campus Safety and Security may conduct further investigation if additional or supplemental information is needed. All incident reports are reviewed in Student Conduct and those that warrant action are then referred for either an education conversation or a hearing, depending upon the nature of the alleged violation.

There are two types of hearings at Clark Atlanta University: administrative hearings and panel hearings. Administrative hearings are held before a single hearing officer from Residence Life and Student Development or Student Conduct, depending on the nature of the violation. Panel hearings are conducted in front of a panel made up of trained faculty, staff and graduate students. In both cases, the role of the hearing officer or panel is to consider information provided from the investigation, from the Respondent and, to consider information provided from the investigation, from the Respondent and, to the extent necessary, from any Complainants or witnesses, in order to make a finding of "responsible" or "not responsible". More serious violations that may result in a sanction of dismissal or suspension and violations of academic integrity are referred to a panel hearing, while less serious violations are referred for an administrative hearing.

When an incident report is referred for a hearing, the student will receive a notification describing the alleged violation and indicating the time and place for the hearing or pre-hearing conference. Students have the right to access their education records under certain conditions (see *Family Educational Rights and Privacy Act* for the University policies on access to and release of student records).

Student Conduct will consult the student's academic schedule prior to scheduling any conferences or hearings. Any unexcused failure to attend a hearing or conference will result in the hearing being held in the student's absence, at which the hearing officer or panel will not have heard the student's side of the story. If there is a legitimate need to reschedule a hearing or

conference the student must contact the hearing officer as early as possible before the scheduled date to request rescheduling.

Hearing Procedures

A student may bring any relevant materials and witnesses with personal, relevant knowledge of the incident to the hearing. A student may also bring an advisor. Advisors may attend the hearing with the student, but cannot participate in any manner. Other than witnesses and advisors, other people may not attend the hearing with the student.

At a pre-hearing conference (for panel hearings) or before the hearing gets underway (for administrative hearings), the student may be asked whether the student wishes to waive the hearing by acknowledging responsibility. If the student acknowledges responsibility, sanctions will be imposed and the student will not be entitled to an appeal. If the student does not acknowledge responsibility, the hearing will proceed and the hearing officer or panel will:

- a) Outline the process
- b) Review the incident report and/or allegations and any supplemental information
- c) Hear any statements relating to the incident
- d) Hear or review the statements of witnesses with personal, relevant knowledge of the incident (but other witnesses, such as character witnesses, will not be allowed to attend or be heard)
- e) Hear or review the statements of other relevant witnesses (and where confidentiality is a consideration, the identity of such witnesses will not be disclosed to the student)
- f) Either defer the decision or render a decision of responsible or not responsible. Hearing officers and panels use the “more likely than not” standard to evaluate alleged violations

If the student is found responsible, the Hearing Board will recommend one or more sanctions to the Director of Student Conduct. The Director of Student Conduct will review the recommendation and make a final determination of appropriate sanction(s) (taking into consideration prior conduct violations). The student will receive a final written decision, which will set forth the final result and the sanction(s) imposed. The written decision will include information regarding the appeal process and the deadline for filing an appeal.

**A student who acknowledges responsibility is not entitled to an appeal.*

Appeal Process

To request an appeal, a student must submit a request in writing to Student Conduct. The request must be submitted within four (4) business days after the date of notification of the outcome of the hearing and must state clearly the basis for the appeal. The decision of the hearing officer (for administrative hearings) or the panel (for panel hearings) is final unless it can be demonstrated that one of the following has occurred:

- a) Relevant, new evidence not reasonably available at the time of the hearing
- b) Violation of the Conduct Review procedures

- c) Misinterpretation of the policies alleged to be violated
- d) Improper or excessive sanctions
- e) Decision not supported by the preponderance of the evidence

Appeal Review and Response Process

Appeals Officer has the discretion to:

- a) Review and approve the case for an appeal
- b) Refuse to review the case for lack of sufficient reason for appeal
- c) Request that another hearing be conducted
- d) Investigate and amend the decision and/or sanction

The student will receive a final written decision from the appeal officer within 30 days, which will set forth the outcome of the appeal. During the appeal a student may continue attending classes and co-curricular activities until the appeal decision is rendered. The decision of the appeal officer will be final.

The student will receive a final written decision from the appeal officer, which will set forth the outcome of the appeal.

Sanctions for Individuals

If a student is found responsible for a violation of the Code of Student Conduct, the student will be given one or more sanctions. Sanctions are designed to help prevent future Code of Student Conduct violations, to educate students on appropriate behavior required to succeed in the workplace and live in society and where appropriate, to remedy any damage done.

University Dismissal

Permanent dismissal from the University will be noted in the student's education records, which prohibits the student from attending the University or any University events and from entering or being present without permission on any property of the University. A student who is dismissed from the University will still be responsible for certain tuition and housing charges, subject to any applicable refund policy.

University Suspension

A temporary suspension from the University prohibits the student from attending the University or any university events and from entering or being present without permission on any property of the University. During a University suspension, a "Student Conduct Hold" is placed on the student's academic record, which prevents the student from registering for classes and/or graduating. Requests for reinstatement after a University suspension will not be granted until all conditions of the suspension have been met and all other sanctions have been completed. As with dismissal, a student who is suspended from the University will still be responsible for certain

tuition and housing charges, subject to any applicable refund policy. When a student returns from suspension, the student will be placed on conduct probation for a minimum of two terms. In certain instances, a student may be suspended until the Complainant graduates.

Dismissal from Housing

Permanent dismissal from University housing prohibits the student from living or being a guest in any University campus housing. In the case of dismissal from housing, the student is required to pay room and board charges for the remainder of the term during which the dismissal takes effect.

Suspension from Housing

A temporary suspension from University housing, which prohibits the student from living or being a guest in any University or campus housing and from entering into a new housing contract for the duration of the suspension. Requests for new housing contracts after a suspension is handled by the Dean of Students and Campus Life or his/her designees; a new student housing contract will be permitted only if the student is able to demonstrate to the satisfaction of the Dean of Students and Campus Life or his/her designees that the student will not engage in any further violations of the Code of Student Conduct, and that all other conditions of the suspension, if any, have been met and all sanctions have been completed. As with dismissal from housing, the student will be responsible to pay room and board charges for the remainder of the term during which the suspension takes effect.

Suspension of Privileges

A suspension of privileges which prohibits the student from participating in specified activities (such as intercollegiate or intramural athletics, campus events, extracurricular activities, student life activities, student leadership positions, student clubs, organizations, etc.) or from entering certain University buildings or facilities (such as residence halls, dining center, University fitness or athletic facilities, certain administrative or academic buildings, parking garages/lots, etc.) or other areas of the University during the period of the suspension.

Interim Measures

In certain circumstances, including those involving sexual harassment and/or sexual violence, the Dean of Students and Campus Life (or his designee) may, upon initial assessment, impose interim measures as a means to ensure the safety of all parties as well as the institution. Interim measures may or may not be punitive and may include a University or social suspension pending the assessment of a full investigation and/or a hearing before a conduct review board. Interim measures may be imposed to:

- Help ensure the safety and well-being of members of the University community or preservation of the University property;
- Help ensure the student's own physical or emotional safety and/or well being
- Help prevent disruption of interference with the normal operation of the University

Based on the nature of the interim measures, students may be denied access to certain buildings/residence halls and/or to the campus (inclusive of classes) and/or all University/AUC Center activities or privileges for which the student might otherwise be eligible, as the Dean of Students and Campus Life (or his designee) may deem to be appropriate.

Whenever interim measures are applied, a hearing convenes at the earliest possible time. The interim measure(s) may remain in effect until a final decision is rendered, inclusive of any appropriate appeals process, and/or may be modified at the discretion of the Dean of Students and Campus Life (or his designee).

Interim Suspension

An immediate, temporary suspension that remains in effect until the Conduct Review Process has been completed. An interim suspension can be a suspension from the University, from housing, from a classroom, from an academic course, lab, practicum and/or a suspension of privileges. Interim suspensions are used when the University perceives that because of the nature of the alleged violation or other factors, an interim suspension is advisable to help protect an individual or the University community, property or the normal operations of the University until the Conduct Review Process has been completed. Since the University may, at the request of a student who is facing both Student Conduct and criminal proceedings for the same violation, delay the Conduct Review Process while the criminal proceedings take place, an interim suspension may also be used until that student's criminal proceedings have been completed.

Conduct Probation

A student who receives a sanction of conduct probation will, at a minimum, be suspended from the University if the student is found responsible for the same or for a similar violation of the Code of Student Conduct while on conduct probation.

Conduct Warning

A warning is given to the student, indicating that additional sanctions will be imposed if the student engages in future violations of the Code of Student Conduct.

Fines/Fees

Monetary penalties, which may be paid by the date, specified when the sanction is given.

Restitution

The purpose of restitution is to make good or compensate the University for a loss, damage or injury. Restitution can take the form of a monetary payment, the repair or replacement of damaged property, or participation in a campus or community work or service project. Restitution must be completed by the date specified when the sanction is rendered.

Campus/Community Service

Campus/community service includes providing services to the University or to a recognized nonprofit agency of the student's choice for a specified number of hours or for a particular work or service project. Campus/community service must be completed by the date specified when the sanction is given.

No Contact Order

A No Contact Order is a requirement to avoid another person or persons to not have any direct or indirect contact with such person(s), including email, text messages, mail, telephone, instant messaging, face-to-face contact, social media interactions or any contact through a third party. A No Contact Order requires the student to take action to avoid encounters with the other person(s). In cases where a No Contact Order impacts class, lab or work activities, the student should notify the student's professors and/or supervisors to address any situations that may conflict with the No Contact Order. A No Contact may also be imposed as an interim action while a case is pending. If a student fails to abide by the No Contact Order, the student may be placed on interim suspension from the University.

Housing Relocation

Residence Life reserves the right to conduct a required relocation to another room within the University housing system of any resident.

Educational Sanctions

In addition to other sanctions, a student found responsible for violating the Code of Student Conduct may be assigned educational sanctions, such as: required attendance at an educational program relevant to the violation for which the student was found responsible, reflective/research papers, classes, seminars, interviews, presentations, projects and/or other creative sanctions. Educational sanctions must be completed by the date specified when the sanction is given.

Disciplinary Records

The Office of Student Conduct is the custodian of all non-academic records for students and alumni of Clark Atlanta University. When a student accepts responsibility or is found responsible for violating the Code of Conduct a record is created and maintained. During the Conduct

Review Process a student will have reasonable access to his or her file. All Police Incident Reports must be obtained directly from Public Safety. The Office of Code of Conduct complies with the University policy on confidentiality and the release of information about students. The Office of Code of Conduct does not expunge records. Students and alumni can review their Disciplinary Records at any time; however these records cannot be duplicated or released. To schedule an appointment, contact the Office of Code of Conduct at 404 880 6243 or email emoore@cau.edu.

Group Conduct Review Process

Students are held to high standards as defined in the Code of Student Conduct and other University policies, procedures and rules. Students remain subject to the provisions of the Code of Student Conduct and University policies, procedures and rules at all times, including while engaged in activities of University recognized student clubs and organizations (each, a “Group”), whether on or off campus.

In addition, Groups are also held to the same high standards of conduct. The Group’s president or his/her designee and members of the Group should at all times be aware that the actions of the Group and its leaders and members, as well as individuals who are authorized or permitted to represent themselves as connected to the Group (“Group Representatives”) and guests of the Group (“Group Guests”), reflect on both the University and the Group. As a result, a Group may be held responsible for both the Group’s misconduct and for the misconduct of any one or more of its leaders, members, Group Representatives and/or Group Guests. Such misconduct includes any violation of the Code of Student Conduct or any other University policy, rule, or procedure, including but not limited to:

- a) Hazing
- b) Theft
- c) Assault
- d) Vandalism
- e) Discrimination and Harassment
- f) Dishonesty
- g) Any violation of the *Drug and Alcohol Policy*
- h) Any violation of the *Good Neighbor Policy*
- i) Any violation of Residential Life policies and rules
- j) Any violation of Student Leadership and Engagement rules governing student organizations, club sports, fraternities, sororities and social fellowships
- k) Any violation of any academic policies
- l) Any misappropriation or misuse of Group funds or University funds
- m) Any violation of any federal, state, or local law, regulation, rule or ordinance when
- n) Members of the Group act in concert with respect to misconduct;
- o) The individual committing the misconduct was either acting on behalf of the Group or engaged in a Group-sponsored, financed or endorsed activity;

- p) The misconduct grows out of, occurs during, or is related to any Group-sponsored, financed or endorsed activity or event or environment created by the Group;
- q) The Group's leaders have knowledge of the misconduct or incident before or while it occurred and failed to take corrective action; or
- r) A pattern of individual misconduct by Group members is found to exist.

The University administers the Group Conduct Review Process in good faith, making every reasonable effort to be fair to all involved. Groups have the right to participate in the Group Conduct Review Process without having past conduct violations discussed or used when a decision is being made concerning a current alleged violation; however, past violations may be considered when determining a sanction for a Group found responsible for a violation of the Code of Student Conduct. All students have the obligation to participate in the Group Conduct Review Process, as a witness or otherwise, when asked by a University representative.

Student Conduct generally follows the procedures under the *CAU Communications with Students Policy* whenever contact with students or a Group is necessary.

The Group Conduct Review Process does not replace the Conduct Review Process with respect to individual students, nor does it serve as an extension of or replacement for the local, state or federal civil or criminal court system. In addition, the outcome of civil or criminal proceedings concerning a violation will not control or be binding on the outcome of the University's Group Conduct Review Process for the same violation.

All Groups should be aware that it is the policy of the University to cooperate with local, state and federal law enforcement authorities in the investigation of crime. The University will not provide a sanctuary against criminal prosecution.

HOW THE GROUP CONDUCT REVIEW PROCESS WORKS

Reports of Violations and Notification

Any individual who witnesses or becomes aware of an alleged violation of the Code of Student Conduct should report the violation to Campus Public Safety, any member of the Student Involvement & Leadership staff, the Dean of Students, or Student Conduct. Once an alleged violation is reported an incident report will be prepared by Campus Public Safety describing the nature and circumstances of the incident and the parties involved. Campus Public Safety may conduct further investigation if additional or supplemental information is needed. All incident reports that imply Group involvement are reviewed in Student Conduct and those that warrant action are then referred for either an educational conversation or a hearing, depending upon the nature of the alleged violation.

There are two types of Group Conduct Review hearings at Clark Atlanta University: administrative hearings and panel hearings. Administrative hearings are held before a single hearing officer. Panel hearings are conducted in front of a panel made up of trained faculty and staff. In both cases, the role of the hearing officer or panel is to consider information provided from the investigation, from the Group and, to the extent necessary, from any complainants, participants or witness, in order to make a finding of “responsible” or “not responsible.” More serious violations that may result in a sanction or withdrawal or suspension of recognition are referred for a panel hearing, while less serious violations are referred for an administrative hearing.

When an incident report is referred for a hearing the Group’s president or his/her designee will receive a notification describing the alleged violation and indicating the time and place for the hearing or a pre-hearing conference.

Any unexcused failure to attend a hearing or conference will result in the hearing being held in the absence of the Group’s president or his/her designee, at which the hearing officer or panel will not have heard the Group’s side of the story. If the Group has a legitimate need to reschedule a hearing or conference, the Group’s president or his/her designee must contact the hearing officer as early as possible before the scheduled hearing or conference date to request rescheduling.

Hearing Procedures

The Group’s president or his/her designee may participate in the Group Conduct Review Process. The Group may bring any relevant materials and witnesses with personal, relevant knowledge of the incident to the hearing. The Group may also bring an advisor. Advisors may attend the hearing, but cannot participate in any manner. Except for witnesses and advisors, other people may not attend the hearing with the Group.

At a pre-hearing conference (for panel hearings) or before the hearing gets underway (for administrative hearings), the Group’s president or his/her designee may be asked whether the Group wishes to waive the hearing by acknowledging the Group’s responsibility in the incident. If the Group acknowledges responsibility, sanctions will be imposed and the Group will not be entitled to an appeal. If the Group does not acknowledge responsibility, the hearing will proceed and the hearing officer or panel will:

- a) Outline the process
- b) Review the incident report and/or allegations and any supplemental information
- c) Hear any statements relating to the incident
- d) Hear or review the statements of witnesses with personal, relevant knowledge of the incident (but other witness, such as character witnesses, will not be allowed to attend or be heard)
- e) Hear or review the statements of other relevant witnesses (and where confidentiality is a consideration, the identity of such witnesses will not be disclosed to the Group)

- f) Either defer the decision or render a decision of responsible or not responsible. Hearing officers and panels use the “more likely than not” standard to evaluate alleged violations
- g) If the Group is found responsible, recommend one or more sanctions to the director of student conduct

The Director of Student Conduct will review the recommendation and make a final determination of appropriate sanction(s) after consultation with the Director of Student Involvement and Leadership (taking into consideration the Group’s prior conduct violations). The Group will receive a final written decision, which will set forth the final result and the sanctions(s) imposed. The written decision will also include information regarding the appeal process and the deadline for filing an appeal.

**A Group that acknowledges responsibility is not entitled to an appeal.*

Appeal

The decision of the hearing officer (for administrative hearings) or the panel (for panel hearings) is final unless it can be demonstrated that one of the following has occurred:

- a) Relevant, new evidence not reasonably available at the time of the hearing
- b) Violation of the Conduct Review procedures
- c) Misinterpretation of the policies alleged to be violated
- d) Improper or excessive sanctions
- e) Decision not supported by the preponderance of the evidence

Appeal Review and Response Process

To request an appeal, a Group must submit a request in writing to Student Conduct. The request must be submitted within three business days after the date of notification of the outcome of the hearing and must state clearly the basis for the appeal. The appeal will be reviewed upon receipt and a decision concerning the appeal will be available within a reasonable time. The decision of the appeal officer will be final.

Appeals Officer has the discretion to:

- a) Review and approve the case for an appeal
- b) Refuse to review the case for lack of sufficient reason for appeal
- c) Request that another hearing be conducted
- d) Investigate and amend the decision and/or sanction

The Group will receive a final written decision from the appeal officer, which will set for the outcome of the appeal.

Retaliation, including intimidation, threats, coercion or discrimination, against any individual who has made a good faith complaint, or who has participated in the Group Conduct Review Process, is unlawful and in violation of University policy. Anyone found to have engaged in retaliation will be subject to disciplinary action up to and including dismissal or termination from the University.

Questions?

For questions regarding the Code of Student Conduct, Group Conduct Review Process or Sanctions, please contact the Student Conduct office: 404-880-6243

Sanctions for Groups

If a Group is found responsible for a violation of the Code of Student Conduct, the Group will be given one or more sanctions. Sanctions are designed to help prevent future Code of Student Conduct violations, to educate the Group and its leaders and members on appropriate behavior required to succeed in the workplace and live in society, and, where appropriate, to remedy any damage done.

Withdrawal of University Recognition

Withdrawal of University recognition for a Group means that the Group may no longer exist as a Group at the University and that students may no longer participate in that Group as members, leaders or otherwise. Any student who continues to participate in or accept members into any Group for which the University has withdrawn recognition will be subject to the Conduct Review Process. Withdrawal of University recognition will require the Group to reapply for any university recognition, which may not take place prior to four calendar years after the sanction is imposed. Conditions for future recognition may also be specified.

Suspension of University Recognition

Suspension of University recognition for a Group means that the Group may not exist as a Group at the University during the stated period of the suspension, and that students may not participate in that Group as members, leaders or otherwise during the stated period of the suspension. Additional conditions may be imposed upon the Group's return to the University. Any student who continues to participate in or accept members into any Group, which the University has suspended, will be subject to the Conduct Review Process.

Suspension of Group Privileges

Suspension of a Group's privileges includes but is not limited to, suspension of university funding, holding events and/or meetings, accepting new members, participating as a group in University campus events during the stated period of the suspension, etc. The Group may not participate in any of the suspended privileges during the stated period of the suspension. Any Group that

continues to participate in any of the suspended privileges during the period of the suspension will be subject to additional sanctions.

Interim Suspension of University Recognition or Group Privileges

An immediate, temporary suspension which remains in effect until the Group Conduct Review Process has been completed, unless otherwise stated. An interim suspension can be a suspension of University recognition or a suspension of Group privileges. Interim suspensions are used when the University perceives that because of the alleged violation or other factors, an interim suspension is advisable to help protect an individual or the University community, property or the normal operations of the University until the Group Conduct Review Process has been completed. Any student who continues to participate in or accept members into any Group, which the University has placed on interim suspension (other than as part of the Group Conduct Review Process), will be subject to the Conduct Review Process. For questions regarding interim suspensions, please contact Student Conduct.

Conduct Probation

A Group who receives a sanction of conduct probation will be placed on suspension or University recognition if the group is found responsible for the same or for a similar violation of the Code of Student Conduct within the stated period of conduct probation.

Fines

Fines/fees are monetary penalties, which must be paid from the Group's funds by the date specified when the sanction is given.

Restitution

The purpose of restitution is to make good or compensate the University for the loss, damage or injury. Restitution can take the form of a monetary payment, the repair or replacement of damaged property, or participation in a campus or community work or service project. Restitution must be completed by the date specified when the sanction is given.

Campus/Community Service

Campus/community service includes the Group providing service to the University or to a recognized nonprofit agency of the Group's choice for a specified number of hours or for a particular work or service project. Campus/Community Service must be completed by the date specified when the sanction is given.

Educational Sanctions

In addition to other sanctions, a Group found responsible for violating the Code of Student Conduct may be assigned education sanctions, such as: required attendance at an education

program relevant to the violation for which the Group was found responsible, reflective/research papers, classes, seminars, interviews, presentations, projects and/or other creative sanctions. Educational sanctions must be completed by the date specified when the sanction is given.

Conduct Warning

A warning given to the Group, indicating that additional sanctions will be imposed if the Group engages in future violations of the Code of Student Conduct.

Reciprocity with Other Member Institutions of the Atlanta University Center (AUC) Consortium

As a member of the Atlanta University Center, Clark Atlanta University (CAU) has a reciprocal agreement with the other member institutions regarding student behavior and discipline. When a CAU student is accused of misconduct on one of the other AUC campuses, CAU has the right to handle the case as though it occurred at CAU. Likewise, students from other AUC institutions who engage in misconduct on the CAU campus may be dealt with by their own institution.

Good Neighbor Policy

Living off campus is a maturing experience that carries certain responsibilities. As individuals living in the community, students are representatives of Clark Atlanta University and their conduct will reflect directly on the University. In severe or continuing cases of misconduct a student may be suspended from the University or may be required to move into an on-campus residential facility as a condition of the student's being allowed to remain at the University.

Clark Atlanta University students have been living off campus for many years and in most instances have developed positive and lasting relationships with area residents. Off-campus students must understand and appreciate that residents of a particular community have made a long-term commitment to their neighborhood; student are transient members of the community and usually remain only for the duration of their academic tenure. The quality of life and the overall character of a neighborhood can be greatly influenced by the lifestyles and sense of citizenship exercised by student residents. A respectful and courteous attitude is usually returned in kind and makes the neighborhood a more pleasant place in which to live. In fact, some students may find community service activities further their sense of belonging in their neighborhood.

Families living in the neighborhood around our campus have a right to enjoy a reasonable level of peace and quiet. Student's academic and personal schedules often conflict with the more routine schedules of families. Students are expected to exercise good judgment and be sensitive to the needs of their neighbors.

Most neighborhood residents are not against parties. What concern them, however, is rowdiness, public drunkenness, disorderly conduct, and people partying outside with loud music and other

noise late into the night. Party hosts put themselves in serious jeopardy when their guest acts irresponsibly. As a social host, students assume all the risks associated with state and local laws regulating drinking age, noise, and public safety when they host a party at their apartment. Court decisions have held the social host liable for personal injury and property damage caused to a third party as a result of the irresponsible service of alcoholic beverages to guests. This liability is compounded when minors are involved. Students may also be subject to the University's Student Conduct Review Process and resulting sanctions when an off-campus incident occurs.

It is important to understand that the University has no interest in regulating what goes on in the privacy of a student's home. However, when otherwise private actions or behaviors become public and attract the attention of neighbors or others within the community that is when Clark Atlanta University becomes involved.

Specific areas of concern include, but may not be limited to, the following:

- Noise
- Automobiles
- Property
- Verbal Harassment
- Fighting/Assault
- Alcohol Beverages
- Responsibility and the Social Host

Please carefully review the University's "Good Neighbor Policy" and use it as a tool for a positive off campus experience. Remember, it is a privilege, not a right, to live off campus.

PROCEDURES FOR CASES INVOLVING REPORTS OF SEX DISCRIMINATION, SEXUAL MISCONDUCT AND OTHER TITLE IX VIOLATIONS

SUMMARY AND PURPOSE

The University is a recipient of federal funds. As such, the University complies with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq. ("Title IX"), which prohibits discrimination on the basis of sex in education programs or activities. In compliance with Title IX, the University is and remains committed to:

- a) Providing programs, activities, and an educational environment free from Sex Discrimination;
- b) Providing programs, activities, and an educational environment free from "sexual assault," "domestic violence," "dating violence" and "stalking," as those terms are defined under section 40002(a) of the Violence Against Women Act of 1994 and/or applicable state law;
- c) Fostering an environment that encourages prompt reporting of all types of Sexual Misconduct and Sex Discrimination and a timely response to complaints;

- d) Providing adequate, prompt, fair and impartial investigations into and resolution of allegations of Sexual Misconduct and Sex Discrimination; and
- e) Ensuring that Title IX investigations are conducted by University officials who receive annual training on the issues related to Sexual Misconduct and Sex Discrimination, and on how to conduct an investigation and hearing process that protects the safety of the accusers and promotes accountability.

The procedures set forth in the Code of Student Conduct shall apply to all forms of Sexual Misconduct and Sex Discrimination carried out by University employees, students, and non-employee third parties. However, those provisions that apply exclusively to allegations of Sexual Misconduct will be noted accordingly.

JURISDICTION AND AUTHORITY OF THE TITLE IX COORDINATOR

The University has jurisdiction to receive, investigate, hear and resolve reports and/or formal complaints brought by students and University employees that involve or invoke Title IX.

The Title IX Coordinator is authorized to enact procedures that include specific instructions for reporting, investigating and resolving incidents and/or complaints of Sexual Misconduct and Sex Discrimination.

The Title IX Coordinator may designate deputies to assist in the reporting, investigation, and resolution of incidents and/or complaint of Sexual Misconduct and Sex Discrimination.

GENERAL TIMELINE FOR RESOLVING COMPLAINTS FOR SEXUAL MISCONDUCT AND SEX DISCRIMINATION

Most cases of alleged Sexual Misconduct and Sex Discrimination will be resolved within sixty (60) calendar days, excluding any appeal(s). Sexual Misconduct and Sex Discrimination violates University policy and federal civil rights laws and a person found Responsible for said conduct may be subject to penalties as severe as expulsion and/or denial of state funds for any loans, grants or scholarships, criminal prosecution, fines and/or imprisonment.

PROHIBITED CONDUCT

The University expressly prohibits any form of Sexual Misconduct and Sex Discrimination, as which creates a hostile campus and/or work environment.

Retaliation against any member of the University community who makes a report of Sexual Misconduct or Sex Discrimination and/or cooperates in the review and investigation of such report is strictly prohibited and is a violation of the University's Nondiscrimination Policy, Sexual Harassment Policy, Title IX and other federal civil rights laws. Retaliation includes intimidation, harassment, threats, or other adverse action or speech against the person who reported the misconduct, the Complainant or Complainants, or witnesses. The University will not only take steps to prevent retaliation, but will also take strong corrective action if it occurs. Any person who experiences or witnesses act of retaliation of any kind should promptly report such conduct

to the Title IX Coordinator, Associate Dean of Students, Student Development, Director of Student Conduct, or the Department of Public Safety.

Rights of The Complainant and Respondent (The "Parties") for Complaints of Sexual Harassment, Sexual Assault, Sexual Exploitation, Dating Violence, Domestic Violence and Stalking

For the complaints of sexual harassment, sexual assault, sexual exploitation, dating violence, domestic violence and stalking, the Parties will have the following rights in connection with the Conduct Review Process:

- a) The right to an investigation and resolution that is prompt, fair and impartial from the initial investigation to the final result as required by applicable law.
- b) The right to a hearing conducted by unbiased university officials who receive annual training on issues related to sexual harassment, sexual assault, sexual exploitation, dating violence, domestic violence and stalking and how to conduct an investigation.
- c) The right to a hearing process that protects the safety of the Parties and promotes accountability. Hearing officers and panels use the "more likely than not" standard to evaluate alleged violations.
- d) The right to present relevant materials and witnesses with personal, relevant knowledge of the incident as outlined above.
- e) The right to be accompanied to the hearing and any related meeting by an advisor of their choice. The advisor may accompany the student, but may not participate in any manner.
- f) The right to be informed in writing of the hearing and any appeal, including when such results become final. This includes disclosure to the Parties of any sanction imposed that pertains to a sex offense and any sanction imposed that directly relates to the Complainant with respect to other alleged sexual harassment violations. The Parties do not need to submit a request for such information. In addition, for any crime of violence, the university will, upon written request and in accordance with applicable law, disclose to the Complainant all sanctions imposed against the Respondent. If the Complainant is deceased as a result of the crime of violence, the outcome of the hearing and sanctions will be provided to the Complainant's next of kin if so requested.
- g) The right to request an appeal as outlined above under "Appeal" A student who acknowledges responsibility will not be entitled to an appeal.

The University will take steps to prevent the recurrence of any harassment, correct any discriminatory effects on the Complainant and others and implement protective or interim measures (such as no contact orders, room relocations, classroom relocations, interim suspensions, etc.) as requested and as required by law. The University will complete the Conduct Review Process within a reasonably prompt time frame, usually within sixty days, but will allow

for the extension of time frames for good cause with written notice to the Complainant and Respondent of the delay and the reason for the delay.

Retaliation, including intimidation, threats, coercion or discrimination, against any individual who has made a good faith complaint, or who has participated in the Conduct Review Process, is unlawful and in violation of University policy. Anyone found to have engaged in retaliation will be subject to disciplinary action up to and including dismissal or termination from the University.

Questions?

For questions regarding the Code of Student Conduct, the Conduct Review Process or Sanction, please contact the Student Conduct office: **404-880-6243**

OPTIONS FOR REPORTING OR DISCLOSING SEXUAL MISCONDUCT

If Sexual Misconduct or Sex Discrimination of any kind occurs, the victim (or witness, if applicable) of said misconduct may pursue the following options;

Report the offense to one or more of the following University officials and/or departments:

- a) If Sexual Misconduct is involved, any member of the Student Health Services staff located at CAU Suites, 128 Mildred Street, (404) 880-8322. Disclosures made to the any health professional in Student Health Services will be held in strict confidence but may serve as notice to the Title IX Coordinator requiring initiation of an investigation into the disclosed conduct;
- b) Title IX Coordinator;
- c) University Counseling & Disability Services, (404) 880-8044;
- d) Associate Deans of Students (Wellness Outreach or Student Development), (404) 880-8040;
- e) Director of Residence Life and Student Development;
- f) Assistant Residence Directors and Resident Assistants (RAs);
- g) Athletics Compliance Officers, Director of Athletics, or Team Coaches; or
- h) Director of Student Conduct; (404) 880-6243

If Sexual Misconduct is involved, notify the University Department of Public Safety or other law enforcement authorities;

If Sexual Misconduct is involved, request assistance in notifying appropriate law enforcement authorities, which assistance the University will provide; or Decline to notify any such authorities. However, the University strongly encourages victims of Sexual Misconduct to report the occurrence and seek all necessary and available assistance.

Assistance is available upon request to help victims of Sexual Misconduct review these disclosure and reporting options. In addition, University support services are available to victims regardless of whether they choose to formally report the violation to the University or to local law enforcement.

PRESERVATION OF EVIDENCE

The University is acutely aware that a victim of Sexual Misconduct may experience physical, mental and emotional trauma as a result of the occurrence. Therefore, in order for the University to conduct a prompt, fair and thorough investigation into the occurrence and commence appropriate disciplinary proceedings (if the victim so chooses), a victim of Sexual Misconduct (i.e., rape, sexual assault, dating violence, domestic violence, etc.) is encouraged to follow these procedures immediately following the occurrence of Sexual Misconduct:

- a) Go to a safe place as soon as possible.
- b) Do not wash, shower, bathe, use the toilet or change clothing. Preserve any evidence as would be necessary to prove Sexual Misconduct, or in obtaining a protective order. Examples of such evidence include:
 - c) Clothing worn during the incident, including, but not limited to, undergarments;
 - d) Sheets, bedding, and condoms, if used;
 - e) A list of witnesses with contact information;
 - f) Text messages, emails, call history, and social media posts; and
 - g) Pictures of any injuries.

Call the appropriate law enforcement agency. If the Sexual Misconduct occurred on campus, contact the University Department of Public Safety as soon as possible by calling 911 or (404) 880-8911. If the attack did not occur on campus, call the law enforcement agency having jurisdiction where the Sexual Misconduct (i.e., the rape, sexual assault, dating violence, domestic violence, etc.) occurred.

Get medical attention. If called, the University Department of Public Safety will assist the victim with medical attention that will include collecting any evidence. The victim may also contact Student Health Services, when appropriate.

Talk to a counselor. The victim may contact University Counseling and Disability Services. The victim also has a right to have an advocate and support person present at the hospital, doctor's office, or urgent care unit for examination.

PROCEDURES FOR REPORTING SEXUAL MISCONDUCT

Reporting Contacts

A victim who chooses to report an incident of Sexual Misconduct or Sex Discrimination may report it to any person or department listed in Part Two, Section 5.1(a), (b) or (c) of this Code. All such reports made to such individuals or departments will be reported to the Title IX Coordinator as permissible by law and with consideration given to requests for confidentiality.

Meeting With the Victim Only

Upon receipt of notice of any allegation of Sexual Misconduct or Sex Discrimination, depending on the nature of the claim, the Associate Dean of Students, Wellness Outreach, Director of Student Conduct or designee will promptly schedule an individual meeting with the victim to:

Provide him or her general understanding of this Code, these procedures, and the investigative process;

- a) Discuss and provide written information regarding forms of support or immediate interventions available to the victim, such as on and off-campus resources, interim measures, etc.;
- b) Discuss and provide written information regarding the victim's options for, and available assistance in, changing any accommodations that may be appropriate and reasonably available concerning the victim's academic, living, transportation and working situations;
- c) Seek to determine if the victim wishes to notify law enforcement authorities, wishes to be assisted in notifying law enforcement authorities, or does not wish to notify law enforcement authorities;
- d) Where applicable, provide information to the victim of his or her rights and the University's responsibilities regarding orders of protection, no contact orders, restraining orders, or similar lawful orders issued by a criminal, civil or tribal court; and
- e) Inform the victim about how the University will protect his or her confidentiality, including the omission of the victim's identifying information in publicly-available records, to the extent permissible by law.

When Victim Requests Confidentiality and Elects Not to Proceed With an Investigation or to File Formal Charges

If the victim does not wish to proceed with an investigation and/or requests that the complaint remain confidential, Title IX still requires the University to investigate and take reasonable corrective action in response to the victim's information. The Associate Dean of Students, Wellness Outreach, Director of Student Conduct or designee will inform the victim that the University's ability to respond may be limited and will refer the victim to the Title IX Coordinator.

The Title IX Coordinator will weigh the victim's request(s) for confidentiality and/or wish not to proceed with an investigation against the University's obligation to provide a safe, non-discriminatory environment for all students. Specifically, the Title IX Coordinator will consider the following factors:

- a) The seriousness of the alleged misconduct;
- b) Whether there have been other complaints of Sexual Misconduct or Sex Discrimination against the accused at the University or any other school or in the nature of prior criminal charges;

- c) Whether the accused threatened further misconduct or violence against the victim or others;
- d) Whether the Sexual Misconduct or Sex Discrimination was committed by multiple persons;
- e) Whether the Sexual Misconduct involved use of a Weapon;
- f) The age of the victim;
- g) Whether the University possesses other means to obtain relevant evidence of the misconduct;
- h) Whether the complaint reveals a pattern of conduct at a particular location or by a particular individual and or student group or organization; and
- i) The accused's right to receive information about the allegations if the information is maintained by the University as an "education record" under FERPA.
- j) The Title IX Coordinator or designee will inform the victim if the University cannot ensure confidentiality. In an instance where the University must disclose a victim's identity to the accused, the Title IX Coordinator or designee will inform the victim prior to making the disclosure.

Even if the victim does not wish to file a formal complaint or proceed with an investigation because he or she insists on confidentiality or requests that the complaint not be resolved, the University reserves the authority to undertake appropriate corrective action. There is no time limit to filing a complaint, making a report or commencing an investigation under these procedures. However, victims are encouraged to report a complaint immediately in order to maximize the University's ability to obtain information, and conduct an adequate, thorough, prompt, and impartial investigation. Failure to promptly report alleged Sexual Misconduct may result in the loss of relevant information, evidence, and reliable witness testimony, and may impair the University's ability to carry out these procedures.

INVESTIGATION PROCEDURES

Determination of Proceedings

If the Title IX Coordinator commences a formal investigation, he or she will provide a Notice of Investigation to both the Complainant and the Respondent. This Notice will include a description of the alleged conduct, the alleged conduct violation(s), a description of the investigation process, and a reaffirmation of available resources for both parties throughout the process. Nothing in this section shall prevent the Title IX Coordinator from serving as an Investigator under this section.

Investigation/ Fact-Finding Procedures

The Title IX Coordinator may appoint one or more Investigators, who will conduct interviews with the Complainant, the Respondent and any witnesses, and who will collect and review any other information or evidence relevant to the complaint. When applicable, the Investigator(s) will coordinate with the Department of Public Safety and other law enforcement officials concerning the preservation and handling of any physical evidence.

Summary of Investigation

Once a formal investigation is completed, the Investigator(s) will prepare for submission to the Title IX Coordinator an Investigation Summary that includes the following:

- a) An overview of the incident including involved parties and history of the case;
- b) Alleged violation(s);
- c) The Standard of Proof;
- d) Summaries of information provided by the Complainant, the Respondent and any third party witness(es);
- e) Summaries of information provided by expert witnesses, where applicable;
- f) Any other relevant information (e.g., photographic, electronic and/or forensic evidence);
- g) A summary of established facts and information that remains in question;
- h) Recommendation of determination regarding alleged violations; and
- i) A list of recommended witnesses to be called in the event of a formal hearing.

After review of the Investigation Summary by the Title IX Coordinator, the Investigator(s) will distribute the Investigation Summary to the Complainant and the Respondent. The Investigator(s), Title IX Coordinator or both will then meet independently with the Complainant and the Respondent to discuss the Investigation Summary findings, collect responses, answer any questions, and discuss next steps in the proceedings. Once the Investigation Summary and responses from the Complainant and the Respondent have been collected, the documents will be submitted to the Director of Student Conduct or designee. The Investigator(s) or Title IX Investigator will then make a recommendation to the Associate Dean of Students, Wellness Outreach or designee as to whether a violation has been committed and whether to move forward with a formal hearing before a Special Matter Hearing Panel.

INTERIM AND REMEDIAL MEASURES FOR EXCESSIVE MISCONDUCT

Regardless of whether a victim of Sexual Misconduct or Sex Discrimination chooses to report the incident to campus police or local law enforcement, the University shall proactively consider the following remedies, as well as other remedies deemed appropriate for each specific case, while an investigation is being conducted:

- a) Providing the victim with an escort to ensure that he or she can move safely between classes;
- b) Ensuring that the victim and the accused do not attend the same classes;
- c) Moving the victim or the accused to a different residence hall;
- d) Providing counseling services;
- e) Providing medical services;
- f) Providing academic support services, such as tutoring;
- g) Arranging for the victim to re-take a course or withdraw from a class without penalty, including ensuring that any changes do not adversely affect the victim's academic records;

- h) Reviewing any disciplinary actions taken against the victim to see if there is a causal connection between the harassment and the misconduct that may have resulted in the victim being disciplined.

The University also reserves the right to suspend the respondent pending the investigation of the victim's complaint, or disciplinary or criminal proceedings. The interim suspension shall become immediately effective without prior notice whenever there is evidence that the continued presence of the student at the University poses a substantial and immediate threat to himself or herself, or to others. A student suspended on an interim basis under this Part of the Code shall be given a prompt opportunity to appear personally before the Director of Student Conduct or designee in order to discuss the following issues only:

- a) The reliability of the information concerning the Student's conduct, including the matter of his or her identity;
- b) Whether the conduct and surrounding circumstances reasonably indicate that the continued presence of the Student on University premises poses a substantial and immediate threat to himself or herself, or to others.

The University may also consider and take remedial measures that affect the broader Student population, including, but not limited to, offering University-wide counseling and training; developing, updating and disseminating materials on Sexual Misconduct and Sex Discrimination; developing and implementing new policies and grievance procedures; and conducting internal University investigations to assess the effectiveness of the University's efforts to eliminate Sexual Misconduct and Sex Discrimination and promote an environment free of sex discrimination. Mediation will not be used to resolve Sexual Misconduct complaints.

SPECIAL MATTER HEARING PANEL AND PROCEDURES

A Special Matter Hearing Panel shall be authorized to hear cases specifically involving formal charges of Sexual Misconduct and Sex Discrimination.

The Director of Student Conduct shall be responsible for soliciting nominations for, screening, appointing and training members of the Special Matter Hearing Panel. The Special Matter Hearing Board shall consist of three (3) administrators and two (2) faculty members.

There shall be no student on any Special Matter Hearing Panel.

The role of the Special Matter Hearing Panel shall be to determine whether the respondent(s) is/are responsible for the alleged sexual misconduct and to make recommendations for sanctions to the Director of Student Conduct.

Members of any Special Matter Hearing Panel who are charged with any violation of this Code or with a criminal offense may be suspended from their judicial positions by the Director of Student Conduct. Members found to have actually violated any section of this Code may be disqualified from any further participation in the University judicial system. Additional grounds and procedures for removal may be established by the Director of Student Conduct.

No member of any hearing board shall take part in any hearing where he or she has a conflict of interest, which may include, but not be limited to, personal, monetary, teacher-student, supervisor-supervisee interests or relationships.

The Special Matter Hearing Panel shall follow the same procedures outlined in the Hearing Procedures section; page 108

SANCTIONS FOR SEXUAL MISCONDUCT

Any person found to have committed any act of Sexual Misconduct (regardless of whether sexual intercourse has occurred) will be subject to sanctions ranging from a warning to expulsion as set forth in Part One, Section 13, depending on the severity of the incident, and taking into account any previous campus conduct code violations.

The Office of Student Conduct 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 evidence exists to do so.

Nothing in this Code should be interpreted to relieve a Respondent from legal liability and sanctions under local, state or federal law.

TITLE IX APPEALS AND TITLE IX GENERAL GRIEVANCE PROCEDURES

Key Definitions and Time Limits:

A **Title IX Grievance** means a complaint concerning any perceived Title IX violation (i.e., gender discrimination) resulting from a University policy, practice or procedure. Any member of the CAU Community (i.e., student, faculty member or staff) may file a written Title IX Grievance at any time.

A **Title IX Appeal** means an appeal by an affected individual to a decision in a Notice of Outcome resulting from a Title IX complaint investigation or disciplinary proceeding. A first-level Title IX Appeal must be brought within ten (10) business days of receipt of a Notice of Outcome under this Part of the Code, and may only be brought on one or more of the following three (3) grounds:

- a) To determine whether there was a material deviation from the substantive and procedural protections provided in the complaint proceedings;
- b) To determine whether the final decision was based on substantial evidence or information; or

- c) To consider new information sufficient to alter the decision or relevant facts not brought out in the investigation or hearing.

Title IX Grievances and First-Level Title IX Appeals:

All Title IX Grievances and first-level Title IX Appeals must be submitted in writing and include the following information:

- a) The name, address, and signature of the grievant or appellant;
- b) A sufficient description of the issue on appeal (material deviation from substantive/procedural compliant proceedings; failure to base final decision on substantial evidence/information; or new issue or information sufficient to alter the decision) or the allegedly improper policy, practice or procedure resulting in a Title IX violation;
- c) The identity of additional witnesses or affected individuals.
- d) The attaching or identification of any other documents, facts, or evidence that the University should consider in reviewing the grievance or appeal.

Title IX Grievances and first-level Title IX Appeals should be submitted to the following person(s) or department(s) for processing and determination:

For Title IX Grievances: For general grievances concerning a perceived Title IX violations not involving Sexual Misconduct but involving University policy, practice or procedure, the grievance should be submitted to the Title IX Coordinator.^[1] The Title IX Coordinator will investigate the grievance, including, but not limited to, seeking an opinion from relevant stakeholders regarding whether and why (or why not) the policy, practice or procedure being grieved violates Title IX, and what, if any, steps should be taken to bring the policy, practice or procedure into Compliance. The Title IX Coordinator may also conduct a follow-up conference or hearing with the grievant or others. Within sixty (60) days of receipt of the grievance, the Title IX Coordinator will issue a Notice of Grievance Determination regarding the grievance.

For First-level Title IX Appeals: Title IX Appeals will follow the same appeals process outlined under the Appeal process on page. A person seeking to file a Title IX Appeal is not required to re-submit any documents or information that the University already has in its possession as a result of its original Title IX investigation.

Appeals to a Notice of Grievance Determination and Second-Level Title IX Appeals:

Appeals to a Notice of Grievance Determination or to a decision on appeal from the Director of Student Conduct must be brought within ten (10) business days of receipt of same, and may only be brought on one or more of the following two (2) grounds:

- a) Decision resulted in the denial of appellant's due process rights under the law or applicable University policy; or
- b) To consider new information sufficient to alter the decision or relevant facts not brought out in the investigation or on appeal.

All second-level Title IX Appeals and Appeals to Notices of Grievance Determinations must be submitted, in writing, to the Dean of Student Services and Campus Life, and include the following information:

- a) The name, address, and signature of the appellant;
- b) A sufficient description of the issue on appeal (denial of due process; or new issue or information sufficient to alter the decision) or the allegedly improper policy, practice or procedure resulting in a Title IX violation;
- c) The identity of additional witnesses or affected individuals;

The attaching or identification of any other documents, facts, or evidence that the University should consider in reviewing the grievance or appeal.

An appellant is not required to re-submit any documents or information that the University already has in its possession as a result of its original Title IX investigation or first-level appeal review.

- a) The Dean of Student Services and Campus Life, will issue a Notice of Final Appeal Determination within thirty (30) calendar days of receipt of the appeal. The Notice of Final Appeal Determination will affirm, modify, or reverse the decision being appealed, or the policy/practice/procedure being grieved.
- b) All decisions rendered in a second-level appeal are FINAL and may not be appealed; however, an affected individual may contact the U.S. Department of Education's Office of Civil Rights for questions, concerns or complaints about CAU's handling of your complaint, grievance, or appeal
- c) All decisions rendered in a second-level appeal are FINAL and may not be appealed; however, an affected individual may contact the U.S. Department of Education's Office of Civil Rights for questions, concerns or complaints about CAU's handling of your complaint, grievance, or appeal.

Administrative Termination or Withdrawal

If a student is administratively terminated, the student is not allowed to complete the current semester, a grade of "W" (i.e., withdrawal) will be recorded for current coursework on the student's transcript, an Administrative Termination code of "AW" will be recorded in Banner and the administrative withdrawal may be noted in his/her judicial file. The University will

withdraw the student from classes and suspend his or her University-affiliated social privileges. The student must also return his or her student identification card and other University property.

Reinstatement after Administrative Termination

A student who wishes to be reinstated after having undergone the administrative termination process may reapply to the University one (1) year from the end of the semester in which he/she was terminated unless otherwise provided for in the student's written notification or in other regulations of the University. If the student satisfies the requirements for reinstatement, the Administrative Termination hold will be lifted to permit reinstatement but will not be removed from the student's Banner account and/or judicial file. The requirements for reinstatement are determined on a case-by-case basis.

CODE OF STUDENT CONDUCT KEY DEFINITIONS

When used in this Code:

Aggravated Violation - means a violation which resulted or foreseeably could have resulted in significant damage to persons or property, or which otherwise posed a substantial threat to the stability and continuance of normal University of University-sponsored activities.

Cheating - means intentionally using or attempting to use unauthorized materials, information, or study aids in any academic exercise.

Chief Judicial Affairs Officer - means the Chief Judicial Affairs Officer or designee, who also serves as the Director of Student Conduct.

Code means this Student Judicial Code of Conduct in its entirety.

Complainant - means a member of the University community who files a formal complaint against a Student, Group, or Organization for violation of this Code or, for purposes of the Procedures set forth in Part Two of this Code, a Student who alleges to have experienced the Sexual Misconduct.

Consent - Consent is clear, unambiguous, and voluntary agreement between participants to engage in specific sexual activity. Consent is active, not passive, and is given by clear actions or words. Consent may not be inferred from silence, passivity, or lack of active resistance alone. A current or previous dating or sexual relationship is not sufficient to constitute consent, and consent to one form of sexual activity does not imply consent to other forms of sexual activity. Being intoxicated does not diminish one's responsibility to obtain consent. In some situations, an individual may be deemed incapable of consenting to sexual activity because of circumstances or the behavior of another, or due to his or her age. Anything but a clear, knowing and voluntary consent to any sexual activity is equivalent to a "no." Examples of such situations include, but are not limited to, incompetence, impairment from alcohol and/or other drugs, fear, unconsciousness, intimidation, coercion, confinement, isolation, or mental or physical impairment.

Dating Violence - Violence committed by a person—

- a) who is or has been in a social relationship of a romantic or intimate nature with the victim; and
- b) where the existence of such a relationship shall be determined based on a consideration of the following factors:
 - the length of the relationship
 - the type of relationship
 - the frequency of interaction between the persons involved in the relationship"

Dean of Students means the Dean of Students or designee for the purposes of this Code. For purposes of this Code, the terms "Dean of Students" and "Dean of Students" shall be used interchangeably.

Distribution means any form of sale, exchange or transfer.

Domestic Violence or Family Violence - Felony or misdemeanor crimes of violence committed by a current or former spouse of the victim, by a person with whom the victim shares a child in common, by a person who is cohabitating with or has cohabitated with the victim as a spouse, by a person similarly situated to a spouse of the victim under the domestic or family violence laws of the jurisdiction or by any other person against an adult or youth victim who is protected from that person's acts under the domestic or family violence laws of the jurisdiction. Georgia state law specifically defines such violence as the occurrence of a felony or the commission of offenses of battery, simple battery, simple assault, assault; stalking criminal damage to property, unlawful restraint, or criminal trespass between:

- a) past or present spouses;
- b) persons who are parents of the same child;
- c) parents and children;
- d) stepparents and stepchildren;
- e) foster parents and foster children; or
- f) other persons living or formerly living in the same household.

Fabrication - means intentional and unauthorized falsification or invention of any information or citation in an academic exercise.

Facilitating academic dishonesty - means intentionally or knowingly helping or attempting to help another violate any provision of this Code.

Force - 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 overcomes resistance or produces consent. There is no requirement that a person has to resist 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.

Group or Student Group - means two or more persons associated with one another for a common academic, social, community or other purpose but have not complied with University requirements for registration as a University-recognized organization.

Hazing - is any action or activity, whether conducted on or off University property, which is designed to, or has the reasonably foreseeable effect of humiliating, denigrating, offending, physically or mentally abusing, or exposing to danger a person, as a condition, directly or indirectly, of the person's consideration for admission to, or continuation of membership in, participation in activities of, receipt of benefits or services from an organization or group. No person may consent to participation in hazing activities nor release a group or any of its members, officers, employees, agents, co-participants, parents, organizations, or insurers from liability for injuries or damages sustained as a result of participation in hazing activities. A Student's consenting to hazing shall not release or minimize an Organization's or person's liability in any way. Hazing activities include, but are not limited to, whipping, beating, paddling, branding, calisthenics, running, exposure to the elements, forced consumption of food, liquor, drugs (legal or illegal), or

any other substances, sleep deprivation, forced exclusion from social contact, conduct which could result in any form of embarrassment, nudity, sexual harassment, kidnapping, or car drops. Recognized Student Organizations have an obligation to protect the welfare of their prospective and initiated members, guests and the University during initiation activities. Every precaution must be taken to protect against University, individual and organizational liability.

Incapacitation - Incapacity can result from mental disability, sleep, involuntary physical restraint, or from intentional or unintentional taking of alcohol and or other drugs. An incapacitated person does not have the ability to give knowing consent. Sexual activity with a person who one should know to be – or based on the circumstances should reasonably have known to be – mentally or physically incapacitated, constitutes a violation of this policy. The perspective of a reasonable person will be the basis for determining whether one should have known about the impact of the use of alcohol and/or drugs on another’s ability to give consent.

Institution and University mean Clark Atlanta University and all of its undergraduate, graduate and professional schools, divisions, and programs.

Investigator(s) - means an official(s) designated by the Title IX Coordinator to conduct an investigation of alleged Sexual Misconduct, and who acts as the primary witness in the event of a disciplinary hearing.

Non-Consensual Sexual Contact - Any intentional touching of a sexual nature, however slight, with any object, by a man or a woman upon a man or a woman, without consent and/or by force. Sexual contact includes intentional contact with the breasts, buttock, groin, or genitals, or touching another person with any of these body parts, or making another touch you or themselves with or on any of these body parts; or any intentional bodily contact in a sexual manner, though not involving contact with/of/by breasts, buttocks, groin, genitals, mouth or other orifice. The crimes of sexual battery and aggravated sexual battery are encompassed in this definition.

Non-Consensual Sexual Intercourse - Insertion of a sex organ, object, tongue or finger into the sex organ, mouth or anus of another, no matter how slight the insertion or contact, with consent and/or by force.

Notice of Outcome - means a written notification issued to a Complainant and a Respondent following the conclusion of a student judicial proceeding under this Code. The Notice of Outcome shall be issued to the Complainant and the Respondent concurrently and shall contain the determination of whether the Respondent is Responsible or Not Responsible for the alleged violations and, where applicable, sanction(s) assigned, the due date(s) of the sanction(s), any other steps the University will or has taken to eliminate the hostile environment, and any available appeal rights. This term may also be used to refer to the written statement of a Title IX Coordinator or other investigator of his/her findings regarding the validity of the complaint and the recommended corrective actions to be taken and/or sanctions to be imposed in cases involving violations of Title IX.

Organization or Student Organization - means two or more persons associated with one another for a common academic, social, community or other purpose and who have complied with University requirements for registration.

Plagiarism - means intentionally or knowingly presenting the words or ideas of another as one's own in any academic exercise.

Rape - A person commits the offense of rape when he has "carnal knowledge" of (1) a female forcibly and against her will; or (2) a female who is less than 10 years of age. Carnal knowledge in rape occurs when there is any penetration of the female sex organ by the male sex organ. The fact that the person allegedly raped is the wife of the defendant is not a defense to a charge of rape. A person convicted of rape in Georgia is subject to punishment by imprisonment for 25 years, life imprisonment or death.

Reckless - or any variation thereof means conduct which one should reasonably be expected to know would create a substantial risk of harm to persons or property or result in interference with normal University or University-sponsored activities.

Respondent - generally means a Student, Group, or Organization formally or informally charged with and/or accused of violating this Code. The term may also be used to refer to a person alleged to be responsible, or who is accused of conduct alleged in a complaint to constitute a Title IX violation. The term may be used to designate persons with direct responsibility for a particular action or those persons with supervisory responsibility for procedures and policies in those areas covered in the complaint (i.e., a department head or chairperson).

Responsible - means a determination by a University Judicial Hearing Board, an Ad Hoc Judicial Hearing Board, or a Special Matter Hearing Panel (as described in Part Two of this Code) that the Respondent has, in fact, committed an act in violation of this Code.

Sex Discrimination - conduct which is federally prohibited - occurs when a person has been treated unequally based on his or her gender in education programs or activities. Such programs or activities include, but are not limited to, admissions, recruitment, financial aid, academic programs, student treatment and services, counseling and guidance, discipline, classroom assignment, grading, vocational education, recreation, physical education, athletics, housing and employment. The prohibition on sex discrimination also covers discrimination on the basis of pregnancy, termination of pregnancy, childbirth, or related conditions. Also prohibited as sex discrimination is any act which is based on parental, family, or marital status and which is applied differently based on sex.

Sexual Assault – is any type of Sexual Contact or behavior that occurs without the explicit consent of the recipient of the unwanted sexual activity. Falling under the definition of sexual assault is sexual activity such as forced sexual intercourse, sodomy, child molestation, incest, fondling, rape, attempted rape, sexual battery and aggravated sexual battery. Georgia law defines sexual assault as sexual contact that is perpetrated by a person who has supervisory or disciplinary authority over another individual.

Sexual Contact - The deliberate touching of a person's intimate parts (including genitalia, groin, breast or buttocks, or clothing covering any of those areas), or using Force to cause a person to touch his or her own or another person's intimate parts.

Sexual Misconduct - is a broad term that encompasses sexually motivated misconduct as described in the Sexual Harassment Policy, including conduct of an unwelcome and/or criminal nature. Thus, for purposes of this Code, Sexual Misconduct includes, but is not limited to:

- a) Rape;
- b) Sexual Exploitation;
- c) Nonconsensual Sexual Contact;
- d) Nonconsensual Sexual Intercourse;
- e) Sexual Assault;
- f) Sexual Violence;
- g) Domestic Violence;
- h) Dating Violence; and
- i) Stalking

Sexual Exploitation - Occurs when a student takes non-consensual or abusive sexual advantage of another 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 the following: Invasion of sexual privacy; prostituting another student; non-consensual video or audio-taping of sexual activity; going beyond the boundaries of consent; observing unsuspecting individuals who are partly undressed, naked, or engaged in sexual acts; engaging in voyeurism; knowingly transmitting an STI or HIV to another student; exposing one's breasts, buttocks, groin, or genitals, in non-consensual circumstances; inducing another to expose their breasts, buttocks, groin, or genitals; sexually-based stalking and/or bullying may constitute a form of sexual exploitation, as well as a form of sexual harassment, as discussed above.

Sexual Violence - Sexual violence, as defined by the Department of Education and relevant guidance, refers to physical sexual acts perpetrated against a person's will or where a person is incapable of giving consent (e.g., due to the student's age or use of drugs or alcohol, or because an intellectual or other disability prevents the student from having the capacity to give consent). A number of different acts fall into the category of sexual violence, including rape, sexual assault, sexual battery, sexual abuse, and sexual coercion. Sexual violence can be carried out by school employees, other students, or third parties. All such acts of sexual violence are forms of sex discrimination prohibited by Title IX of the Education Amendments of 1972.

Stalking - Occurs when a person follows, places under surveillance or contacts another person (i.e., the victim) at or about any public or private property occupied by the victim other than the residence of the person without the consent of the victim for the purpose of harassing and intimidating the victim. Harassment and intimidation is a knowing and willful course of conduct directed at a specific person which causes emotional distress by placing such person in reasonable fear for such person's safety or the safety of a member of his or her immediate family, by establishing a pattern of harassing and intimidating behavior, and which serves no legitimate purpose. Examples of contacting another person include, but are not limited to, communicating

in person, by telephone, by mail, by broadcast, by computer or computer network, or by any other electronic device.

Standard of Proof - means the standard by which it is determined whether or not a violation of this Code has occurred. For purposes of Code procedures, the required Standard of Proof is a "preponderance of evidence," which means the evidence presented demonstrates that it is more likely than not that a violation has occurred.

Student - means an individual who, at the time of the alleged conduct, has accepted an offer of admission to the University by paying the required confirmation fee or has registered and/or enrolled for coursework; is participating in a University-sponsored or -affiliated educational program, and continues until withdrawal, graduation, or a break in registration for twelve or more months that results in an inability to register for classes without reapplication; and for whom the institution maintains educational records, as defined by the Family Educational Rights and Privacy Act of 1974 (FERPA)(20 U.S.C. § 1232g) and related regulations.

Title IX Coordinator - means the designated University official with ultimate oversight and responsibility for the University's compliance with Title IX of the Higher Education Amendments of 1972, 20 U.S.C. § 1681 et seq. ("Title IX"), implementing regulations and relevant supplemental guidance.

University premises - refers to buildings or grounds owned, leased, operated, controlled or supervised by the University.

University-sponsored activity - means any activity hosted, performed or conducted on or off University premises that is specifically initiated or supervised by the University.

Weapon - means any object or substance designed to inflict a fatally wound, cause injury, or incapacitate, including, but not limited to, all firearms, explosives, pellet guns, slingshots, martial arts devices, brass knuckles, knives, and chemicals such as "mace" or tear gas. A harmless instrument designed to look like a firearm, explosive or weapon that is used by a person to cause reasonable apprehension of harm or to assault another person is expressly included within the meaning of "weapon."

Will or shall, when used in this Code, is to be regarded as a command or directive.



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